

Regulations for the Awarding of fem:talent Scholarships of the University of Emden/Leer

NOTE: This is an informative translation. The legally binding version is the German-language publication of the regulations in Verkündigungsblatt 128 of Emden/Leer University of Applied Sciences dated 08.08.2023.

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Section 1 Purpose of the Scholarship

The purpose of the scholarship shall be to support female students and female doctoral candidates who can be expected to achieve or have already achieved outstanding performances during their university studies or in their profession.

Section 2 Eligibility

Persons eligible for being supported shall be anyone who is enrolled at the University of Emden/Leer in the first course of studies up to the completion of a graduate course of studies. Additionally, every person is eligible for being supported who is enrolled in the first course of studies up to the completion of a graduate course of studies within the cooperative study programs of Engineering Physics at Carl von Ossietzyk University Oldenburg (UOL). Female doctoral candidates who maintain a supervisory relationship with the University of Emden/Leer and whose PhD dissertation has been accepted by a PhD committee may likewise be supported up to the end of the PhD procedure, i.e. until the disputation has been passed.

Section 3 Scope of the Support

(1) The scope of the scholarship shall amount to € 1,800 for a period of six months for female Bachelor and Master Students and shall amount to € 3,000 for a period of six months for female doctoral candidates. A child benefit supplement shall be possible (1st child: € 300 for a period of six months; each additional child: € 180 for a period of six months).

(2) The scholarship shall depend neither on the income of the parents nor on the amount of the personal income.

Section 4 Application and Selection Procedure

(1) The Executive Committee shall advertise the scholarships by announcing them at a generally accessible location and in a suitable form, in particular on the website of the University of Emden/Leer, as of the winter semester in each case.

(2) The advertisement shall announce the following information:

1. the regular approval period;
2. the application documents (para. 3 and 4) to be submitted;
3. the form of application and the body to which it is to be submitted;
4. the date by which the application is to be submitted;
5. the note that any applications not submitted in due time and form will not be taken into consideration in the selection procedure.

(3) The application shall be made for the field of studies in which the enrolment has been effected or for which enrolment has been applied. Female doctoral candidates shall submit their application together with the supporting document of a supervisory relationship with the University of Emden/Leer and the acceptance of the PhD dissertation by a PhD committee.

(4) The application for a scholarship shall be submitted together with the following application documents:

1. a personal statement of purpose with a volume not exceeding a maximum of two pages;
2. a curriculum vitae in tabular form;
3. the certificate of the university entrance qualification; in case of foreign certificates: a translation transferable to the German system and a conversion into the German grading system;
4. an enrolment certificate for the Bachelor and/or Master degree programme at the University of Emden/Leer;
5. where required, the supporting document of any special qualification entitling to perform studies in the respective field of studies at the University of Emden/Leer;
6. additionally for female applicants in a Master degree programme: the certificate of a first university degree as well as further performance records, where appropriate, in accordance with the admission and selection provisions for the Master degree programme;
7. additionally for female applicants for a PhD dissertation: the certificates of the academic qualifications acquired, information on the PhD dissertation, the enrolment certificate of the university cooperating within the scope of the PhD dissertation, where appropriate;
8. where appropriate, supporting documents of the academic performances achieved to date;
9. where appropriate, work experience placement certificates and employment reference letters as well as supporting documents of special awards and prizes, other knowledge and further commitment.

If the application documents have not been drawn up in the German or in the English language, an officially authenticated translation into the German language shall be enclosed.

Section 5 Scholarship Selection Committee

- (1) Ex officio, the Scholarship Selection Committee shall have the following members:
 1. the President or a person designated by the President as Chairman or Chairwoman;
 2. the Equal Opportunities Officer;
 3. in an advisory capacity: the Deans or the respective person appointed by them.
- (2) The following members of the Scholarship Selection Committee shall be elected by the Commission for Equality for a term of office of two years:
 1. a member of the group of professors;
 2. a common member of the group of employees and of the TAS (technical and administrative staff) group;
 3. a member of the group of students.

One deputy shall be elected for each elected member; deputies may be re-elected.

(3) The Scholarship Selection Committee shall be deemed to have a quorum if the Chairman or Chairwoman and at least three additional voting members are present. Resolutions shall be passed with the votes of the majority of the members present; in case of a tie, the Chairman or Chairwoman shall have the casting vote.

(4) With regard to the selection criteria in accordance with paragraph 6, the Scholarship Selection Committee shall define a detailed consultation benchmark before entering into consultations.

(5) Using as a basis the selection criteria in accordance with paragraph 6, the Scholarship Selection Committee shall select those applications from the applications submitted in due form and time that are eligible for being included in the support programme, as well as further applications which shall move up in a sequence to be defined by the Scholarship Selection Committee if the applications included in the selection are retrospectively withdrawn or cannot be approved for any other reasons whatsoever. Any legal entitlement to claim support shall not exist.

- (6) The selection criteria shall be as follows:
 1. for female first-year students:
 - a. the average grade of the university entrance qualification having particular regard to the individual grades relevant for the selected field of studies; or
 - b. the special qualification entitling to perform studies in the respective field of studies at the University of Emden/Leer;
 2. for female students already enrolled: additionally, the academic performances rendered to date, in particular the ECTS credit points achieved or the results of an intermediate examination; for female students of a Master degree programme: additionally, the final grade of the previous course of study;
 3. for female doctoral candidates: the certificates of the academic qualifications acquired, information on the PhD dissertation (research proposal, tabular time schedule), a supporting document of a supervisory relationship with the University of Emden/Leer, a supporting document of the acceptance of the PhD dissertation by a PhD committee.

Moreover, for the overall assessment of the potential of the female applicant, the following shall be particularly taken into account:

- a. particular achievements, awards and prizes, any previous professional activity and work experience placement;
- b. commitment, such as a voluntary activity, societal, social, higher-education policy or political commitment or the involvement in religious communities, associations or

clubs; addressing relevant topics in terms of equality/gender studies shall be preferable in this context;

c. any special social or personal or family circumstances, such as illnesses or disabilities, the care of own children, in particular as a single mother, or of close relatives in need of long-term care, gainful professional activities during the studies, social origin or any migrant background.

(7) The decisions of the Selection Committee shall be substantiated and documented. The application documents submitted shall be kept until the end of the approval period.

Section 6 Approval

(1) The Executive Committee shall approve the scholarships on the basis of the selection decision taken by the Scholarship Selection Committee for an approval period of up to one year.

(2) The approval of a scholarship shall include the decision on the approval period, the amount of the scholarship as well as the support period. The maximum support period shall be governed by the standard period of study in the respective field of studies or, in case of a PhD dissertation, until the end of the PhD dissertation qua the successful disputation. The notice of approval shall define the additional aptitude and performance records to be provided by the female scholarship holder to enable the university to carry out a semi-annual aptitude and performance review, as well as the date until which these supporting documents must be submitted.

(3) The following supporting documents may be requested as additional aptitude and performance records:

1. certificates on the performances rendered within the framework of the studies (in particular examinations, work experience placements, stays abroad, excursions) which shall provide insight in the quality of the performance;
2. brief export reports of a teacher with whom at least one examination performance has been passed;
3. brief export reports of the supervising university professor on the course of the PhD dissertation;
4. a short presentation by the female scholarship holder of her further personal development since the date of approval of the scholarship or since the date of the last review, in relation to the studies, taking into account any special personal or family circumstances, where appropriate.

(4) The additional aptitude and performance reports shall be submitted in their entirety by the date fixed in the notice of approval. If the supporting documents are submitted in good time, a decision regarding the approval shall be taken ex officio.

(5) The approval and the extension of any approval shall be issued in writing and shall be subject to the proviso that public scholarship funds are available for the approval period.

(6) Disbursement of the scholarship shall be subject to the prerequisite that the female scholarship holder is enrolled at the University of Emden/Leer or, in the case of a PhD, that a valid supervisory agreement exists with a university professor.

(7) The scholarship shall also be paid during the semester break and during any stay abroad in relation to a specific field of studies.

Section 7 Leave of Absence

The scholarship is not paid during any period of leave of absence from the course of studies. Exempted from this are semesters of leave taken by students of the Nautical Science and Maritime Transport for the purpose of completing their practical training at sea. Proof of this must be provided.

Section 8 Termination

The scholarship shall terminate upon the end of the semester in which the female scholarship holder:

1. has rendered the last examination performance;
2. has discontinued the studies / the PhD;
3. has terminated the STEM studies; or
4. is exmatriculated.

Section 9 Revocation

The approval of the scholarship shall be revoked if the female scholarship holder has failed to meet the obligation in accordance with section 10 paragraphs 1 and 2, receives further funding according section 4 paragraph 1 of the Studienprogramm Gesetz or if the university notes during the examination that the eligibility and performance requirements for the scholarship do no longer continue to exist. Retroactive revocation of the approval shall be possible if the approval is based on incorrect information of the female scholarship holder.

Section 10 Cooperation Duties

(1) The female applicants shall fulfil the cooperation duties required for the selection procedure, in particular to provide the information necessary for reviewing the eligibility and performance requirements and to provide supporting documents.

(2) The female scholarship holders shall communicate all changes in the relationships relevant for the approval of the scholarship without undue delay.

(3) Scholarship holders shall provide the university with the data required for the fulfilment of their duty to provide information pursuant to section 13 paragraph 1 No. 1 and paragraph 4 of the Studienprogramm Gesetz.

Section 11 Programme of Events

The University of Emden/Leer shall foster in a suitable manner the contact of the female scholarship holders among each other in the "fem:talent pool", in particular by organising special common events. The female scholarship holder shall be obliged to make use of offerings and to maintain the contacts in the "fem:talent pool".

Section 13 Entry into Force

The present Regulation shall enter into force on the day following their public higher education announcement in the Announcement Journal of the University of Emden/Leer.