



Guidelines for awarding and receiving scholarships

The following sets forth guidelines that the International Department of Humboldt-Universität zu Berlin (hereafter HU) relies upon in making scholarship awards for the Humboldt Internship Program (hereafter HIP).

1. General Remarks

- 1) The International Department awards a limited number of scholarships to promote the international participants of HIP.
- 2) The number of scholarships depends on the amount of scholarship funding provided by the HU for that year. The scholarships can be awarded at any time of the year. The program coordinator communicates the availability via email upon request.
- 3) Eligibility for the scholarship is directly and unconditionally linked to admission and participation in HIP.
- 4) Participating students from any of the HIP-partner universities are eligible to apply within the designated application period.
- 5) Scholarships are only awarded for participation in the HIP program period designated in the application and cannot be transferred to another period.

2. Eligibility criteria

- 1) HIP scholarships are awarded based on the performance in the documents submitted.
- 2) Only students who have approved participation in a HIP project will be considered for the award.
- 3) The applicant must complete a specific assignment for the scholarship award. Upon request, the program coordinator emails the details and time frame.

3. Application guidelines

- 1) All applicants must submit a completed program application form through the online application portal to be considered for an academic scholarship.
Additionally, the scholarship applicants must complete the following tasks:
A short essay must be written on the question emailed to the HIP applicant.
- 2) The digital copy of the essay must be submitted to the HIP coordinator within the given time frame.
- 3) Only complete applications with all required material received before the published deadline will be considered for the scholarship application evaluation.

4. Selection Process

- 1) Members of the International Department of Humboldt-Universität zu Berlin make decisions about awarding scholarships. Due to their professional position, the committee members are entitled to this authority, which is bound to the position.
- 2) The committee keeps written records of the scholarship decisions.

- 3) The scholarship committee reviews applications within four weeks of the application deadline and decides which applicants receive scholarships. The applicants are informed about the result within five weeks of the application deadline.
- 4) The committee's decisions are final and cannot be contested. Applicants do not have legal recourse to change decisions. Applicants have no legal entitlement to a scholarship.

5. Program participation and other scholarships

- 1) Participation in HIP is not affected by the scholarship decision. If the applicant wishes to withdraw the application, this must be done following the cancellation policies.
- 2) Holders of other scholarships are also eligible to apply for the HIP scholarship. Applicants who have previously received a scholarship from HU can also apply again. For this, new and revised application documents must be submitted.

6. Duties of scholarship recipients

By accepting the scholarship, recipients agree to:

- Participation in the designated HIP period,
- Focused and determined engagement in the research project,
- Behavior according to the program's code of conduct at any time,
- Consent to have their name mentioned in the administrative scholarship records.

7. Notice of the award and payment

- 1) Notice to scholarship recipients will be sent by email to the address provided.
- 2) The scholarship payment will be made by wire transfer to the applicant's personal bank account, which must be indicated after the scholarship is approved.

8. Cancellations and repayment

- 1) The scholarship is tied to HIP Participation. If participation is canceled, the scholarship offer is withdrawn.
- 2) HU is entitled to cancel a scholarship if the scholarship recipient neglects one or more of the duties connected with being such a recipient.
- 3) HU is entitled to cancel a scholarship once it has been awarded if the scholarship was awarded based on false information provided by the scholarship recipient. In such an event, the scholarship holder must pay back the total amount.

9. Privacy

The applicants' personal information provided within the HIP application process, including the scholarship application, is processed and kept following the German Bundesdatenschutzgesetz (Federal Data Protection Act, BDSG). The data are only used for program participation and scholarship grants.

10. Entry into force

- 1) These guidelines enter into force upon publication and are valid until further notice.
- 2) The guidelines and any amendments are approved by the person in charge of HIP and at least one other member of the International Department of HU.