



Humboldt International Campus

Guidelines for awarding and receiving scholarships and fee waivers

The following sets forth guidelines that the International Department of Humboldt-Universität zu Berlin (hereafter HU) relies upon in making scholarship awards and/or fee waiver awards for the Humboldt International Campus (hereafter HIC).

1. General Remarks

- 1) The International Department awards a limited number of scholarships and fee waivers to promote the international participants of HIC.
- 2) The number of scholarships/fee waivers depends on the amount of funding provided for that year. The scholarships/fee waivers 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/fee waiver is directly and unconditionally linked to admission and participation at HIC.
- 4) Participating students from any of the HIC-partner universities are eligible to apply within the designated application period.
- 5) Scholarships/fee waivers are only awarded for participation in a HIC-program period designated in the application and cannot be transferred to another period.

2. Eligibility criteria

- 1) HIC scholarships/fee waivers are awarded based on the performance in the documents submitted.
- 2) Only students with approved participation in a HIC-program are considered for the award.
- 3) A specific assignment meant for the scholarship award/fee waiver 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/fee waiver, all applicants must submit a completed program application form through the online application portal.
- 2) Only complete applications with all required material that are received by the published deadline will be considered for the scholarship/fee waiver application evaluation.

4. Selection Process

- 1) Decisions to award scholarships/fee waivers 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 its 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/fee waiver.

5. Program participation and other scholarships

- 1) The participation in any HIC program is not affected by the decision regarding the scholarship/fee waiver. 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 HIC-scholarships/fee waivers, too. Applicants who have received a scholarship from HU in the past may 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 program-period
- Focused and determined engagement in the research project and/or course
- Behavior according to the students'/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/fee waiver 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.
- 3) In the event of a full fee waiver award the student will be exempt from paying the regular program fees. In the event of a partial fee waiver award the student will have to pay the remaining balance to the account of HU.

8. Cancellations and repayment

- 1) The scholarship/fee waiver is bound to the HIC-participation. In case of a cancellation of participation, the scholarship/fee waiver offer is withdrawn.
- 2) HU is entitled to cancel a scholarship/fee waiver 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/fee waiver once it has been awarded if the scholarship/fee waiver was awarded based on false information provided by the recipient. In such an event, the scholarship holder must pay the total scholarship amount back and/or pay the program fees in full.

9. Privacy

The applicants' personal information provided within the HIC 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/fee waiver award for HIC are valid until further notice.
- 2) The guideline and any amendments are approved by the person in charge of HIC and at least one other member of the International Department of HU.