

## Participation form and Instructions

Last updated: 14.03.2024

### 1. Participation form and Sanctions list check<sup>1</sup>

I would like to apply for a Deutschlandstipendium. Certain data is processed for the application and selection process and, if applicable, the subsequent awarding of the scholarship. I am aware that my application can only be considered if this data is provided. For the purpose of the application for the scholarship program and its implementation and handling, I consent to my data being processed by TH Köln and forwarded to any individuals/reviewers involved in the selection process. For the purpose of administrative simplification, TH Köln may compare data with other internal institutions of higher education.

I will immediately inform TH Köln of any changes to my contact information.

Supporting documents will not be returned upon completion of the selection process, but will be destroyed. If my application is unsuccessful, my data will be deleted after approximately one year.

If I am accepted to the scholarship program, I agree that my contact and study data (first and last name, address, e-mail address, phone number, degree program and semester) may be passed on to my sponsor to enable a constructive exchange.

I am also aware that, if this consent is revoked during ongoing funding, no further funding can be granted.

I agree that any image and sound recordings made or to be made as part of the Deutschlandstipendium may be used by TH Köln and/or my sponsors for the purpose of public relations with regard to the Deutschlandstipendium.

In case I am awarded a scholarship I agree to my data being stored for 10 years.

I am aware that I can revoke my consent in writing at any time with effect for the future and that the data stored electronically by TH Köln must be deleted immediately after expiry of any legal retention periods.

Once the data has already been passed on to the sponsor(s), I will contact them directly for any requests such as the deletion of my data stored there.

It is not permitted to receive double funding through another merit-based scholarship program. The statutory provisions of the Scholarship Program Act (*Stipendienprogramm-Gesetz* (StipG)) and the related ordinance (*Stipendienprogramm-Verordnung* (StipV)) apply. I acknowledge that the scholarship may be withdrawn in whole or in part and reclaimed (with interest) in the event of false information.

I commit to informing TH Köln immediately and without being asked, stating the reasons, if I receive any other funding or if the conditions to receive funding are no longer met, e.g. if I interrupt, discontinue, do not start or successfully complete my studies.

I am aware that the Deutschlandstipendium is funded in part by Bundesministerium für Bildung und Forschung/Federal Ministry of Education and Research and in part by private sponsors (commercial enterprises, foundations, private individuals, etc.). Some private sponsors are legally obliged to comply with trade control regulations. As TH Köln is paying the scholarship to me, it is obligated/required carry out the sanctions list check.

I am aware my personal data being processed as part of the sanctions list check and I am aware TH Köln carrying out regular checks of my personal data against the relevant sanctions lists for the duration of the scholarship.

I have read and agree to these terms and conditions.

#### Personal information:

**Surname, first name, Date of birth:**

**Adress / Student ID:**

**Bank details/IBAN:**

Place, date

signature

<sup>1</sup> Council Regulation (EC) 259-263/2022 // Council Decision (CFSP) 264-267/2022 // Council Regulation (EC) 269/2014 // Council Regulation (EC) 833/2014 // Council Regulation (EC) No 881/2002 // Council Regulation (EC) No 2580/2001

**Please upload your attachments and this personally signed participation form as one PDF file at the same time as your online application.**

This is a translation of the original German document. For all legal purposes only the German version of this document shall be considered binding.

## 2. Instructions

### Who can apply?

First-year students or students as well as students already enrolled in a Bachelor's program (first degree program, i.e. students who already hold a Bachelor's degree are excluded) or Master's program with at least two semesters of the standard program duration remaining, who are enrolling or are already enrolled as regular students at TH Köln. Students of the KISD (Köln International School of Design) and of the Bachelor's program Mechanical Engineering – Product Engineering and Context please note the information in our FAQs.

### Which criteria are to be fulfilled?

Degree sought	Program semester at start of scholarship	Performance Criteria	Additional Criteria
<b>Bachelor</b>	First semester	-Higher Education Entrance Qualification with a GPA of 2.0* or better. - Admission to Cologne University of Applied Sciences as a vocationally qualified individual (for graduates of vocational training programs)	-at least two semesters of the standard program duration remaining at the time of application.  <b>And:</b>  - proof in written form confirming active voluntary work in society, culture, science or the like.
	Second semester	-Higher Education Entrance qualification with a GPA of 2.0* or better. - Admission to Cologne University of Applied Sciences as a vocationally qualified individual (for graduates of vocational training programs) -Adherence to the prescribed period of study -Current GPA of 2.3* or better	<b>Or:</b>  -proof/description of your personal, social and family circumstances which make it more difficult for you to succeed in your studies (such as handicap, nursing and care of a family member, educationally disadvantaged background, migration background, etc.)
	Third semester and above	-Adherence to the prescribed period of study -Current GPA of 2.3* or better	
<b>Master</b>	First semester	- Final grade of 2.0* or better in a <i>Diplom</i> or Bachelor's program	
	Second semester and above	- Final grade of 2.0* or better in a <i>Diplom</i> or Bachelor's program - Adherence to the prescribed period of study -Current GPA of 2.3* or better	

(\*according to the German grading system)

### Documents to be submitted

The following application documents must be submitted with your **online application**. Report cards do not need to be notarized. **Please include the following documents in the order listed below:**

1. personally signed participation form (see page 1) → participation form
2. Cover letter
3. Curriculum Vitae (CV) in table form

4. Current certificate of enrollment at TH Köln and BAföG certificate (§ 9 BAföG) issued by TH Köln; if you have not yet received your certificate of enrollment and the access data yet, you can first submit your Letter of Admission.  
Link to CaMS:  
[https://cams.th-koeln.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?navigationPosition=link\\_homepage&recordRequest=true](https://cams.th-koeln.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?navigationPosition=link_homepage&recordRequest=true)
5. An up-to-date transcript of records (PSSO-Portal), **including registered exams** at the TH Köln  
Link to PSSO:  
<https://pss0.th-koeln.de/qisserver/rds?state=user&type=0&application=QISPOS&noDBAction=y&init=y>
6. Only for Bachelor degree students, until the end of the 2nd semester: A copy of your Higher Education Entrance Qualification; if you have obtained your Higher Education Entrance Qualification outside of Germany, please submit a translation as well as a conversion of your grades according to the German grading system (e.g. the already existing confirmation from uni-assist).
7. Only for Bachelor degree students with an access as a professionally qualified persons, until the end of the 2nd semester: A copy of your training contract and/or proof of advanced vocational training
8. Only for Master degree students: A copy of your Bachelor's or Diplom Certificate; if you have obtained this Higher Education Entrance Qualification outside of Germany, please submit a translation as well as a conversion of your grades according to the German grading system (e.g. the already existing confirmation from uni-assist).
9. Proof in written form confirming active voluntary work in society, science or the like and/or proof or description of your personal, social and/or family circumstances which make it more difficult for you to commence or succeed in your studies.

**Please read** the following pages carefully **before starting your online application** and pay attention to all sub items.

Then please print the **participation form (see page 1)**, sign it personally and upload it along with your supporting documents as **one PDF file** at the end of the online application process.

**The personally signed participation form is part of your application.**

## Your steps towards a scholarship

**Step 1: Complete** the **online participation form**. The **application period** is August 15, 2024 to September 15, 2024

**Step 2:** Scan and upload **supporting documents** - including the signed participation form - as **one PDF file**

**Step 3:** **Submit** your application along with all supporting documents **online**

1. Participation form
2. Instructions
  - 2a. General information
  - 2b. Technical information
  - 2c. Subsequent submission of documents
  - 2d. Summary

## 2. Instructions:

**Please apply only through our online application platform.**

### 2 a. General information

**Attention: Please always read the “more information/completion instructions” under the relevant field!**

**Only complete applications, including a personally signed participation form, will be accepted.** Applications that are incomplete and/or submitted after the deadline cannot be considered.

**Apply only once and make sure your application is complete. Multiple applications will not be considered.**

**Please double check your application before submitting it. For security reasons, information provided in an application that has already been submitted can no longer be changed. In the event of multiple applications, only the first application will be considered. So please apply only once and make sure your application is complete.**

**Please note that there is no legal entitlement to a Deutschlandstipendium.**

You can not only benefit financially from a Deutschlandstipendium, but also arrange optional additional offers such as mentoring, internships, plant visits, etc. in exchange with your sponsor. For this purpose, it is helpful if you inform yourself about the possible sponsors in advance.

Specifying a **preferred sponsor** in the online application is helpful in later assignment to a sponsor. We will gladly try to meet your request if a scholarship position becomes available at the said sponsor for the winter semester 2024/2025 and if your study program is one of the sponsor's desired study programs.

## **2 b. Technical information**

**Appendices/uploading attachments: Supporting documents/Upload of supporting documents:**

Please note: You can upload **one PDF file in A4 format** and the total size must not exceed **20 MB**.

Please note that **only PDF files** will be considered. Files uploaded in other formats will not be considered. Instructions on how to **create small files and/or combine several files** are available on TH Köln's website [in German]:

<https://www.th-koeln.de/mam/downloads/deutsch/studium/pdf-erstellung.pdf>

## **2 c. Subsequent submission of documents**

Once your application has been submitted, you are no longer allowed to change any information provided in your application. During the application period, you can subsequently submit supporting documents (e.g. certificates, proof of voluntary work etc. **by e-mail in one PDF file** to [deutschlandstipendium@th-koeln.de](mailto:deutschlandstipendium@th-koeln.de)).

## **2 d. Summary**

**Step 1: Check that all your details provided in the online form are complete and correct**

**Step 2: Check that all supporting documents - including the participation form - are attached and uploaded in one PDF file in A4 format**

**Step 3: Submit your online application (Please double check: Is your application really complete?)**

**Please submit only one application.**

**After submission, you can:**

- Download and save your application as a PDF file
- Print the PDF file

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