

Humboldt Internship

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 availability is communicated by the program coordinator 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 with approved participation in a HIP-project are considered for the award.
- 3) A specific assignment meant for the scholarship award must be accomplished by the applicant. The details and the time frame are communicated by the program coordinator via email upon request.

3. Application guidelines

- 1) To be considered for an academic scholarship, all applicants must submit a completed program application form through the online application portal.
Additionally, the scholarship applicants must complete the following task:
A short essay must be written on the question communicated by email 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 that are received by the published deadline will be considered for the scholarship application evaluation.

4. Selection Process

- 1) Decisions to award scholarships are made by members of the International Department of Humboldt-Universität zu Berlin. The committee members are entitled due to their professional position. The authority 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 of the applicants receive the 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) The participation in HIP is not affected by the decision regarding the scholarship. In case the applicant wishes to withdraw the application, this must be done in accordance with the cancellation policies.
- 2) Holders of other scholarships are eligible to apply for HIP-scholarship, too. Applicants who have received a scholarship from HU in the past can also apply again. For this, new and revised application documents are to be submitted.

6. Duties of scholarship recipients

By accepting a scholarship, recipients agree to:

- Participation in the designated HIP-period
- Focused and determined engagement in the research project
- Behavior according to the interns' code of conduct at any time
- Consent to having 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 scholarship approval.

8. Cancellations and repayment

- 1) The scholarship is bound to the HIP-participation. In case of a cancellation of participation, 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 the total scholarship amount back.

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 the program participation and the scholarship grant.

10. Entry into force

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