



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

Guidelines for awarding state fellowships

according to Sec. 3 para. 1 no. 8 NHG (Lower Saxony Higher Education Act)

resolved in the 10th ext. meeting of the University Steering Committee on 10/26/2011

last amended by resolution of the University Steering Committee on 04/19/2023,
published on 04/21/2023.

The Osnabrück University of Applied Sciences hereby issues the following guidelines to regulate the award of fellowships within the framework of the “Lower Saxony State Fellowship” program of the Lower Saxony Ministry for Science and Culture (MSC):

Section 1 Purpose of the fellowship

The purpose of the fellowship is to provide funding and support to students in accordance with Sec. 3 para. 1 clause 1 no. 8 NHG.

The funds are to be used primarily for fellowships for highly talented students from educationally disadvantaged classes, in particular for first generation students and students for whom it is more difficult to begin a degree program due to their migrant background. Social factors, such as a difficult financial situation in families with multiple children, or an outstanding history of volunteer work, can also be taken into consideration.

Section 2 Eligibility for funding

Students enrolled in a fundamental bachelor’s or consecutive master’s program at the Osnabrück University of Applied Sciences and who are not on leave can receive funding.

Students in dual degree programs or degree programs completed while working or integrated into their work, as well as students in continuing education programs, are not eligible for funding.

Section 3 Scope of funding

In general, fellowships of 500 euros are awarded. These fellowships are granted as a one-time payment.

By resolution of the University Steering Committee, part of the funds made available by the MSC can be used for especially hard cases, or the individual amounts or procedure may be changed.

Section 4 Application and selection process

The Osnabrück University of Applied Sciences advertises the fellowships at a publicly accessible location in a suitable format, in particular on the Osnabrück University of Applied Sciences website.

The advertisement indicates:

1. Which application documents must be submitted,
2. The application format and where to submit it,
3. The date by which applications must be submitted.

Applications are submitted to the degree program in which the student is enrolled. They are submitted using an online form. Additional documents can be requested electronically and must be sent to the e-mail address indicated in the advertisement.

The following documents must be submitted for the fellowship:

1. Application form
2. CV in tabular form
3. Performance record
 - a. Students in later semesters must submit verification of their past performance in the degree program (certifications of past performance).
 - b. Students in the first semester of a bachelor's degree program must submit verification of their university entrance qualification.
 - c. Students in the first semester of a master's program must submit verification of their first university degree
4. Current enrollment certificate
5. If applicable, verification of social or volunteer engagement

If the application documents are not in German or English, a German translation must be enclosed.

Applicants must generate grade records from the internet. All documents can be submitted as non-notarized copies.

Section 5 Fellowship selection committee

The following are the voting members of the fellowship selection committee:

1. a member of the University Steering Committee
2. two students named by the student parliament
3. non-student member of the university named by the Academic Senate

The voting members of the fellowship selection committee elect a voting member to serve as the chair. The fellowship selection committee has a quorum if the chair and at least two other voting members are present. Resolutions are passed by the majority of votes of members present. In case of a tie, the chair's vote is the deciding vote.

Section 6 Selection criteria

The selection criteria area

1. for students in their first semester:
 - a. the average grade of the university entrance qualification or first degree program, or
 - b. the special qualification entitling the student to take part in the respective degree program at the university.

2. for students in later semesters, their previous ungraded exams (verification of past performance).

Cross-university selection criteria must also be taken into consideration in the overall assessment of applicant potential. The following, in particular, are cross-university selection criteria:

1. Ongoing volunteer commitment and taking on responsibility in clubs, initiatives, extra-curricular engagement in the degree program (such as student councils, student parliament, student projects)
2. taking care of one's own children, in particular as a single parent or taking care of close relatives in need of care)
3. first generation student or migration background / international student
4. students for whom it is especially difficult to start and continue a degree program due to a refugee background
5. financial situation.

Section 7 Approval

The Osnabrück University of Applied Sciences approves fellowships based on the selection decision of the fellowship selection committee. The numbers of students in the faculties and the Institute of Music should be taken into consideration accordingly in the selection decision.

Fellowship approval includes a decision on the amount of the one-time fellowship. Approval is issued electronically or in writing.

In order for fellowships to be paid out, the recipient must be enrolled at the Osnabrück University of Applied Sciences.

Section 8 Revocation

Fellowship approval will be revoked with at least a six week notice period to the end of a calendar month if the university finds during a review that the student no longer fulfills the aptitude and performance requirements for the fellowship. The fellowship may be revoked retroactively if it was granted based on false information provided by the recipient.

Section 9 Duties of collaboration

Applicants must fulfill the duties of collaboration necessary for the selection process, in particular providing the information and verifications necessary in order to review the aptitude and performance requirements.

Fellowship recipients must promptly notify the committee of all changes to circumstances significant for granting the fellowship.

Fellowship recipients must provide the university with the data necessary for the selection.

Section 10 Coming into force

These guidelines come into force on the day after they are published in the Osnabrück University of Applied Sciences official journal.