



Application Agreement for a Deutschlandstipendium Winter Semester 2018/2019

Before you start with your application, please make sure to **read** the application agreement and the instructions for the application procedure **carefully**.

Important note: Please fill out the application agreement completely, as it is an integral part of your application. Please **print out pages 1 and 2** of your application agreement and send the signed original together with the printed online application no later than **06 August 2018** to the given postal address on page 2.

1. Declaration of participation

I hereby ensure that I have read and understood the information about data protection below. It is especially clear that I alone determine the scope of the personal data which I provide in my application for a Deutschlandstipendium. I understand that I am free to decide which information to include in the application. Furthermore, I agree that my personal data, provided in accordance with Section 10 of the Scholarship Programme Act (StipG), may be used by Martin Luther University for the purpose of granting a Deutschlandstipendium. I can withdraw my consent at any time. If my consent is withdrawn, my data will be deleted immediately and the documents I submitted will be destroyed in accordance with the law of data protection.

Please note: if you do not give your consent or if you choose to withdraw it, the scholarship which you applied for will not be or will no longer be granted to you.

2. Personal details:

| | | |
|--|-----------------------------|-----------------------------|
| Title: | <input type="checkbox"/> Ms | <input type="checkbox"/> Mr |
| First name: | | |
| Last name: | | |
| Date of birth: | | |
| Registration number*: (if available) | | |
| Faculty: | | |
| Course of studies: | | |
| Planned degree: | | |
| Current semester in study programme (01 October 2018): | | |
| <u>Correspondence address</u> | | |
| Street, house number: | | |
| Postal code, city: | | |
| E-mail address: | | |
| Telephone number: | | |

I hereby confirm the correctness and completeness of my information. I understand that there is no legal entitlement to receive a Deutschlandstipendium. I ensure that I am receiving no other performance or achievement related funding by a sponsorship organization or other national or foreign organization that exceeds 30 euros per month. Financial aid as per the German Federal Education

Assistance Act (BAföG) is not included under “other funding” and can be received along with the Deutschlandstipendium.

If incorrect information is given, you may be asked to pay back the Deutschlandstipendium in part or fully.

3. Information about data protection

The personal data you provide here will be treated with confidentiality and will only be collected and used to select a suitable candidate to receive a Deutschlandstipendium. Section 10 of the Scholarship Programme Act (StipG) forms the legal basis. Accordingly, applicants are required to submit information and provide corresponding verification to prove they meet performance and suitability requirements. Which information you provide is up to you: tell us why you are qualified to receive a Deutschlandstipendium!

If your application is not accepted, your documents will be deleted 14 months after completion of the selection process. If your scholarship is granted, your documents will be deleted 6 years after the funding ends.

We realize that the information is highly confidential and some of the information (e.g. about illness, migration background) is also considered a special type of personal data (Art. 9 DSGBVO). Your information will always be treated confidentially and, together with our IT service provider, is protected at all times using state-of-the-art security measures. The members of the selection committee are naturally also obliged to maintain secrecy.

Statistics / Evaluation / Anonymization

In accordance with Section 13 of the Scholarship Program Act, we are obliged to submit scholarship data to the Federal Office of Statistics in order to compile federal statistics. This is done using a pseudonym, i.e. without giving your name.

Random sampling to exclude double funding

The Federal Ministry of Education and Research (BMBF) carries out random sampling in accordance with Section 4 Paragraph 2 of the Scholarship Program Act using the data of the scholarship recipients to prevent double funding. For this reason BMBF may inquire into, store and compare with other funding institutions the first name, last name, date of birth, address and university of individual students. Martin Luther University is obligated by law to release this information. This data is destroyed upon completion of the random sampling process by the BMBF.

Place, date

Signature

Please mail (not e-mail) the signed Application Agreement and the printout of your online application by 06 August 2018, postmark valid, to:

Martin Luther University Halle-Wittenberg
Abteilung 1 Studium und Lehre
Referat 1.3
Deutschlandstipendium
06099 Halle (Saale)

Important notes concerning the application procedure

Any documents that are submitted incomplete cannot be taken into account during the application procedure. Therefore please be careful to ensure the completeness of the information required in the online procedure as well as sending us your application agreement and your printed out online application by post. The awarding of the scholarship primarily depends on the criteria of outstanding achievements in school or course of studies. Considering the overall potential of the applicant special achievements, awards and prizes, extracurricular or interdisciplinary commitment as well as special personal and family circumstances are being taken into account complimentarily. Please note that concerning extracurricular and interdisciplinary commitment only those activities or circumstances dating back no longer than five years and being at least over a period of one month can be taken into consideration.

Guide and instructions for the online application

The guide should assist you in the process of filing out your online application form. The online procedure is standardized. When you have finished typing your information on one page, please save the data with the button "Übernehmen und weiter" (Save and continue). Then you will be transferred automatically to the next section. Please note the following instruction during the process of filling in each field. Fields remaining blank in the online application do result in a non-consideration of respective criteria in the selection process.

| Fields in the online questionnaire | Guidelines for filling out the field |
|---|--|
| 1. Start | |
| Master data | Compulsory information (to be filled in completely) |
| Exclusion criteria | |
| Information concerning the continuing benefits | |
| 2. Personal details | |
| Contact information | Compulsory information (to be filled in completely) |
| Transmission of the contact data to the sponsor | Optional (Your sponsor might want to get to know you. This is only possible however if you agree on your contact information being transferred.) |
| Account information | Optional (will be separately asked for in case of approval) |
| BAföG (Federal Training Assistance Act) | Compulsory proof (when appropriate). Receipt of financial assistance through BAföG is not a reason for exclusion. |
| Completed previous internships | Please only specify internships that are <u>not</u> required in your study programme regulations (voluntary or other internship). If applicable to be filled in completely. Do not forget the required proof! |
| Previous professional education | Please complete in case prior to your studies you already have completed professional training. If applicable, to be filled in completely. Do not forget the required proof! |
| Previous periods of employment | Profession <u>prior</u> to commencing studies (no student jobs, those are to be submitted under field 4 "Special personal or familiar circumstances"). If applicable to be filled in completely. Do not forget the required proof! |
| Stays abroad | Compulsory information (to be filled in completely, when applicable) Do not forget the required proof! |
| 3. Information on your studies | |
| "Hochschulzugangsberechtigung" Information on the university entrance qualification | Compulsory information (to be filled in completely) |
| Details concerning the current study course | Compulsory information (to be filled in completely). ".If you are still in your Bachelor's studies and yet you want to apply for a scholarship concerning your Master's studies, please submit this information under the section "previous studies" (even if at the time of application your Bachelor studies are not yet completed). |

| | |
|---|---|
| Second-degree studies and/or previous studies | Mandatory field for Master's students. Second-degree studies and/or previous studies (including studies without finishing the degree) are to be filled in as well. |
| Already enrolled students | Compulsory information (Please make sure that in this section your current credit points according to your overview of achievements need to be filled in). In case if at the time of application you do not yet have your current set of credits, fill the field with "0" and please if necessary use field No. 5 "Anmerkungen zur Bewerbung" comments regarding the application. |
| Average Grade | Compulsory information (Please make sure that in this section your current average marks according to your overview of achievements need to be filled in). In case if at the time of application you do not yet have your current average marks, fill the field with "0" and please if necessary use field No. 5 "Anmerkungen zur Bewerbung" comments regarding the application.) |
| Current intermediate examination | If applicable, to be filled in (e.g. Part One of the National Medical Licensing Exam or Part One of the National Pharmaceutical Licensing Exam or intermediate examination in law) |
| 4. Additional selection criteria | |
| Special achievements, awards etc. | If applicable, to be filled out and please be very clear about the time period. e.g. 1 st . Prize xxx competition 20xx (Do not forget to submit required proof!) |
| Extracurricular or interdisciplinary commitment | If applicable, to be filled out and please be very clear about the time period and duration. (Do not forget to submit required proof!) |
| Special personal or family circumstances | In the field "Bezeichnung" (designation) please select the appropriate and if necessary clarify it in more detail in the field "Beschreibung" (description). |
| 5. Additional remarks | |
| Comments regarding the application | Optional, please fill in here information which you consider to additionally be very important for your application. Please give brief details only. |



Checklist: Documents submit

Instructions for applying online:

Upon completion of your online application, please send the following documents in a digital PDF format:

- A Curriculum Vitae
- Certificate of higher education entrance qualification; **for foreign certificates:** a transferable translation into the German system and a conversion of grades into the German grading system
- Certificate of enrolment, applicants to the university, please submit as soon as available after acceptance by the MLU
- For MLU students: a current overview of your subjects and grades from the online Löwenportal or a current performance record from your examination office
- Medical students please submit proof you have taken the first part of your medical examination or submit your performance records as per Section 27 ÄAppO
- Students training to be teachers please add up the total sum of all your currently achieved credit points in all studied teaching subjects. Please also specify the total average mark of all your currently achieved examination results
- Masters students please submit a copy of your first university diploma

- Proof of additional qualifications and competencies, prizes, awards, honors etc. if applicable
- Proof of special personal circumstances/social involvement if applicable (Proof of migration background and first academic in family (only regarding the parents) is not required; but in the application must be described in sufficient detail.)

If the application documents are not in German or English, please attach an officially certified (amtlich beglaubigt) German translation.

Uploading documents in a digital format

For technical reasons the maximum number of attachments is limited to 10 (however not limited to 10 pages) with a maximum overall size of 20 MB. We highly recommend that you upload your documents in a **summary PDF** attachment. Please upload your documents **exclusively in PDF** format, other file formats (tif, doc, docx, jpeg, xls et al.) cannot be read out of technical reasons and cannot be taken into consideration. These documents do not have to be submitted again in written form.

Saving the online application form

In case you need to interrupt the procedure during the online application process, we would recommend creating a local copy of the application form by using the save "Speichern" button on your PC. This locally stored data you can later open on the valucon-application server by using the buttons "Bewerbung fortsetzen" (continue with the application) and after that "Laden" (loading). You can then continue the application process and finish your application. Please do not apply several times!

Successful submitting of the application and printout of the online form

After submitting your online application the system generates a **valucon-Kennung**. Save this number, e.g. per "copy and paste" or print it out. This number will be displayed respectively, it is also included in the PDF-version of your online application. Likewise you can download the PDF file. Shortly after you submitted your application online, please print out the PDF file.

Documents handed in later

Missing or incomplete documents are not demanded additionally by us. You can attach subsequent documents to your online application using the button "Anlagen nachreichen" (attach subsequent documents). To do this, please go directly to the start page of the application portal <https://bewerbung.dstip.de/uni-halle> and click the button "Anlagen nachreichen" (attach subsequent documents). To access your already submitted application you must enter the **valucon-Kennung** you received when you first submitted your application. Please keep this code in a safe place! Subsequent attachments can only be submitted within the application period (**deadline 06 August 2018, 1:00 pm**).

Valid as of 25th July 2018