

CALL FOR APPLICATIONS

for the University Scholarship at the University of Potsdam (winter semester 2024/25)

Dear Students at the University of Potsdam,

As part of the national scholarship program Deutschlandstipendium, the University of Potsdam will again award University Scholarships to talented and high-achieving students for the winter semester 2024/25.

Starting in the winter semester 2024/25, approximately 45 scholarships are expected to be awarded (as of the deadline on May 29, 2024).

The application period: July 1 to July 21, 2024

The Deutschlandstipendium is a study support program initiated by the Federal Ministry of Education and Research, which honors particularly high-achieving and committed students. The amount of the monthly scholarship is 300 euros, which is funded equally by federal funds and private sponsors.

1. Application Requirements

Eligible to apply are:

- Students of the University of Potsdam who have not yet exceeded the standard period of study in their degree program (unless there are serious reasons, such as an impairment, pregnancy, the care and upbringing of a child, a subject-related stay abroad, or it can be proven that the study has been extended due to the COVID-19 pandemic)

as well as

- Applicants who are about to begin their studies at the University of Potsdam and can provide the necessary admission documents

and who have shown or are expected to show excellent performance in school or during their studies. Additional factors considered include motivation, financial need, special achievements and awards, extracurricular involvement, and personal or social circumstances.

2. General Information

- The scholarship is initially granted for two semesters.
- The monthly funding amounts to 300 euros. Payment is made on the 10th of each month.
- The scholarship is contingent upon the student being enrolled at the University of Potsdam.
- The scholarship is awarded regardless of income and is not counted towards BAföG benefits.
- The scholarship does not need to be repaid.
- A university scholarship (USP) cannot be awarded if there is already talent- and performance-based funding of more than 30 euros per month from a talent promotion organization or another domestic or foreign institution.

- Doctoral studies cannot be funded.
- There is no legal entitlement to the award of a scholarship.
- An extension of the scholarship is not excluded if there is sufficient performance, commitment, and available funding from donations. The deadline for the extension application is the end of April each year.

3. How to Apply

The complete application is to be submitted exclusively through the online portal. Paper applications will not be accepted. A complete application includes, in addition to the completed mandatory fields of the online application form, the following documents to be attached online as PDFs:

- **Curriculum vitae** in tabular form (no photo),
- **Statement of purpose** (max. 3000 characters (including spaces), especially on the following questions: What are your professional goals? What can the scholarship support you with in concrete terms?),
- **Certification of enrollment** (*Immatrikulationsbescheinigung*) at the University of Potsdam
- **Higher education entrance qualification** (*Hochschulzugangsberechtigung*)¹.
- **For first-semester students:** If already existing, please include your notice of admission or your confirmation of enrollment.² Certificate of study can be submitted later.
- **For students in the second semester and later:** Please enclose your transcript of records with a calculated average grade from the Examination Office. You will receive this via mail from the Central Examination Office³ **upon request**. ATTENTION:
 - Students of the **Digital Engineering Faculty/HPI** can request the transcript of records with grade point average from the HPI's Office of Student Affairs by e-mail.
 - Students of the **Faculty of Law** simply upload their course completion certificates (*Leistungsscheine*, in one PDF document) and calculate the grade point average themselves. With your application, you agree that the information provided can be verified by the Faculty of Law.
 - Students of degree programs that work with a course record booklet upload their course completion certificates (*Leistungsscheine*, in one PDF document) and calculate the average grade themselves. With your application, you agree that the information provided can be verified by the respective department.
- **For students who have already completed a higher education degree:** Please include a certification of your first university degree. Ideally, foreign certificates should be accompanied by a translation that is transferable to the German system and a certified conversion to the German grading system (transcript of records).
- if applicable, evidence of professional qualifications, internships, work experience,
- if applicable, evidence of special awards and prizes,
- if applicable, evidence of social commitment (e.g. voluntary work, participation in clubs, associations, religious communities, etc.)⁴,
- if applicable, evidence of membership in a national squad in Olympic and Paralympic sports, if

¹ In the case of foreign certificates, a translation that is, ideally, transferable to the German system and a certified conversion to the German grading system must be enclosed (e.g. uni-assist report).

² If you have applied for a degree program at the University of Potsdam for which the application deadline has not yet passed and you have therefore not yet received a notification of admission or rejection, or if you would like to enroll for a Bachelor's degree program with no admission restrictions for which the enrollment deadline has not yet passed, please make a short note in the field "Notes on Application". The certificate of enrollment can be submitted at a later date.

³ Here you will find a list of degree programs for which the Central Examination Office is not responsible:

<https://www.uni-potsdam.de/de/studium/beratung/pruefungsamt/aufgaben>

⁴ The volunteer work should date back no more than five years.

applicable, and evidence of success in national and international competitions,

- students applying for the Denkwerkstatt "School Language Worlds - Flight, Immigration, and Heterogeneity" should upload the additional essay as a PDF.

4. Important Information

- Please read the application agreement, which is available on the homepage of the online application portal, carefully.
- Re-applications from previous scholarship holders or previously rejected applicants are of course possible. Please reapply with complete documents.
- Applications that are not submitted on time or in the correct form, or incomplete application documents will not be considered in the selection process.
- A letter of recommendation is not required.
- Please name the PDF attachments following this principle: Last name_first name_type of document, e.g. Doe_Jane_Certificate of enrollment
- If, for example, you have several certificates of commitment, please bundle them in one PDF file (Last name_first name_commitment.pdf). Only one PDF can be uploaded per upload field on the online application platform.
- Within the application deadline, you can also upload and submit additional or missing documents via the online platform at any time. (Matriculation certificates of first-year students can still be submitted after the application deadline).
- We kindly ask you to refrain from any queries regarding the status of processing. After the selection process has been completed, all applicants will be informed at the beginning of October of the respective year.

5. Information on the Selection Process

After the application documents have been reviewed by the selection committee, the committee will decide on the awarding of scholarships based on established selection criteria, taking into account the scholarship distribution key within the faculties (and, if applicable, considering the funding providers' stipulations). The scholarships are granted for two semesters, retroactively starting from October 1st of the year. Applicants will be notified of the decision regarding their application by mid-October at the latest.

6. Additional Information

Further information on the University Scholarship can be found at

www.uni-potsdam.de/universitaetsstipendium

and on the BMBF website at

www.deutschlandstipendium.de

If you would like to have your application documents checked, you can make an appointment with Career Service for an individual consultation:

<https://www.uni-potsdam.de/de/career-service/studierende/beratung.html>

We look forward to receiving your application!