

# Regulation on the Awarding of Scholarships as part of the National Scholarship Programme (StipO)

of the Hochschule für Technik und Wirtschaft Dresden  
University of Applied Sciences

Dated

**05 June 2019 (including changes from 21 July 2020)**

Law on Institutions of Higher Education in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz (law on autonomy in the institutions of higher education) - Sächs-HSFG) in the version of the notice dated 15th January 2013 (SächsGVBl. (Saxon Gazette of Laws and Ordinances) Pg. 3), last amended by Article 2 Para. 27 of the law of 5th April 2019 (SächsGVBl. Pg. 245).

*Important: This is a translation for information purposes. Only the German wording of the regulation is legally binding.*

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## § 1 Object, Purpose and Basis of Funding

(1) This regulation shall regulate the implementation of the act on the creation of a national scholarship programme (Scholarship Programme Act - StipG) of 21st July 2010 (Federal Law Gazette (BGBl.) I Pg. 957), as amended by Article 2 of the law of 23rd December 2014 (BGBl. I, Pg. 2475) and the directive on the execution of the Scholarship Programme Act (Scholarship Programme Directive - StipV) of 20th December 2010 (BGBl. I) as amended by Article 2 of the Directive of 29th November 2011 (BGBl. I Pg. 2450) at the Hochschule für Technik und Wirtschaft Dresden.

(2) The HTW Dresden awards scholarships upon application and following a selection procedure as part of the National Scholarship Programme to fund highly talented university applicants and students who can be expected to achieve or have already achieved outstanding performance in their studies and profession.

## § 2 Eligible Students and University Applicants

(1) The scholarship programme is intended for highly talented and high-performing

1. university applicants who wish to enrol for the first subject-specific semester at the HTW Dresden and who fulfil the admission requirements for studies, as well as for
2. students in diploma programmes or Bachelor's and Master's degree programmes who are enrolled at the HTW Dresden.

(2) The scholarship programme is not intended for students who already receive a material grant dependent on talent and performance pursuant to § 1 Para. 3 of the StipG or § 4 Para. 1 Sentence 1 of the StipG, unless it is less than a monthly average of EUR 30 for each semester for which the grant was approved.

## § 3 Announcement

(1) The scholarships to be awarded for the following academic year will generally be announced annually at the end of the summer semester of the previous year by the Prorector for Teaching and Learning of the HTW Dresden. The announcement will be made online and put up in faculties as well as at other places for announcement at the university.

(2) The announcement will mention the expected number of scholarships and, if applicable, the earmarking of a certain amount of the scholarships. The maximum number of scholarships to be awarded depends on the funds provided by the federal government in a phased process and on the additional private funds to be obtained by the university.

(3) The announcement contains the following details:

- application form and place of submission,
- documents to be provided by the applicant,
- application deadline and the course of the selection procedure, and
- amount and duration of the scholarships.

## § 4 Application Procedure

(1) Scholarship applications are to be submitted by the end of the application deadline (cut-off period) mentioned in the announcement.

(2) They are to be sent to the Chairperson of the Selection Committee via the online form specified in the announcement.

(3) The documents to be submitted are specified in the announcement. These are to be submitted in German. If they are not available in German, then an officially certified German or English translation should be enclosed.

### **§ 5 Basis of Allocation**

(1) Up to two-thirds of the scholarships can be earmarked. This refers to technical criteria such as assigning the future scholarship holders to specific degree programmes or faculties.

(2) If possible, applicants from all faculties should be considered when awarding a scholarship. Proportional shares, depending on the number of enrolled students per faculty, with the exception of doctoral students, are to be used as a basis for this. The number of earmarked scholarships according to Para. 1 will be counted towards the proportional share of the faculties. If the number of earmarked scholarships exceeds the proportional share for a faculty, the proportional share of scholarships from other faculties will be reduced accordingly.

(3) The faculties will endeavour to raise the additional funds from private sources pursuant to § 3 Para. 2 to the amount of the proportional share corresponding to the number of enrolled students referred to in Paragraph 2.

### **§ 6 Selection Committee**

(1) The rectorate will establish a central Selection Committee to prepare for the award decision. The Prorector for Teaching and Learning will be the Chairperson of the Selection Committee. In agreement with the rectorate, the Prorector for Teaching and Learning can be represented by a representative from among the professors. This representative will be appointed by rectorate decision.

(2) In addition to the Prorector for Teaching and Learning, the Selection Committee will consist of one professor and one student from each faculty, as well as the university's Equal Opportunities Officer. The professors and students of each faculty and their deputies will be appointed by the Faculty Board for one year.

(3) The Selection Committee will have a quorum when more than half of the committee members are present and entitled to vote. It will decide with a simple majority of the votes of those present. In the case of a tied vote, the Chairperson will have the casting vote.

(4) The Selection Committee may invite representatives of private sponsors in an advisory capacity, especially for earmarked scholarships. The Chairperson of the Selection Committee may grant these representatives access to motivation letters and transcripts of the results of individual applicants.

(5) For student members of the committee who have submitted a scholarship application, §§ 20, 21 of the Administrative Procedures Act will apply accordingly. They will not be allowed to participate in the meetings of the Selection Committee and will be replaced by their respective deputies. If these are also excluded, the corresponding seat in the committee will remain vacant.

### **§ 7 Selection Procedure, Notice of Granting**

(1) The Selection Committee will present to the rectorate a recommendation list of students and/or university applicants who ought to receive a scholarship.

(2) Based on the Selection Committee's recommendations, the rectorate will decide on granting the scholarships.

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- (3) Information about the granting of scholarships will be made known by a decision of the Prorector for Teaching and Learning.
- (4) The notice will be made public once scholarships have been awarded and the scholarship holders have been informed.

### **§ 8 Selection Criteria**

- (1) The performance and aptitude of university applicants who wish to enrol for the first subject-specific semester will be decided primarily on the basis of the following criteria:
- a. For university applicants for a diploma programme or Bachelor's degree programme, the average grade of the university entrance qualification;
  - b. For university applicants for a Master's degree programme, the duration and final grade of the previous course of study and, if applicable, the ECTS grade.
- (2) The performance and aptitude of students enrolled for diploma programmes or Bachelor's and Master's degree programmes will be decided upon primarily on the basis of the following criteria:
- a. The average of all grades obtained by the faculty-specific cut-off date, which follows the application deadline and is set by the Prorector for Teaching and Learning. As a rule, the grades of completed modules that are weighted in accordance with ECTS points will be used as the basis for this.  
  
For scholarship applications in the winter semester 2020/21 the following regulations apply: For the calculation of the average of all grades, the marks of the examination periods up to and including winter semester 2019/20 will be considered. Students who are enrolled in the first semester of their studies in the summer semester 2020 will be treated like applicants according to paragraph 1.
  - b. The number of ECTS points obtained up to the day mentioned on section a., taking into account the course of study recommended in the study schedule of the study regulation;
  - c. The average grade of the university entrance qualification for students in Bachelor's degree programmes and diploma programmes up to and including the second subject-specific semester;
  - d. Duration and the final grade of the previous study and, if applicable, the ECTS grade for students in Master's degree programmes up to and including the second semester.
- (3) In addition, the following criteria will be particularly taken into account in the overall consideration of the applicant's potential:
- a. Special achievements, awards and prizes, previous occupation and internships;
  - b. Extra-curricular activities such as voluntary work or commitment to social work, work related to higher-education policies, political work or participation in religious societies, groups or associations;
  - c. Special personal or family circumstances such as illnesses and disabilities, the care of one's own children, particularly as a single parent, or close relatives in need of care, assistance in the family business, study-related gainful employment, family background or a migrant background.
- (4) Double counting of the criteria specified in Paragraphs 2 and 3 will be excluded.
- (5) The criteria will be included in the recommendation list pursuant to § 7 Para. 1.

### **§ 9 Amount and Duration of Scholarship, Withdrawal**

(1) The amount of the scholarship will be a total of EUR 300 per month and will be disbursed as a non-repayable grant. In derogation hereof, a higher scholarship may be awarded pursuant to § 5 Para. 1 Sentence 2 of the StipG if the proportion of funds obtained from private sources for a single scholarship is higher than EUR 150.

(2) The scholarship may be granted until the last semester of the standard period of study of a degree programme. Upon substantiated request, the scholarship may be granted beyond the standard period of study pursuant to § 7 Para. 1 of the StipG.

(3) The total funding period will be specified in the notice of granting. The scholarship will be granted for a duration of two semesters.

(4) In the case of subject-specific stays abroad as part of the course of study, the same scholarship amount will still be paid.

(5) The regulations of the StipG will apply to the leave of absence from the course of study and the termination and withdrawal of the scholarship.

### **§ 10 Obligation to Cooperate**

(1) Applicants must fulfil the obligation to cooperate that is required for the selection procedure. They must provide information necessary for verifying eligibility and performance prerequisites and furnish evidence.

(2) Scholarship holders must promptly provide notification of any changes in circumstances that are relevant to the granting of the scholarship.

### **§ 11 Coming into Effect**

The regulation was passed by the rectorate on 21th July 2020 and will come into effect on 22th July 2020.

**Overview: consideration of further selection criteria**

A criterion may be accepted if the relevant facts are asserted at the designated place in the online application system as part of the application process and the required proof is attached (usually as an electronic copy on the applicant portal).

Points are awarded in three categories (a, b, c) pursuant to § 8 Para. 3. A maximum of 10 points are awarded in each category. Five points are awarded for each criterion for which proof has been submitted.

**a) Special achievements, awards and prizes, previous occupation and internships**

<b>Criterion</b>	<b>Proof</b> (equivalent proofs are accepted)
Special awards and achievements (usually obtained/achieved within the previous three calendar years)	Document, certificate
Working on a job that requires training (usually at least 12 months of employment subsequent to the date of the training certificate)	Training certificate/certificate of employment
Preparatory internship (subject-relevant, at least three months without interruption, no compulsory internships for study admission, before the beginning of the undergraduate Bachelor/diploma programmes)	Internship certificate
Other individual achievements recognised by the Selection Committee	

**b) Social commitment, responsibility**

<b>Criterion</b>	<b>Proof</b> (equivalent proofs are accepted)
Voluntary work, active involvement in associations parallel to studies (within the calendar year of the application or the previous calendar year)	Current acknowledgement from the institution specifying the type and scope of work (proof of membership alone is not enough). Appropriate proof of the non-profit status of the association should be submitted. Activities which are usually carried out at least once a month are recognised.
Ambassador of the HTW (within the calendar year of the application or the previous calendar year)	Acknowledgement from institution.
Commitment to political work or participation in religious societies (within the calendar year of the application or the previous calendar year)	Activities which are usually carried out at least once a month are recognised.

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<b>Criterion</b>	<b>Proof</b> (equivalent proofs are accepted)
	<p>In the case of commitment to political work: current (not older than three months) acknowledgement from the party specifying the type and scope of work (proof of membership alone is not enough). The party must be entitled to state funding in the current calendar year pursuant to § 18 Para. 4 of the PartG (Political Parties Act). Proof must be enclosed.</p> <p>In the case of participation in religious societies: current (not older than three months) acknowledgement from the religious society specifying the type and scope of work (proof of membership alone is not enough). The religious society must be a recognised public corporation. Proof must be enclosed.</p>
Special deployment in crisis areas (within the calendar year of the application or the previous calendar year)	Acknowledgement from institution
Rescue worker/first-aider	Current acknowledgement from institution (not older than 24 months for first-aiders)
Voluntary social/ecological year	Acknowledgement from institution
Commitment to work related to higher-education policies (within the calendar year of the application or the previous calendar year)	Confirmation by committee chairperson/management of participation in university committees or inter-university student representations (recognised only if committee semesters have not already been granted.)
Other individual achievements recognised by the Selection Committee	

**c) Social, family, personal circumstances**

<b>Criterion</b>	<b>Proof</b> (equivalent proofs are accepted)
Caring for children (of up to age 12) in one's own household	For example child benefit notice; registration certificate
Caring for relatives	Proof of care level of the relative, and explanation of the type and weekly extent (hours) of care to be provided. Provision of care must involve a considerable amount of time (starting from 10 hours/week)
Migrant background	Proof of higher education entrance qualification in English or German

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<b>Criterion</b>	<b>Proof</b> (equivalent proofs are accepted)
(foreign university entrance qualification of a country where German is not an official language)	
Chronic illness or disability	Severely handicapped person's pass or medical confirmation (not older than six months) that there is a restriction to a full time study due to illness (without mentioning the diagnosis)
Competitive sports	Current certificate of the Olympic Training Centre/intensive training centre (no popular sport)
First-generation graduate	Information of the learnt profession of parents in the form of a signed declaration from parents that they have not studied
Study-related gainful employment/assistance in the family business (within the calendar year of the application or the previous calendar year)	Acknowledgement from company
Other individual personal/family circumstances recognised by the Selection Committee	