

### **Scholarship announcement / guide lines**

The Equal Opportunities Commissioner of the Hochschule Bonn-Rhein-Sieg, University of Applied Sciences is awarding scholarships for Master's courses.

The programme supports students of the Hochschule Bonn-Rhein-Sieg, University of Applied Sciences who are not entitled to BAföG and who provide for their biological or adopted children in a joint household. The award of scholarship particularly follows the criteria of need and personal circumstances. Applicants are expected to have good prospects of finishing the degree in an appropriate period of time.

#### **Award criteria:**

The Equal Opportunities Commissioner of this university is awarding scholarships to students who (at the time the application is submitted):

- are registered as regular students in a Bachelor's degree programme at this university for at least the last semester,
- do not receive any other financial support (e. g. by foundations) and
- are in need of BAföG due to their financial situation, but are not entitled to BAföG on one of the following grounds:

- You are being considered as a foreign national with no access to regular BAföG (in equal shares grant / interest-free loan) or to another scholarship.
- You receive regular BAföG for a time less than the maximum support term due to a late change of the subject of study or other reasons and this regular BAföG has expired.
- You receive no more regular support due to exceedance of the maximum support term.

#### **Scholarship amount:**

The monthly grant is being paid at the middle of the month. It is equivalent to the maximum BAföG payment with a limit of 1.000 €.

#### **Scholarship duration:**

The scholarship is being awarded for one semester but may be extended. The maximum support term complies with the regular study time of the Master's degree course.

**Application procedure:**

The application must be submitted until 31.08.2019.

The application must be send by mail or e-mail to the Equal Opportunities Commissioner Frau Annegret Schnell, Grantham-Allee 20, 53757 Sankt Augustin (annegret.schnell@h-brs.de).

It is imperative to enclose with your application file:

- Letter of application including personal details, marital status, children and evidence of BAföG payments or other financial support (corresponding verifications shall be attached). Furthermore the application form shall be accompanied by the notice of rejection or a justification why BAföG has not been requested (why there is no right to claim benefit)
- Letter of motivation for the Master's degree that reveals the applicant's social and economic background (max. 1 page)
- Personal data sheet
- Current certificate of enrolment
- Evidence on credits / courses already taken (complete overview of grades and study progress on SIS)
- Copies of identity documents (student ID, driving license, social insurance certificate); for foreign students: copy of the passport and residence permit
- Evidence on the financial situation (statements of all bank accounts with turnovers of the complete last three months); if applicable the account statements of the spouse / civil partner
- Table of the financial situation
- Evidence on other possible financial support
- Statement concerning the earliest point in time to begin the Master's course

The following documents (where available) must be enclosed with the application:

- BAföG letter of approval

In order to a reach an objective and appropriate decision the selection committee reserves the right to invite the applicant to a personal interview.

**Application deadline:** 31.08.2019.

For any queries please contact:

Annegret Schnell, [annegret.schnell@h-brs.de](mailto:annegret.schnell@h-brs.de), Tel.: 02241/865268

**Selection procedure:** The selection committee (the members of the Equal Opportunity Commission) assesses the submitted applications and compiles a ranking list.

The permit notice / the notice of rejection shall be given in written form and without giving reasons by the Equal Opportunities Commissioner. The payments shall be made by the Hochschule Bonn-Rhein-Sieg, University of Applied Sciences.

**Obligations of the scholar:**

By accepting the scholarship, scholars obligate themselves to:

- Devote their time mainly to the master programme. It is expected that scholars are not engaged in an employment subject to social security contributions.
- Report once per semester about the study progress, especially the interim results via the complete overview of grades (SIS); to send onefold to the Head of the Equal Opportunity Commission. These reports serve as a basis for a possible extension of the scholarship, provided that the maximum support term has not exceeded yet.
- Include with these reports explanatory notes on any changes in the social or financial background (see notes to Nr. 2).
- Inform the Head of the Equal Opportunity Commission immediately when receiving financial aid for the Master's course from other scholarship programs or when having received approval from another scholarship provider.
- Inform the Head of the Equal Opportunity Commission immediately when the Master's course is being paused, changed, finished ahead of schedule or dropped out.

**AOB:** A legal claim on a scholarship by the Equal Opportunities Commissioner of the Hochschule Bonn-Rhein-Sieg, University of Applied Sciences does not exist.

The Equal Opportunities Commissioner of the Hochschule Bonn-Rhein-Sieg, University of Applied Sciences reserves the right to:

- a. Make an amendment to the approval / withdraw the approval in case the scholar fails to meet the terms of approval for the scholarship.
- b. Make amendments and additions to the scholarship guidelines.

Issued on the basis of the decision of the Equal Opportunity Commission and the committee of the Hochschule Bonn-Rhein-Sieg, University of Applied Sciences.

Sankt Augustin, 07.01.2019

Equal Opportunities Commissioner

President of the Hochschule Bonn-Rhein-Sieg

Annegret Schnell

Prof. Dr. Hartmut Ihne

*The translation of the original document in German is accurate. However only the German version is legally binding.*