

Framework Directive of the University of Potsdam on Awarding Scholarships (Scholarship Guidelines)

of October 21, 2015

The Senate of the University of Potsdam has approved the following guidelines as rules and regulations on October 21, 2015 in accordance with Section 64 para. 2 no. 2 of the Brandenburg Higher Education Act of April 28, 2014 (Law and Ordinance Gazette I/18, p. 1), as amended by Article 2 of this Act of July 01, 2015 (Law and Ordinance Gazette I/15), in conjunction with Section 14, para. 1 no. 2 and no. 4 of the Basic Constitution of the University of Potsdam of December 17, 2009 (Bulletin UP no. 4/2010, p. 60), last amended by the Third Statute Amending the Basic Constitution of April 22, 2015 (Bulletin UP no. 6/2015, p. 235).

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Preamble

The University supports students and early-career researchers at all faculties of the University by awarding scholarships.

§ 1 Scope

(1) These guidelines apply to the awarding and processing of scholarships from budgetary and special funds of the University of Potsdam, insofar as they meet the corresponding budgetary requirements and these funds may be used for this purpose.

(2) These guidelines also apply to the awarding and processing of scholarships from external funds insofar as the external funding party grants

funds expressly for this purpose and no content-related provisions are specified for the awarding and processing of the scholarships. The existence of external funds is assessed according to the definition of external funds of the Federal Statistical Office in its current version.

(3) These guidelines do not apply to scholarships that are awarded on the basis of the provisions of the Brandenburg Graduate Funding Ordinance of September 15, 2000 (Law and Ordinance Gazette II/00, no. 18, p. 325) in its current version and the existing implementation regulations of the University of Potsdam.

(4) The selection procedure and awarding of scholarships to concretize these guidelines for specific programs are to be defined in separate implementation regulations.

§ 2 Purpose of Scholarship

(1) The University of Potsdam awards scholarships to promote research, academic training, continuing education, and qualification. Scholarships are only awarded to qualified students, doctoral students, and candidates for habilitation of the University to conduct or complete education, training, or qualification as well as specific research projects.

(2) No work services may be performed or accepted as part of a scholarship. The awarding of a scholarship must not be used to extend a fixed-term employment relationship. Awarding a scholarship in close connection with an employment contract at the University of Potsdam requires special written justification. The purpose of the scholarship must be clearly distinguished from a former, existing, or planned employment relationship between the scholarship holder and the university.

§ 3 Scholarship Amount

(1) Scholarships are granted to cover the cost of living. They must not exceed the amount required for this purpose.

(2) Holders are not entitled to further benefits exceeding the amount of the granted scholarship. In particular, the University of Potsdam does not pay any social security contributions.

§ 4 Duration of Funding

Scholarships may only be approved for periods of at least 3 months and up to 12 months. Section

8 hereof shall apply to the extension/continuation of scholarships.

§ 5 Public Call for Applications, Deadlines

(1) Scholarships must be publicly advertised. The submission deadline must be at least 14 days.

(2) The type, amount, and duration of the scholarship must be described in the respective call for applications. This also includes the supporting application documents, the recipient details, and the form of the application as well as any further details, declarations, or information required in accordance with to Section 6 para. 2 hereof.

§ 6 Application Requirements

1) The application for a scholarship must include at least the following details:

- a) Personal details (name, address, bank account information),
- b) CV in tabular format,
- c) Statement about financial situation, scholarship applications already submitted or intended, and statement that the information provided is complete and accurate.

(2) In addition, further details, statements, or information may be requested to the extent necessary for awarding the respective scholarship or any possible additions. If further details, statements, or information are required, this must be indicated in the respective call for applications.

(3) The application for a scholarship must be sent to the addressee named in the advertisement.

(4) Unless expressly stated otherwise in the advertisement, applications for a scholarship must be submitted in writing.

§ 7 Procedure

(1) The faculties form selection committees. In addition, a central selection committee can be established.

(2) The respective selection committee prepares a list of criteria taking into account the requirements for ensuring equal opportunities and compensation for disadvantages prior to the publication of the respective call for scholarship applications.

(3) The respective selection committee will check whether the received applications are complete after the submission period has ended. Incomplete applications will be rejected by notification. The notification of rejection is issued by the relevant selection committee.

(4) If there are more complete applications than the number of scholarships that can be awarded, the respective selection committee will draw up a ranking list on the basis of the list of criteria. The applications will be selected from top to bottom according to their ranking on the list as long as the funds for the respective scholarship program are available.

(5) The scholarship is approved by the respective selection committee by notification (scholarship notification). Applications that are not considered will be rejected by notification.

(6) The recipient must be given any relevant additional information together with the scholarship notification.

§ 8 Extension of a Scholarship/ Continued Approval

(1) The call for scholarship applications may include an extension option.

(2) If an extension option is intended, the necessary prerequisites and the evidence thereof must be provided prior to the publication of the call for applications.

(3) If the specified evidence is provided, the scholarship is to be extended upon request. The deadline for an extension request must be included in the scholarship notification.

(4) Multiple extensions are possible up to a maximum period of 36 months, provided that the necessary requirements are met.

(5) In duly substantiated exceptional cases, the maximum duration may be extended upon request if the objective of the project supported by the scholarship can still be achieved and the delay is a result of one of the following reasons.

- a) Prolonged illness or disability
- b) Pregnancy or caring for own children
- c) Other serious personal reasons

In the case of letter b), the regulations of the Law on the Protection of Working Mothers (Maternity Protection Law) must be observed.

The reasons for the delay must be substantiated by submitting appropriate evidence with the application.

personal data when implementing the provisions of this directive.

§ 9 Gainful Employment and Deduction

(1) The scholarship notification may include permission for taking up gainful employment, provided and as long as this does not compromise the purpose of the scholarship.

(2) If gainful employment is permitted in the scholarship notification, it must also specify whether and to what extent income earned from such employment will be deducted from the scholarship.

(3) Additional information regarding gainful employment must be provided to the recipient together with the scholarship notification.

§ 13 Effective Date

These rules become effective on the date they are published in the Bulletin of the University of Potsdam.

§ 10 Notification and Information Obligations

(1) The recipient of a scholarship is obligated to inform the University of Potsdam about all details and data relevant to the granting and claiming of the scholarship including but not limited to:

- a) changes concerning personal data within the meaning of Section 6 para. 1, letter a) hereof,
- b) type and scope of pursued gainful employment and subsidies granted within the meaning of Section 6 para. 1, letter c) hereof.

(2) The notification and information obligations must be included in the scholarship notification. Further obligations may be stipulated in the scholarship notification.

§ 11 Withdrawal and Revocation of Funding, Repayment

(1) The notification on the scholarship decision must include the reasons why such a decision can be withdrawn and revoked and the obligation to repay any scholarship funds already received in such a case.

(2) If a decision on a scholarship is withdrawn or revoked, the University of Potsdam is entitled to assert repayment claims.

§ 12 Data Protection

Section 14 para. 8 of the Brandenburg Higher Education Act applies to the processing of