

Guidelines for awarding the PPE scholarship

I. Scholarship eligibility:

(1) Any non-EU national applying to the Philosophy, Politics and Economics (PPE) master's degree programme at Witten/Herdecke University and registering for the winter semester following the application may be eligible for the scholarship. During the period of eligibility, the scholarship recipient must be registered at Witten/Herdecke University. Proof of this registration must be provided (Certificate of Enrolment).

(2) Only students who in general cannot afford to study in Germany due to their financial situation are eligible for the scholarship. However, the overall assessment of an applicant's potential also considers personal or family circumstances (e.g. family background, diseases or disabilities, caring responsibilities for one's own children or close relatives), extracurricular activities (e.g. volunteer work, social and community involvement), as well as the letter of motivation (including, but not limited to, the student's vision of future personal commitment, involvement in / commitment to home country, 'positive impact'). Outstanding academic merit to be expected from the applicant in the future, or already achieved by the applicant during her / his studies, also plays a role in the overall assessment.

II. Application process:

A scholarship can only be awarded upon application. This application has to be submitted in due form and time according to the respective announcement on the home page of Witten/Herdecke University, including the documents specified there.

III. Type and scope of the scholarship:

(1) The scholarship covers a grant for living costs.

(2) In general, the scholarship award amounts to EUR 861.00 per month. It will also be granted during the lecture-free period, as well as in the event that the scholarship recipient strives to spend a semester abroad or to pursue double degree studies.

(3) The scholarship does not serve to repay tuition fees, but to help with the costs of living in Germany.

(4) The scholarship is awarded for a maximum period of four semesters (standard period of study of the PPE master's programme). The scholarship is paid for the last time in the last month of the semester until the end of which it had been approved.

(5) The scholarship does not establish an employment relationship; it is not subject to social security obligations as it is not a form of remuneration in the sense of Section 14 SGB IV (German Social Code). The scholarship is exempt from income tax under the conditions stipulated in Section 3(44) Income Tax Act.

IV. Co-operation obligations

(1) The scholarship recipient is obliged to submit proof of her / his study progress to the relevant awarding body during the period of eligibility by submitting her / his Transcript of Records at the end of each semester; it is possible to hand it in later.

In general, the scholarship recipient shall acquire 30 ECTS credits per semester; reasons for having achieved less than 30 ECTS credits per semester must be given in the semester report.

If the relevant awarding body discovers that the eligibility and academic achievement requirements are no longer met for awarding the scholarship, and no reasons have been given either, the scholarship will no longer be awarded. The same applies if the recipient fails to fulfil the obligation to submit proof of eligibility and the Transcript of Records.

The scholarship recipient will be informed of this decision in form of a written notification, including information on the right to appeal. The scholarship will be revoked with six weeks' notice at the end of the month.

(2) The scholarship recipient undertakes to report on her / his academic achievements during the eligibility period within two months after the scholarship has ended and to provide proof of these achievements in an appropriate form. If the recipient has successfully graduated, a copy of the degree certificate is sufficient.

(3) The scholarship recipient undertakes to immediately inform the awarding body if she / he intends to change the degree programme or university, if she / he cannot successfully complete the programme within the standard period of study, or if she / he drops out or interrupts her / his studies. The scholarship will then either be suspended or discontinued.

(4) Upon application, applicants are obliged to indicate on the application form whether they have been granted any other scholarship and, if so, the amount they receive. This obligation to notify the awarding body persists over the entire period of eligibility, as this may result in exclusion from the scholarship scheme. If the recipient pursues double degree studies, additional funding is in general permissible, but will be assessed by the awarding body before granting the scholarship.

(5) The scholarship recipient agrees to stay in contact with the awarding body. This includes regular reports from the scholarship recipient (once per semester) and may be supplemented by excursions, events and / or personal meetings.

(6) The scholarship recipient agrees to make her / his data available for marketing and media activities conducted as part of the scholarship and PPE programme, as well as by the International Office.

(7) The scholarship recipient agrees that her / his contact details may be transferred to the funding organisation.

I hereby confirm that I have read and understood the above guidelines, informing me about my rights and obligations regarding the intended use of the scholarship. I consent to the use of my personal data (cf. IV, 6-7).

Place, date

Signature