

## Student guide to the application procedure for the Deutschlandstipendium (Germany Scholarship) at Hochschule Bonn-Rhein-Sieg University of Applied Sciences

### Dates

Application workflow starts in SIS	Early/mid-May
End of 1st stage of application procedure	End of May
Admission to 2nd stage of application procedure	Early/mid-June
2nd stage of application procedure	June
End of 2nd stage of application procedure	End of June
Appraisal compiled by selected assessor	July
Approval/rejection	Early September
Confirmation and sponsor information sent by post to the scholarship winners	Mid-September
Sponsorship commences (retroactive)	1 September
Scholarship ceremony with presentation of certificates	Early December

### Explanatory notes about the 1st stage of application procedure

**Important note:** Before the application procedure begins, you must activate your MIA account, if you have one, in order to receive your access data. For more information (in German), click here: <https://www.h-brs.de/en/MIA-self-registration>

You can apply for the Deutschlandstipendium via [ISS](#) under “Scholarships”. First, a check will be carried out to determine whether you meet the formal criteria (passes in your examinations as anticipated on the basis of your completed study semester and usually an average grade of 2.5 or higher). If you meet the formal criteria, you may apply. Required information: **personal data, information about your studies, information about other scholarships/grants (e.g. BAföG) and your consent to data storage**

On the final day of the first phase of the application procedure, each applicant will have their unweighted grade average recalculated on the basis of the performance transcripts issued by the liaison staff. If your average grade improves during the period between your application and this deadline (e.g. after the inspection of your examination results with the professor), the average grade cited in your application will be updated and you will be notified accordingly. This means you will not need to submit another application reflecting your improved average grade.

The applications received will be ranked on the basis of the unweighted average grades in each department. The best (the number will vary depending on the department) will be admitted to the second phase of the application procedure.

You will automatically be sent an e-mail telling you whether you have been admitted to phase two.

## Explanatory notes about the 2nd stage of application procedure

The applicants who go forward to this phase will receive a request in their SIS asking them to provide information on their studies, education and social service together with a CV and a formal personal statement addressed to the university (President, selected assessor, liaison staff) describing their motivation in applying for the Deutschlandstipendium. **You are obliged to upload your CV, university entrance qualification and personal statement.**

In this phase, the students will also select assessors to provide a summary opinion with which their average grade can be increased by a maximum of 0.5. **The selection of assessors during the second stage of the application procedure is not compulsory. However, if no assessor is selected, your grades will not be improved.** During these assessments, your motivation, achievements in your specialist field, commitment at the University, extracurricular/social commitment and special personal or family circumstances are taken into consideration.

## Detailed explanation of the 2nd application phase

The following information will also be requested:

- Academic qualifications acquired to date
- Education (university entrance qualification)
- Information on previously acquired professional qualifications, if any
- Social criteria, e.g. outstanding achievements, awards, voluntary work or special personal/family circumstances

For the next step, "Upload documentation", you will require the following:

- CV (in tabular format, max. 2 pages, compulsory)
- Personal statement (1-2 pages, compiled by the applicant, compulsory)
- University entrance qualification
- Certification of other academic qualifications, etc. if applicable
- Evidence of social or community service, if applicable
- If applicable, evidence of special subject-related achievements (voluntary work placements etc.)

Afterwards, you will again be requested to give your consent to the storage of your data.

The final stage involves the voluntary **selection of an assessor**. During the second phase of the application procedure, you can improve your average grade by 0.1-0.5 points by uploading your documents and obtaining a summary opinion. Your grades cannot be improved if no assessor is selected. Please select just one assessor from the list provided for each department. Please contact your assessor before making your choice in SIS in order to clarify whether he/she is willing to compile a summary opinion for you. Once you make your selection, the assessor(s) will automatically receive an e-mail informing them that a summary opinion is required; they are entitled to refuse this request if they see fit. Should they refuse

to comply with the request, you will automatically receive an e-mail from the system and can then choose another assessor. Applicants are not permitted to view summary opinions.

### Explanatory notes about the 3rd stage of application procedure

During this phase, the liaison staff in the respective departments will rank the applications on the basis of the applicants' average grades, which may by this time have improved as a result of the summary opinion. The best students in each department will be selected for the scholarships. The number of scholarships allocated to each department depends on the number of regular students studying in that department and the Germany Scholarships to be awarded.

You will automatically be sent an e-mail telling you whether you have been selected as a scholarship winner.

### Miscellaneous & contact information

Further information about the Deutschlandstipendium at Hochschule Bonn-Rhein-Sieg University of Applied Sciences and the application procedure is provided in the scholarship guidelines and the FAQ on the university website:

<https://www.h-brs.de/en/deutschlandstipendium-information-applicants>

**We wish you the best of luck with your application!**

For general questions:

**Deutschlandstipendium team**

[Deutschlandstipendium@h-brs.de](mailto:Deutschlandstipendium@h-brs.de)

**Sabine Baumgartner**

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For department-related questions:

**FB01 – Sankt Augustin**

Prof. Dr Ralf Meyer ([ralf.meyer@h-brs.de](mailto:ralf.meyer@h-brs.de)),

Scholarship administrator: Dina Ramien ([dina.ramien@h-brs.de](mailto:dina.ramien@h-brs.de))

### **FB01 – Rheinbach**

On a temporary basis: Prof. Dr Peter M. Muck ([peter.muck@h-brs.de](mailto:peter.muck@h-brs.de)),  
scholarship administrator: Anne Schaefer ([anne.schaefer@h-brs.de](mailto:anne.schaefer@h-brs.de))

### **FB02**

Prof. Dr Andreas Priesnitz ([andreas.priesnitz@h-brs.de](mailto:andreas.priesnitz@h-brs.de)), scholarship  
administrator: Christin Voss ([christin.voss@h-brs.de](mailto:christin.voss@h-brs.de))

### **FB03**

Scholarship administrator: Dr Anouschka Strang ([anouschka.strang@h-brs.de](mailto:anouschka.strang@h-brs.de))

### **FB05**

Prof. Dr Christina Oligschleger ([christina.oligschleger@h-brs.de](mailto:christina.oligschleger@h-brs.de))

### **FB06**

Prof. Dr Karin Hummel ([karin.hummel@h-brs.de](mailto:karin.hummel@h-brs.de)),  
Scholarship administrator: Friederike Windhofer ([friederike.windhofer@h-brs.de](mailto:friederike.windhofer@h-brs.de))