

CALL FOR APPLICATIONS

for the University Scholarship at the University of Potsdam (winter semester 2022/23)

Dear Students at the University of Potsdam,

Within the framework of the national scholarship program Deutschlandstipendium, the University of Potsdam will again award numerous university scholarships for the winter semester 2022/23.

The application period: July 1 to July 24, 2022

The Germany Scholarship is a scholarship program initiated by the Federal Ministry of Education and Research that honors particularly high-performing and dedicated students. The monthly scholarship amounts to € 300, with one half coming from federal government funds and the other half from private supporters.

1. Application Requirements

The following people can apply:

- Students of the University of Potsdam who have not yet exceeded the standard period of study in their degree program (unless there are serious reasons, such as an impairment, pregnancy, the care and upbringing of a child, a subject-related stay abroad, or it can be proven that the studies will be prolonged due to the Corona pandemic) and
- Applicants to the University of Potsdam who are about to begin their studies and can provide the necessary admission documents

and who can be expected to perform very well at school or in their studies, or who have already done so. Motivation, financial need, special successes and awards, extracurricular commitment, and personal or social circumstances are also taken into account.

2. General Information

- The scholarship is initially authorized for two semesters.
- The scholarship amounts to € 300 per month. You will receive the payment on the 10th of each month.
- Payment of the scholarship requires that the student is enrolled at the University of Potsdam.
- The scholarship is granted without regard to income or parental income, and will not count as income when calculating possible claims to German Financial Aid (BAföG).
- You do not have to pay back the scholarship.
- A Germany Scholarship cannot be granted if talent- or performance-based funding from an institution supporting gifted students, or any other institution in Germany or abroad, already exceeds more than € 30 per month.
- The scholarship will not be granted to doctoral candidates.
- There is no legal claim to the granting of a scholarship.

3. How to Apply

We do not require you to mail us any documents. The entire application process is to be completed online through an application server via a link on our homepage <https://www.uni-potsdam.de/universitaetsstipendium/index.html>. We will not accept applications submitted on paper.

In addition to filling out the mandatory fields of the online application form, you will have to include the following documents, which must be attached as PDF files, to complete your application:

- **Curriculum vitae** in tabular form (no photo),
- **Statement of purpose** (max. 3000 characters (including spaces), especially on the following questions: What are your professional goals? What can the scholarship support you with in concrete terms?),
- **Certification of enrollment** (*Immatrikulationsbescheinigung*) at the University of Potsdam
- **Higher education entrance qualification** (*Hochschulzugangsberechtigung*)¹.
- **For first-semester students:** If already existing, please include your notice of admission or your confirmation of enrollment.² Certificate of study can be submitted later.
- **For students in the second semester and later:** Please enclose your transcript of records with a calculated average grade from the Examination Office. You will receive this by email from the Central Examination Office³ upon request. **ATTENTION:**
 - Students of the **Digital Engineering Faculty/HPI** can request the transcript of records with grade point average from the HPI's Office of Student Affairs by e-mail.
 - Students of the **Faculty of Law** simply upload their course completion certificates (*Leistungsscheine*, in one PDF document) and calculate the grade point average themselves. With your application, you agree that the information provided can be verified by the Faculty of Law.
 - Students of degree programs that work with a course record booklet upload their course completion certificates (*Leistungsscheine*, in one PDF document) and calculate the average grade themselves. With your application, you agree that the information provided can be verified by the respective department.
- **For students who have already completed a higher education degree:** Please include a certification of your first university degree. Ideally, foreign certificates should be accompanied by a translation that is transferable to the German system and a certified conversion to the German grading system (transcript of records).
- if applicable, evidence of professional qualifications, internships, work experience,
- if applicable, evidence of special awards and prizes,
- if applicable, evidence of social commitment (e.g. voluntary work, participation in clubs, associations, religious communities, etc.)⁴,
- if applicable, evidence of membership in a national squad in Olympic and Paralympic sports, if applicable, and evidence of success in national and international competitions,
- **Students applying to a “USP Think Tank”, please upload the additional essay as a PDF.**

¹ In the case of foreign certificates, a translation that is, ideally, transferable to the German system and a certified conversion to the German grading system must be enclosed (e.g. uni-assist report).

² If you have applied for a degree program at the University of Potsdam for which the application deadline has not yet passed and you have therefore not yet received a notification of admission or rejection, or if you would like to enroll for a Bachelor's degree program with no admission restrictions for which the enrollment deadline has not yet passed, please make a short note in the field "Notes on Application". The certificate of enrollment can be submitted at a later date.

³ Here you will find a list of degree programs for which the Central Examination Office is not responsible:
<https://www.uni-potsdam.de/de/studium/beratung/pruefungsamt/aufgaben>

⁴ The volunteer work should date back no more than five years.

4. Important Information

- Please read the application agreement, which is available on the homepage of the online application portal, carefully.
- Re-applications from previous scholarship holders or previously rejected applicants are of course possible. Please reapply with complete documents.
- Applications that are not submitted on time or in the correct form, or incomplete application documents will not be considered in the selection process.
- A letter of recommendation is not required.
- Please name the PDF attachments following this principle: Last name_first name_type of document, e.g. Doe_Jane_Certificate of enrollment
- If, for example, you have several certificates of commitment, please bundle them in one PDF file (Last name_first name_commitment.pdf). Only one PDF can be uploaded per upload field on the online application platform.
- Within the application deadline, you can also upload and submit additional or missing documents via the online platform at any time. (Matriculation certificates of first-year students can still be submitted after the application deadline).
- We kindly ask you to refrain from any queries regarding the status of processing. After the selection process has been completed, all applicants will be informed at the beginning of October of the respective year.

5. Information on the Selection Process

After the Selection Committee has reviewed the application materials, the committee decides on the granting of the scholarships on the basis of fixed selection criteria, taking into account the scholarship allocation formula within the departments (and, if applicable, the earmarking criteria of the sponsors). Scholarships are granted for two semesters, starting retroactively on October 1 of the current year. Applicants will receive a decision regarding their application by mid-October at the latest.

6. Additional Information

Further information on the Potsdam University Scholarship can be found at www.uni-potsdam.de/universitaetsstipendium

and on the BMBF website at www.deutschlandstipendium.de

If you would like to have your application documents checked, you can make an appointment with Career Service for an individual consultation: <https://www.uni-potsdam.de/de/career-service/studierende/beratung.html>

We look forward to receiving your application!