

# **Procurement regulations**

## **Regulations governing the awarding of the Deutschlandstipendium at the SRH University of Applied Sciences Heidelberg**

The following regulations are issued based on the Act on the Creation of a National Scholarship Programme (Scholarship Programme Act - StipG) of 21 July 2010, last amended by Article 74 of the Act of 29 March 2017 (Federal Law Gazette I p. 626) in conjunction with the Ordinance of the Federal Government on the Implementation of the Scholarship Programme Act (Scholarship Programme Ordinance - StipV) of 20 December 2010:

### **I. General part**

#### **§ 1 Purpose of the scholarship**

- (1) The Deutschlandstipendium supports talented applicants for degree programmes and students at SRH University of Applied Sciences Heidelberg who are expected to achieve or have already achieved outstanding academic or professional results.
- (2) Only those applicants and students who can be expected to successfully complete their studies due to their subject-related aptitude will be considered for the scholarship.
- (3) These award regulations apply exclusively to regularly enrolled students or applicants to be enrolled. They do not apply to guest students, students enrolled as part of a second degree programme or students who have the status of a permanent employee at SRH University of Applied Sciences Heidelberg during the funding period of the scholarship. Temporary employment as part of a low-paid employment relationship (research assistants) is excluded from the latter.

#### **§ 2 Eligibility**

- (1) The scholarship can only be awarded to students enrolled at SRH University of Applied Sciences Heidelberg who are studying in their first degree programme or in an advanced degree programme within the standard period of study and whose remaining period of study corresponds to at least the period of approval (one year). It is possible to apply immediately before commencing a degree programme at the SRH University of Applied Sciences Heidelberg. The number of Germany Scholarships awarded is

determined by the requirements of the federal government and the funds available for this purpose.

- (2) A scholarship will not be awarded if the student receives other talent- and performance-related material support from a funding organisation funded by the Federal Government or from another domestic or foreign institution, unless this support does not exceed a monthly average of EUR 30.

### **§ 3 Type and scope of funding**

- (1) The scholarship is granted as a non-repayable grant and usually amounts to 300 euros per month. In each case, 150 euros are provided by a private sponsor and 150 euros by the federal government.
- (2) Scholarships are awarded irrespective of income and can be combined with BAföG funding.
- (3) A scholarship is awarded for at least one year. The funding period generally begins on 1 October of each year. If sufficient funding is available, scholarships may be awarded twice a year on 1 April and 1 October. Within the maximum funding period, the approval period should be extended ex officio in accordance with Section 6 (2).
- (4) The maximum funding period is based on the standard period of study for the degree programme attended and can only be extended beyond this in justified cases. An extension of the maximum funding period is possible for serious reasons or in special exceptional cases. These include, in particular, a disability, pregnancy, bringing up a child, caring for a close relative or a study-related stay abroad. An extension of the maximum funding period must be applied for in writing to SRH University of Applied Sciences Heidelberg, stating the reasons.
- (5) If study-related stays abroad or an internship provided for in examination or study regulations take place, the scholarship will continue to be paid in the same amount for the approved period. This also applies during lecture-free periods.
- (6) The scholarship will not be paid during the period of leave of absence from studies. If the scholarship holder resumes his/her studies after taking a leave of absence, the period for which the scholarship is granted will be adjusted upon notification by the scholarship holder. The period of leave of absence is not counted towards the funding period.
- (7) The scholarship does not constitute an employment relationship, it is not subject to social security contributions and, in particular, it does not constitute remuneration within the meaning of Section 14 SGB IV. The scholarship is tax-free under the conditions of § 3 No. 44 EStG.

- (8) The scholarship may not be made dependent on a consideration for the private sponsor, in particular not on a declaration of intent regarding subsequent employment.

#### **§ 4 Termination of funding**

- (1) The scholarship ends without cancellation of the approval notice at the end of the month in which the scholarship holder
1. has successfully completed the higher education programme; this is the case when the overall result of the successfully completed part of the programme is announced to the scholarship holder, but at the latest at the end of the second month after the month in which the last part of the examination was taken,
  2. has dropped out of university,
  3. has changed specialisation or
  4. is exmatriculated.
  5. after the end of the authorisation period, unless the selection committee decides to continue funding.
- (2) If the scholarship holder changes universities during the approval period, the scholarship ends at the end of the study period for which the scholarship continues to be paid. The period of study at SRH University of Applied Sciences Heidelberg is decisive.

#### **§ 5 Revocation of funding**

- (1) The approval of the scholarship can be revoked by SRH University of Applied Sciences Heidelberg, if necessary with retroactive effect. Revocation is possible in particular if the scholarship holder has not complied with the obligations to cooperate in accordance with § 7 (2) to (4) or receives further funding contrary to § 4 (1) of the Scholarship Programme Act or if the university determines during the examination that the aptitude and performance requirements for the scholarship no longer apply. Otherwise, §§ 48, 49 LVwVG apply accordingly.
- (2) The funding ends with the month in which the authorisation is revoked. The scholarship holder is obliged to repay the grant already paid for the period in which the authorisation for the scholarship did not exist or no longer exists. This applies in particular in the event of double funding or if the grant is based on false information provided by the scholarship holder. § Section 49a LVwVfG applies accordingly. Förderung endet mit dem Monat, in dem die Bewilligung widerrufen wird.

The scholarship holder is obliged to repay the grant already paid for the period in which the scholarship was not or no longer granted. This applies in particular in the event of double funding or if the approval is based on false information provided by the scholarship holder. § Section 49a LVwVfG applies accordingly.

## **§ 6 Further funding / evaluation**

- (1) The funding programme is evaluated annually by the SRH University of Applied Sciences Heidelberg.
- (2) The scholarship holder may continue to receive funding up to the maximum funding period. Funding will be granted ex officio, provided that the eligibility, suitability and performance requirements for the scholarship continue to apply and sufficient funding is available. The decision on this is the responsibility of the selection committee and will be communicated to the scholarship holder in writing. There is no legal entitlement to further funding.
- (3) If further funding is not desired, SRH University of Applied Sciences Heidelberg must be notified in writing at least two months before the end of the approval period or before the desired termination date.

## **§ 7 Obligation to co-operate**

- (1) The applicant for a Deutschlandstipendium scholarship from SRH University of Applied Sciences Heidelberg must provide the information and evidence necessary for the assessment of the aptitude and performance requirements within the selection procedure.
- (2) The scholarship holder must fulfil all necessary obligations to cooperate. This includes in particular the submission of a transcript of records at the end of each semester and the preparation of an annual report at the end of the approval period on the course of study and the academic achievements via the responsible office at SRH University of Applied Sciences Heidelberg. The report must include evidence of talent and performance within the meaning of Section 11 (4) and a brief description of the scholarship holder's further personal development since the scholarship was granted or since the last review, in relation to their studies, including any special personal or family circumstances. The annual report must be submitted to the SRH University of Applied Sciences Heidelberg via the Deutschlandstipendium portal.
- (3) The scholarship holder must provide SRH University of Applied Sciences Heidelberg with the data required to fulfil its duty to provide information in accordance with Section 13 (1) No. 1 and (4) of the Scholarship Programme Act.

- (4) The scholarship holder is obliged to notify SRH University of Applied Sciences Heidelberg immediately of any circumstances that lead to the cancellation of eligibility for funding in accordance with § 4 and 5.

## **II. Application and selection procedure**

### **§ 8 Application procedure**

- (1) The award of the scholarship requires a written application, which must be submitted to the SRH University of Applied Sciences Heidelberg in due form and time via the Deutschlandstipendium portal together with the documents specified in paragraph 4. Only complete applications submitted in due time and form can be considered for the scholarship award.
- (2) SRH University of Applied Sciences Heidelberg is authorised to request appropriate evidence of its choice for the information provided in the application - in particular regarding the performance criteria in accordance with Section 10 (2).
- (3) The scholarships are awarded regularly on 1 October and, if applicable, on 1 April of the respective year in accordance with Section 3 (3) and based on the available funding. If this is not possible, the funding amount will be paid out retrospectively in accordance with the funding period. The scholarships are advertised on the SRH University of Applied Sciences Heidelberg website, stating the expected number and, if applicable, the earmarking of the available scholarships, the regular approval period and the application deadline.
- (4) The application must be accompanied by the following documents in German or English:
  - Application form,
  - Letter of motivation regarding your choice of degree programme (max. two A4 pages),
  - Curriculum vitae in tabular form,
  - a certified copy of the university entrance qualification certificate, in the case of foreign certificates an officially certified translation into the German system and conversion into the German grading system,
  - Certificate of enrolment or, for first-year students, the letter of admission for the degree programme at SRH University of Applied Sciences Heidelberg
  - if applicable, proof of a special qualification that entitles the applicant to study in the respective degree programme at SRH University of Applied Sciences Heidelberg, ggf. das Zeugnis über einen ersten Hochschulabschluss

- current overview of grades from previous studies, if applicable,
- Letter of recommendation from a university teacher in the relevant field of study or a teacher from the last secondary school attended,
- If applicable, proof of the selection criteria listed in § 10 para. 3.

If the application documents are not written in German or English, an officially certified translation into German must be enclosed.

(5) The application period should not be less than one month.

### **§ 9 Preliminary examination**

The application documents must be submitted to the responsible office at the SRH University of Applied Sciences Heidelberg, as announced in the call for applications. This office will carry out a preliminary review of the submitted documents regarding fulfilment of the formal requirements and forward them to the selection committee (§ 12).

### **§ 10 Selection criteria**

(1) The scholarships are awarded based on an overall assessment of the documents submitted by the selection committee with regard to very good achievements and special talent.

- a. The sponsors have the option of linking their sponsorship to a specific study programme and / or a location of the SRH University of Applied Sciences.

(2) The performance criteria here are:

- a. The grade point average of previous academic achievements or the grade of the university entrance qualification. As far as possible, in addition to the absolute grade point average, the relation to comparable students or classmates is also considered.
  - (a) For students who are already enrolled, the previous academic achievements and the ECTS points achieved apply.
  - (b) For first-year students, the average grade of the higher education entrance qualification applies, taking particular account of the individual grades relevant to the chosen degree programme. For applicants to a master's degree program, the final grade of their previous studies is considered as the university entrance qualification.
  - (c) If there is a form of university entrance examination according to § 58 LHG, the grade determined there can be used in the sense of a grade of the university entrance examination.

- b. Letter of recommendation from a teacher in the applicant's respective field of study or from a teacher at the last secondary school attended.
- (3) In the overall assessment of the applicant's potential, further criteria such as previous personal career, honours, previous professional activity and internships, extracurricular or extracurricular commitment such as voluntary work, social, higher education or political commitment, participation in religious societies, associations or clubs, special personal or family circumstances such as illnesses, disabilities, caring for children, etc. should also be considered. The applicant's potential should also be assessed on the basis of other criteria such as a previous professional career and internships, extracurricular or extra-curricular activities such as voluntary work, social, higher education or political commitment, involvement in religious societies, associations or clubs, special personal or family circumstances such as illnesses and disabilities, caring for own children, especially as a single parent, or close relatives in need of care, working in the family business, gainful employment during studies, family background or a migration background.
- (4) The selection committee may invite the applicant to a personal interview; this applies in particular if the number of applicants considered for a scholarship exceeds the number of scholarships to be awarded.

## **§ 11 Authorisation procedure**

- (1) Based on the selection criteria listed under § 10, the selection committee will select the applicants who can be accepted for funding from the applications received, as well as other applicants who will move up in a ranking order determined by the selection committee if applications included in the selection are subsequently withdrawn or other reasons arise that argue against funding.
- (2) The university management approves the scholarships based on the selection decision of the selection committee for an approval period of one year.
- (3) The decision to award a scholarship is made by means of an approval notice. The approval of a scholarship includes the decision on the approval period, the amount of the scholarship and the funding period.
- (4) The letter of authorisation shall specify the evidence of talent and performance that the scholarship holder must provide to enable the university to carry out the annual assessment of talent and performance. The following can be required as proof of talent and performance:
  - a. Certificates of the work completed as part of the degree programme (in particular examinations, internships, stays abroad, excursions), which provide information about the quality of the work and / or

- b. 2. short assessment by a lecturer with whom at least one examination was taken.

## **§ 12 Selection committee**

- (1) The selection committee shall consist of the following by virtue of office
  - a. the Rector or a representative appointed by the Rector as chairperson,
  - b. the Equal Opportunities Officer of the university
- (2) The following members of the Selection Committee shall be elected by the Senate for a term of office of two years on the recommendation of the Executive Board of the University:
  - c. three professors of the university
  - d. two students of the university.
- (3) A deputy is elected for each member; re-election is permitted. If a member or deputy member resigns prematurely, a new member or deputy member shall be elected for the remainder of the term of office.
- (4) The selection committee is quorate if the chairperson and at least three other members with voting rights are present. Resolutions shall be passed by a majority vote of the members present; in the event of a tie, the Chairperson shall have the casting vote.
- (5) The meetings of the Procurement Committee are not public.

## **III. Final provisions**

### **§ 13 Legal claim and legal remedies**

There is no legal entitlement to the Deutschlandstipendium. It cannot be claimed.

### **§ 14 Coming into force**

These regulations enter into force on the day after their announcement, following the Senate's resolution of 22 January 2025.

As a result of the merger of the five SRH universities: SRH Hochschule Heidelberg, SRH Berlin University of Applied Sciences, SRH Hochschule Nordrhein-Westfalen, SRH Hochschule für Gesundheit and SRH Wilhelm Löhe Hochschule to form SRH University of Applied Sciences Heidelberg, these regulations supersede the respective award





regulations for the Deutschlandstipendium of the aforementioned former SRH universities.

Heidelberg, 22 January 2025

Prof. Dr. Victoria Büsch  
Rector