Statutes

for the Awarding of Deutschland Scholarships (StipS) at the University of Mannheim

as at 27 February 2019

On 27 February 2019, the senate of the University of Mannheim passed the following statutes governing the awarding of scholarships based on section 8 subsection 5 and section 19 subsection 1(2) number 10 of the Act on Higher Education of the Land of Baden-Württemberg (LHG) as amended on 1 April 2014 (Gesetzblatt (GBl.), page 99, last amended by the act as at 13 March 2018 (GBl., page 85)), according to the act on German scholarship programs (StipG) as at 21 July 2010 (Bundesgesetzblatt (BGBl.), page 957, last amended by the law as at 29 March 2017, BGBl., part I, page 626).

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Section 1 – Purpose of the Scholarship

The purpose of the scholarship is to financially support talented students who have already delivered outstanding results in their academic or professional lives or are expected to do so in the future.

Section 2 – Eligibility Criteria

The scholarship is granted to students who are pursuing their first degree or a master's degree and are enrolled at the University of Mannheim at the beginning of the funding period.

Section 3 – Scope of Funding

(1) The scholarship amounts to EUR 300 per month.

(2) The scholarship cannot be awarded if the private sponsor expects return services, employment of the grantee or the grantee's assurance regarding future employment.

Section 4 – Application and Selection Process

(1) The President's Office advertises the scholarships for the fall semester in a generally accessible and appropriate form, particularly on the website of the University of Mannheim. Upon decision of the President's Office scholarships may be advertised and awarded again in the spring semester.

(2) The advertisement comprises the following information:
1. the estimated number of scholarships,
2. if and which scholarships are assigned to certain fields of study or programs,
3. the regular funding period,
4. which application documents (subsections 3 and 4) need to be submitted,
5. the form of the application and the office to which the application has to be submitted,
6. the application deadline,
7. that applications, which are submitted in due time and form cannot be taken into account.

(3) Applicants apply for a scholarship for the degree program in which they are enrolled or for no more than one program for which they applied for admission. The application is to be submitted electronically via the online form provided by the university. If it is not possible to submit the application electronically due to hardship, the application may be submitted in writing or verbally on record.

(4) The application for a scholarship needs to comprise the following documents:
1. a letter of motivation of no more than one page (A4, font size of at least 12 pts, single line spacing)
2. CV in tabular form,
3. the higher education entrance qualification; foreign certificates need to be translated in a way that is applicable to the German system, grades need to be converted to the German grading system,
4. if applicable, proof of a special qualification, which entitles the holder to study at the University of Mannheim,
5. applicants of master's programs: the degree certificate of the first degree, as well as other records in line with the requirements stated in the selection statutes for the master's program,
6. students: proof of credits earned up until the application in the degree program in which the student is enrolled,
7. if applicable, proof of special commitment, completed internships, completed vocational training, part-time employment in order to finance the degree, prizes, awards or special family-related or personal circumstances according to section 6 subsection 3, if these are to be taken into account for the selection process according to section 6 subsection 3.

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2If the application documents are not in German or English, a notarized German or English translation is to be enclosed.

Section 5 – Scholarship Selection Committee

(1) A selection committee is formed for selection of the grantees.

(2) By the virtue of office, the following persons are members of the scholarship selection committee:
   1. The president or a person appointed as chair by him or her,
   2. the deans or the persons appointed by them and
   3. the equal opportunities commissioner of the university.

(3) 1Upon suggestion of the President, the following members of the scholarship selection committee are elected by the senate for a two-year term of office:
   1. two university teachers according to section 10 subsection 1(2) number 1 of the Act on Higher Education of the Land of Baden-Württemberg (LHG),
   2. a student according to section 10 subsection 1(2) number 3 of the LGH and
   3. up to five representatives of the private sponsors who assume an advisory function.

2A deputy is appointed for each elected member; they may be reappointed. 3If a member or a deputy member retires from his or her position before the end of his or her term of office, the senate appoints a new member or a new deputy member for the remaining term of office.

(4) 1The scholarship selection committee has a quorum if the chair and at least three more members who are eligible to vote are present. 2Decisions require a majority of votes of the present members to be passed; in the event of a tie vote, the chair has the casting vote.

(5) The scholarship selection committee may delegate the selection procedure to other institutions within the university, particularly to the dean’s offices of the faculties.
Section 6 – Selection Process

(1) The scholarship selection committee selects the applications submitted in due time and form based on an in-depth review of the applicants’ potential, considering in particular the selection criteria according to subsection 2, and, further applications ranked on a waiting list drawn up by the committee. When selecting applicants, the scholarship selection committee aims at granting scholarships to students from all semesters.

(2) The selection criteria
   1. for freshmen are: the average grade of the university entrance qualification focusing on the individual grades relevant for the chosen degree program as well further qualifications according to the selection statutes of the relevant degree program,
   2. for students applying for a master’s program are: the qualifications according to the selection statutes of the respective master’s program,
   3. for enrolled students are: the credits earned up until the application; moreover, the grade of the university entrance qualification can be taken into account for the selection.

(3) When reviewing an applicant’s potential, the following aspects are to be taken into account in particular:
   1. special achievements, awards and prizes, a previous employment and internships,
   2. extracurricular commitment, such as voluntary activities, social commitment, involvement in university politics or politics in general and participation in religious communities, associations or clubs,
   3. special personal or family-related circumstances, such as an illness or disability, caring for children, in particular in the case of single parents, caring for close relatives, working in the family business, part-time employment in order to finance the degree, family background or a migrant background.

(4) Further information on the selection procedure can be found in appendix 1 of these general statutes; section 13 remains unaffected.

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Section 7 – Granting

(1) The President's Office grants the scholarships based on the selection made by the scholarship selection committee or other institutions in accordance with section 5 subsection 5. The President's Office may entrust a subordinate office of the university with the approval.

(2) Granting a scholarship involves the decision regarding the funding period, the grant amount and the duration of the scholarship. The maximum duration of a scholarship depends on the standard period of study of the respective degree program. The grant award notification stipulates which proofs regarding aptitude and performance the scholarship holder has to provide in order to allow an annual performance evaluation. The notification also states deadline for submission of these proofs.

(3) Further proofs of aptitude and performance that may be requested include:
   1. proof of credits earned (in particular examinations, internships, stays abroad) that are relevant for evaluating the quality of a performance,
   2. a short evaluation by a teacher with whom at least one examination was taken,
   3. a short progress report by the grantee, including his or her personal development since the beginning of the funding period or since the last review, possibly including special personal or family-related circumstances.

(4) All proofs of aptitude and performance need to be submitted by the date defined in the official grant award notification. If the documents are submitted in due time, an official decision on extending the grant will be taken; the requirements outlined in attachment 2 are also taken into account.

(5) The grant and the extension of the grant are communicated in writing, they are subject to the availability of private and public scholarship for the funding period.

(6) The grantee needs to be enrolled at the University of Mannheim for the scholarship to be paid.

(7) The scholarship will also be paid during the semester break and during a study-related stay abroad.
Section 8 – Extension of the Maximum Duration of the Scholarship; Academic Leave of Absence

(1) If the period of study is extended due to significant reasons, such as a disability, a pregnancy, care and education of a child or a study-related period abroad, the maximum duration of the scholarship may be extended upon request.

(2) ¹The scholarship will not be paid during an academic leave of absence. ²When the grantee continues the program after his or her academic leave of absence, the funding period of the scholarship will be adjusted upon request of the grantee. ³The duration of the academic leave of absence will not be included in the maximum duration of the scholarship.

Section 9 – Termination

¹The scholarship terminates at the end of the month in which the grantee
   1. completes the last examination,
   2. drops out of university,
   3. changes the field of study or
   4. is disenrolled.

²If the grantee transfers to another university during the funding period, the scholarship terminates at the end of the semester for which payment of the scholarship is continued according to section 7 subsection 6 or 7.

Section 10 – Revocation

¹If a grantee does not comply with their duties according to section 11 subsection 2 and 3 or if they receive further funding contrary to section 4 subsection 1 of the act on German scholarship programs (StipG) or if the university comes to the conclusion that the coursework requirements for the scholarship are no longer met, the scholarship may be revoked with at least six weeks’ notice at the end of a calendar month. ²The revocation may apply retroactively, particularly in the case of the grantee receiving

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double funding; this is also possible in cases where the scholarship was granted based on false statements made by the grantee.

**Section 11 – Obligation to Cooperate**

(1) The applicants are obliged to cooperate by providing the information necessary for the selection procedure. In particular, applicants need to give information on and provide proof of their eligibility.

(2) The grantees have to inform the university immediately if there are any changes regarding their circumstances that are relevant for the awarding of the scholarship.

(3) The grantees are obliged to provide the university with the data necessary to meet their obligation to provide information according to section 13 subsection 1 number 1 and subsection 4 of the act on German scholarship programs (StipG).

**Section 12 – Events Program**

1. The University of Mannheim, in an appropriate manner, encourages contact between grantees and private sponsors, in particular by organizing joint events. 2. The grantee is not obliged to attend events aimed at facilitating contact with private sponsors. 3. When setting up the events program, the coordinators have to make sure the scholarship does not depend on return services.

**Section 13 – Supplementary Guidelines**

1. In order to guarantee a fair selection procedure, the President's Office is authorized to issue guidelines on details regarding the awarding of scholarships, particularly regarding
   1. the distribution of scholarships between certain fields of study or programs,
   2. the consideration of proofs for the selection criteria listed in section 6 subsection 2 are met,
3. the consideration of further proofs for an in-depth review of the applicant's potential in accordance with section 6 subsection 3.

2The guidelines are communicated via the website of the University of Mannheim.

Section 14 – Commencement; Final Provisions

(1) These statutes will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

(2) At the same time, the Statutes of the University of Mannheim for the Awarding of Deutschland Scholarships as at 21 June 2011, cease to be effective. 2They continue to apply to procedures having begun before these statutes became effective.

(3) The existing scholarship selection committee, formed on the basis of the statutes of the University of Mannheim for the awarding of Deutschland scholarships as at 21 June 2011, conducts the committee’s affairs within the meaning of these statutes. 2New members of the committee are selected at the time these statutes become effective.

Approved and issued:
Mannheim, 27 February 2019

Prof. Dr. Thomas Puhl
President

ATTACHMENT 1 Granting of Scholarships

A. Selection Criteria

I. Regarding Section 6 Subsection 2 Number 1

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Applicants applying for first degree programs can only be granted scholarships if the average grade of the university entrance qualification is 2.0 or better. If the applicants meet the awarding requirements, scholarships for selective programs are granted based on the score achieved in the selection procedure for study places. If the maximum score in program-specific selection statutes differs from the score 100, the score is converted to assessment points according to the following formula:

\[
\frac{\text{Score} \times 100}{\text{Maximum score possible}}
\]

The result corresponds to the score within the meaning of these statutes; decimals are disregarded. When applying for more than one selective degree program or partial degree program, the best score is taken into account. When applying for at least one selective program and for at least one non-selective program or partial degree program, the best score of a selective degree program is taken into account. In case of applications for non-selective programs, the selection committee chooses grantees according to the average grade of their higher education entrance qualification. When applying for selective programs without a score for selection, the selection committee evaluates each applicant's eligibility individually and sets the score based on the documents provided by the applicant in cooperation with the respective school.

II. Regarding Section 6 Subsection 2 Number 2

Applicants applying for first master's programs can only be granted scholarships if the average grade of the university entrance qualification is 2.0 or better. In case of law degrees, the average grade needs to be 8.0 points or better. If the applicants meet the awarding requirements, scholarships for selective programs are granted based on the score achieved in the selection procedure for study places. If the maximum score in program-specific selection statutes differs from the score 100, the score is converted to assessment points according to the following formula:

\[
\frac{\text{Score} \times 100}{\text{Maximum score possible}}
\]
The result corresponds to the score within the meaning of these statutes; decimals are disregarded. When applying for more than one selective degree program or partial degree program, the best score is taken into account. When applying for at least one selective program and for at least one non-selective program or partial degree program, the best score of a selective degree program is taken into account. In case of applications for non-selective programs, the selection committee chooses grantees according to the average grade of their higher education entrance qualification. When applying for selective programs without a score for selection, the selection committee evaluates each applicant's eligibility individually and sets the score based on the documents provided by the applicant in cooperation with the respective school.

III. Regarding Section 6 Subsection 2 Number 3

1 Scholarships can only be granted to enrolled students
   1. who have not exceeded the standard period of study at the time they are applying for a scholarship and
   2. whose average grade is at least 2.0, in law programs at least 8.0 points while obtaining an average of 24 ECTS credits each semester.

2 If the applicants meet the awarding requirements, the completed coursework is translated into assessment points which serve as a unit of measurement for the evaluation of the applicants' overall potential and are the basis for the ranking lists. The following coursework is taken into account:
   1. Bachelor's students: the average grade (DToR) indicated in the transcript of records weighted 75% as well as the average grade of the university entrance qualification (DHZB) weighted 25%; if no average grade is indicated in the transcript of records, the average is calculated from the module grades or partial module grades weighted in ECTS credits.
   2. Master's students: the average grade (DToR) indicated in the transcript of records weighted 75% as well as the grade of the bachelor's degree (D BA) weighted 25%; if no average grade is indicated in the transcript of records, the average is calculated from the module grades or partial module grades weighted in ECTS credits.
All average grades are translated to allocation points (VP) in accordance with sentence 3. The average grade of 1.0 translates to 100 allocation points. Ten allocation points are deducted from the starting value of 100 allocation points for every the percent drop of the average grade. An average grade of 2.0 equals 0 allocation points. The allocation points are translated into assessment points according to the following formulas:

1. Bachelor's programs:
   $$(VP \, D_{TOR} \times 0.75) + (VP \, D_{HZB} \times 0.25);$$

2. Master's programs:
   $$(VP \, D_{TOR} \times 0.75) + (VP \, D_{BA} \times 0.25).$$

The result constitutes the score within the meaning of these statutes; decimals are disregarded. Sentences 4 through 8 apply for average grades in law programs under the condition that the average grade of 18.0 points translates to 100 allocation points. Ten allocation points are deducted from the starting value of 100 allocation points for each drop by one point. The average grade of 8.0 points translates to 0 allocation points.

**B. Other aspects to be considered for an in-depth review of the applicants’ potential (regarding section 6 subsection 3)**

In accordance with the following numbers 1 and 2, up to 40 additional assessment points may be given in addition to the maximum score of 100 assessment points according to letter a.
1. Special achievements, activities, commitments

In accordance with the following table for an in-depth review of the applicants’ potential, up to 20 additional assessment points may be given for special achievements, activities and commitments in accordance with section 6 subsection 3 numbers 1 and 2.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>has taken place within the last</th>
<th>Duration</th>
<th>Additional points for each relevant criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special achievements, awards or prizes in national or international</td>
<td>2 years</td>
<td></td>
<td>up to 2</td>
</tr>
<tr>
<td>competitions in science, arts or sports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a previous employment (subject-related)</td>
<td>5 years</td>
<td>more than 2 years (including vocational training)</td>
<td>up to 5</td>
</tr>
<tr>
<td>Internships, part-time positions, tutorials (subject-related)</td>
<td>5 years</td>
<td>at least 8 weeks</td>
<td>up to 2</td>
</tr>
<tr>
<td>Voluntary activities, social or political commitment or participation in religious communities, associations or clubs</td>
<td>2 years</td>
<td>at least 4 weeks and at least 160 hours per year</td>
<td>up to 5</td>
</tr>
<tr>
<td>Participation in an accredited student initiative, departmental student committee</td>
<td>2 years</td>
<td>at least 4 weeks and at least 160 hours per year</td>
<td>up to 5</td>
</tr>
<tr>
<td>Assuming an elective office within the self-governance processes of the university (including student organizations)</td>
<td>2 years</td>
<td>at least one semester</td>
<td>up to 5</td>
</tr>
<tr>
<td>Federal volunteer service, voluntary military service</td>
<td>5 years</td>
<td></td>
<td>up to 5</td>
</tr>
</tbody>
</table>

2. Illness, family-related circumstances
In accordance with the following table for an in-depth review of the applicants’ potential, up to 20 additional assessment points may be given for proven special personal or family-related circumstances.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>has taken place within the last</th>
<th>Duration</th>
<th>Additional points for each relevant criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illnesses impairing the student’s ability to study</td>
<td>2 years</td>
<td>at least 4 weeks</td>
<td>up to 5</td>
</tr>
<tr>
<td>Disabilities of the student</td>
<td></td>
<td></td>
<td>up to 10</td>
</tr>
<tr>
<td>Students caring for their children</td>
<td></td>
<td></td>
<td>up to 5</td>
</tr>
<tr>
<td>Single parent&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
<td></td>
<td>up to 5</td>
</tr>
<tr>
<td>Caring for close relatives (proof required) with a care level (Pflegegrad) of at least 3</td>
<td>5 years</td>
<td>at least 8 weeks</td>
<td>up to 5</td>
</tr>
<tr>
<td>Students required to work in the family business</td>
<td>5 years</td>
<td></td>
<td>up to 5</td>
</tr>
<tr>
<td>Students required to cover the costs of living independently</td>
<td>5 years</td>
<td></td>
<td>up to 5</td>
</tr>
<tr>
<td>Family background</td>
<td></td>
<td></td>
<td>up to 5</td>
</tr>
<tr>
<td>(Double orphan, child with a single parent, at least one parent receiving benefits under Sozialgesetzbuch (SGB) II or XII, both parents without an academic degree)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup>In addition to the assessment points for the caring for children

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Migrant background in combination with a non-German-speaking upbringing, student or both parents are refugees

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>up to 5</th>
</tr>
</thead>
</table>

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ATTACHMENT 2 Extension of Scholarships

1 If the grantee is able to submit a declaration according to the guidelines of the statutes, scholarships may be extended for those

   1. who have not exceeded the standard period of study at the time they are applying for a scholarship and
   2. whose average grade is at least 2.0, in law programs at least 8.0 points while obtaining an average of 24 ECTS credits each semester.

2 If grantees exceed the standard period of study, they may be granted an extension of the scholarship as an exception from sentence 1 number 1 if they can prove they are not responsible for the delay due to important reasons. 3 Important reasons in this sense are, in particular,

   1. one of the significant reasons listed in section 8 subsection 1,
   2. the death of a spouse or a life partner, a child or a stepchild, a parent or a stepparent, a sibling.

4 If grantees put forward other reasons than the ones listed in sentence 3, the school responsible for the respective program is consulted before a decision is made. The decision is made based on the recommendation of the school. 5 Sentences 2 through 4 apply if grantees do not obtain the minimum score as defined in sentence 1 number 2 under the condition that a study-related stay abroad according to section 8 subsection 1 is not a particularly important reason. 6 If grantees do not comply with the required average grade, the performance evaluation is not passed and the grant ends. 7 The option of reapplying for a scholarship remains unaffected.