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Guideline of the University of Lübeck on the awarding of scholarships within the framework of the emergency aid programme for the support of refugee students from Ukraine dated 10 August 2022

Decision of the Executive Board of 10 August 2022

§ 1

Purpose and prerequisite

- (1) The scholarship is intended to provide financial support for suitable students from Ukraine.
- (2) The funding is in the form of a partial scholarship.
- (3) The prerequisite is the student's enrolment at the University of Lübeck.

§ 2

Type, duration and scope of funding

- (1) The partial scholarship amounts to a maximum of € 300.00 per month and is also paid during the lecture-free period.
- (2) The scholarship is awarded for an initial period of one semester. The maximum funding period is two semesters.
- (3) If stays abroad take place within the framework of the degree programme, the scholarship continues to be paid in the same amount.

§ 3

Fundraising

The Executive Board is responsible for raising funds from private donors. The university administration office commissioned by the Executive Board to handle the scholarships coordinates the cooperation of all parties involved.

§ 4

Coupling prohibition

A scholarship may neither be made dependent on a consideration for a private sponsor nor on an employee activity or a declaration of intent regarding a later employee activity.

§ 5

Application procedure

- (1) Applications can be made for the summer semester and the winter semester.
- (2) The application deadline is 1 September for the following winter semester and 1 March for the following summer semester.
- (3) The application documents must include:
 - a) application form,
 - b) curriculum vitae,
 - c) letter of motivation including a statement of financial circumstances.

§ 6

Selection procedure and criteria

- (1) A selection committee is formed to select the students to be sponsored.
- (2) The selection committee consists of at least 3 persons, including a student and a programme coordinator or a study advisor. The student member is appointed on the proposal of the AStA, the other members of the selection committee on the proposal of the Executive Board.
- (3) The selection committee reviews the application documents and selects the candidates to be funded according to the following criteria:
 - a) Need (e.g. by presenting the economic situation),
 - b) Extracurricular commitment, e.g. in student committees or other voluntary activities,
 - c) Performance.
- (4) The selection committee chooses a maximum of as many applicants as scholarships can be awarded. The decision of the selection committee is final.

§ 7

Approval

- (1) The Executive Board approves the scholarships by means of a resolution. Unsuccessful applicants receive a rejection notice. The rejection notice shall be accompanied by instructions on how to appeal.
- (2) The approval includes the decision on the approval period, the amount of the scholarship and the funding period. The approval may be granted subject to the condition that outstanding evidence is submitted within a period to be determined.

§ 8

Duties of cooperation

Applicants must actively participate in the selection process and the processing of an awarded scholarship. The duties of cooperation include the provision of information and evidence required for assessing the eligibility and performance requirements, written notification of all changes in circumstances that are relevant for the granting of the scholarship, as well as participation in the evaluation of the scholarship programme.

§ 9

Continuation of the scholarship after the end of the funding period

- (1) An extension of the funding is desired.
- (2) The recipient must submit an application for extension in writing to the appropriate office at least one month before the expiry of the funding period.
- (3) An evaluation of the successful completion of the degree programme can be carried out by the examination office.
- (4) The final decision on the extension of the scholarship is made by the selection committee.
- (5) The scholarship holders receive a renewal notice.

§ 10

Eligibility, suspension and revocation

- (1) There is no legal entitlement to the funding.
- (2) In the case of leaves of absence, payments are suspended and will only resume when the student is actively participating in his or her degree programme again.
- (3) Approval of a scholarship is cancelled with retroactive effect and the scholarship holder is obliged to repay the contributions already paid if he or she
 1. failed to comply with a condition attached to the approval within a set period of time,
 2. obtained the approval by fraudulent misrepresentation, threat or bribery,
 3. obtained the approval by providing information which was materially incorrect or incomplete, or
 4. was aware of the unlawfulness of the administrative act or was not aware of it due to gross negligence.
- (4) The award of the scholarship shall be cancelled with effect for the future if the scholarship holder

1. changes university,
2. interrupts or discontinues their studies, or
3. is exmatriculated.

In the cases of sentence 1 number 1, the cancellation of the scholarship takes place at the end of the respective semester and in the cases of sentence 1 numbers 2 and 3 at the end of the respective month in which the event occurs.

§ 11

Entry into force

This guideline enters into force on the day following its resolution.