

## Application Agreement

### Deutschlandstipendium an der Hochschule Kaiserslautern

3rd of may 2022

#### 1. Data protection notice:

The personal data you provide here will be treated confidentially and will only be collected and processed for the purpose of selecting suitable applicants and implementing the Deutschlandstipendium. The legal basis for this is § 10 of the Scholarship Programme Act (StipG). According to this, applicants for the scholarship programme are obliged to provide the information required for the examination of the performance and suitability requirements and to submit the corresponding proof. It is up to you which information you provide: Tell us what qualifies you for the Deutschlandstipendium! We are aware that some of the information provided is highly confidential, and some of the details (e.g. about illnesses, family circumstances, migration background) are also so-called special types of personal data as defined by data protection laws. Your data will always be treated confidentially and, together with our IT service providers, protected with up-to-date technical security measures. As the operator of the DSTIP application server, valucon apps GmbH stores your personal data on behalf of the university. Their subcontractors for server provision are T-Systems International GmbH. The employees of the scholarship selection committee are, of course, bound to secrecy. If your application is unsuccessful in this selection procedure, we will store your data for a maximum of 18 months in order to facilitate a renewed application in the next selection procedure. In accordance with data protection regulations, your video will not be published, but will only be made available to the scholarship selection committee and potential sponsors for direct viewing in the browser at <https://deutschlandstipendium.hs-kl.de/>. You can find more information below.

#### **The responsible person for data processing is:**

Hochschule Kaiserslautern  
University of Applied Sciences  
Schoenstraße 11  
67659 Kaiserslautern  
E-Mail: praesident@hs-kl.de  
Fax: +49 (0)631 3724 2100

## **Contact person for data protection issues - Data Protection Officer**

Our data protection officer is available to answer any questions you may have regarding data protection:

Dr. Heiko Haaz

Otto-Hausmann-Ring 113

42115 Wuppertal

[datenschutz@hs-kl.de](mailto:datenschutz@hs-kl.de)

## **Scope of data processing**

At least the following data will be processed in connection with the application and granting of the scholarship:

- Personal details
- Information on further funding
- Contact details
- Bank details
- Internships
- Traineeships
- Stays abroad
- Details of current studies

If you provide additional information, this data will also be processed.

## **Purpose of the processing of personal data**

The above data will be processed solely for the purpose of selecting suitable applicants, implementing and awarding the scholarship.

## **Legal basis for data processing**

The legal basis for the processing of the mandatory data for the implementation of the scholarship agreement is the contractual basis and the pre-contractual actions according to Art. 6 para. 1 lit. b DSGVO. Insofar as we obtain the above personal data for the granting of the scholarship on the basis of your consent, Art. 6 para. 1 sentence 1 lit. a DSGVO serves as the legal basis for the processing. If you voluntarily disclose data in the context of the application that can be assigned to special categories of personal data, the legal basis is Art. 9 (1) lit. a DSGVO.

## **Right to revoke the declaration of consent under data protection law**

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

To exercise these rights, please contact the above-mentioned persons responsible.

## **Your rights**

You have the following rights with regard to the personal data concerning you:

- Right to object to processing (Art. 21 DSGVO).
- Right of access (Art. 15 DSGVO),
- Right to rectification (Art. 16 DSGVO) or erasure (Art. 17 DSGVO),
- Right to restriction of processing (Art. 18 DSGVO)
- Right to data portability (Art. 20 DSGVO)
- Right to lodge a complaint with a data protection supervisory authority about the processing of your personal data by us (Art. 77 DSGVO).

## **Transfer to third parties**

The above data is passed on to valucon apps GmbH, which processes the personal data on behalf of the university. Their subcontractors for server provision are T-Systems International GmbH. In addition, data will be passed on to third parties if consent has been given under point 3 of the declaration of acceptance or if the university is legally obliged to do so.

## **Statistics / Evaluation Anonymisation**

According to § 13 of the Scholarship Programme Act, we are obliged to transmit scholarship data to the State Statistical Office in order to compile federal statistics. This is done under a pseudonym, i.e. without disclosing your name.

## **Sampling to exclude double funding/duration of storage**

The Federal Ministry of Education and Research (BMBF) carries out random checks on the data of the funded students in accordance with § 4 Paragraph 2 StipG in order to avoid double funding. For this purpose, the BMBF may query and store the surname, first name, date of birth, address and university location of individual funded students and compare them with the data of other funding institutions. The higher education institution is legally obliged to transmit this data. After the sample has been carried out, the data is destroyed.

In the event that a scholarship is awarded, the data will be stored for these purposes for a period of six years after the end of the scholarship. If your application is unsuccessful in this selection procedure, we will store your data for a maximum of 18 months in order to facilitate a renewed application in the next selection procedure.

## 2. Application instructions

**Online application form:** Apart from the mandatory fields, it is up to you which information you provide and with which information you present yourself as a candidate for the scholarship. In the selection process, only information that is enclosed with the application and, if applicable, supported by appropriate evidence, can be considered in your favour. We recommend that you also answer the non-mandatory questions in the online form as completely as possible.

**The following evidence is necessary for a comprehensive assessment:**

- Motivation video: Show us in 1-2 minutes what qualifies you for a scholarship. There is no need for special technical effects, a conventional smartphone video will suffice. Start with your name, degree programme and semester. Briefly point out concise passages in your curriculum vitae. Then talk in particular about your motivation and why you are the best candidate for a German Scholarship. The scholarship selection committee wants to get a personal impression of you.
- Certificate of higher education entrance qualification, in the case of foreign certificates a translation transferable to the German system and conversion to the German grading system.
- Only for applications at the beginning of the degree programme: If applicable, proof of a special qualification that entitles the applicant to study in the respective degree programme at Kaiserslautern University of Applied Sciences.
  - Proof of an aptitude test according to § 66 HochSchG, if applicable.
  - Certificate of enrolment for the first semester of funding (i.e. for the upcoming winter semester - download at [www.icms.hs-kl.de](http://www.icms.hs-kl.de), First-year students (letter of admission or confirmation of enrolment))
  - Bachelor's certificate (students in the Master's programme)
  - For students from the 2nd semester onwards: overview of academic achievements with ECTS points/current average grade and individual standard study time - You will receive the overview of achievements

If the above-mentioned documents are not available by the application deadline, the applicant may be disqualified from the application procedure.

**The following supporting documents complement your application and thus give a more complete picture:**

- Professional qualification, internships, work experience (Qualified certificates, Journeyman's certificate...)
- Special successes, awards and prizes
- Other qualifications and knowledge acquired (e.g. languages)
- University commitment, non-university or non-academic commitment, e.g. voluntary work, involvement in a club, association, religious community, etc.

- Special personal or family circumstances, e.g. own illnesses and disabilities, caring for own children, especially as a single parent, or close relatives in need of care, working in the family business.
- Gainful employment during studies, migration background
- Circumstances that have had an aggravating effect on the educational biography to date

**Information without the corresponding evidence cannot be taken into account.**

If the application documents are not written in German or English, an officially certified translation in German or English must be enclosed.

#### **Note on uploading attachments:**

The maximum size of PDF attachments must not exceed 15MB. All attachments must be combined in one PDF file. (To create PDF documents and to combine several PDF documents, you can use the following free software, for example: PDFCreator)

Name your PDF file as follows: surname\_firstname

Within the application period, you can still submit documents after you have already sent your online application.

Please upload your motivational video to <https://deutschlandstipendium.hs-kl.de/upload/>. Please also name the file with surname\_firstname and use the following file format:

mp4. The video must not be larger than 250MB.

After the application deadline, this option is no longer available.

Personal attendance at the selection interviews is compulsory.

#### **Continued funding**

Continued sponsorship by a scholarship requires a new complete application in the online application procedure (reference to current sponsorship is desired) and the approval of the scholarship provider. If the scholarship provider and the chairperson of the scholarship selection committee agree, further funding is possible. Repeated participation in the selection interviews is not necessary.

If the scholarship provider refuses to give its consent and the scholarship selection committee agrees to funding, the scholarship is not a continuation grant and the applicant is in the traditional selection process for a scholarship.

There is no legal entitlement to the granting or extension of a scholarship.

### 3. Declaration of participation

I hereby confirm that I have taken note of the above data protection information. Furthermore, I declare my consent that the personal data provided by me in accordance with § 10 StipG will be processed by Kaiserslautern University of Applied Sciences for the purpose of selection for a Deutschlandstipendium and, if applicable, for the purpose of granting a Deutschlandstipendium. I can revoke this consent at any time. If I revoke this consent, my data will be deleted immediately and the submitted documents will be destroyed in accordance with data protection regulations.

I also confirm that the information I have provided in the online application is true and correct. (Please note: The scholarship award may be revoked and, if applicable, funds already paid may be reclaimed if it is based on false information or if a double application is made. The university reserves the right to check the information provided).

I acknowledge that in the event of false statements, the scholarship may be reclaimed in full or in part. I am aware that there is no legal entitlement to the Deutschlandstipendium.

I undertake to inform Kaiserslautern University of Applied Sciences immediately (if necessary, stating reasons) if I exmatriculate, interrupt or discontinue my studies, or if I change my university or subject. Note: In the event of non-granting or revocation of consent, the scholarship applied for may not be granted or may no longer be granted.

I confirm that I have been informed about the privacy policy.

By submitting my online application

- I confirm that the information I have provided in the application is correct,
- I approve the request for my average grade from the Student Life Cycle Unit,
- I simultaneously make all the declarations contained in this Application Agreement,
- .. I agree to the application agreement.

By submitting the online application, you agree to the Application Agreement and the declaration of participation contained therein.

You have the right to withdraw your application at any time. To do so, please send an e-mail to

[deutschlandstipendium@hs-kl.de](mailto:deutschlandstipendium@hs-kl.de) Subject: Withdraw application