

Application Agreement:

A. Statement of Participation – Germany Scholarship of the Psychoanalytic University Berlin

I hereby affirm that I have taken note of the attached data protection law information. Especially, my attention has been drawn to the fact that I myself determine the extent of the personal data provided for the Germany Scholarship application. I have noted that I myself am to decide which information I submit with the application. Furthermore, I hereby affirm my consent that the personal data provided by me in accordance with Section 10 German Scholarship Programme Act (StipG) will be processed by the Psychoanalytic University Berlin for selection purposes for a Germany Scholarship and for the purpose of granting a Germany Scholarship, as the case may be. I can revoke this consent at all times. In the event that this consent is revoked, my data will be deleted immediately and the documents submitted destroyed in accordance with data protection requirements.

Note: The scholarship applied for cannot or can no longer be granted in the event of the non-issuing as well as the revocation of the consent.

Personal information

Name, first name(s) _____

Matriculation No. _____

Bank Account Details

Bank Account Holder _____

Bank _____

IBAN _____

BIC _____

Place, Date

Signature

B. Application Instruction Guide

The following application documents are to be uploaded in PDF file formats as attachments with the online application:

1. Application Agreement (please upload it already filled out and signed)
2. Curriculum vitae in a tabular format (signed)
3. Letter of motivation (max. 2 pages)
4. German university entrance qualification or certificate (HZB); with non-German university entrance certificates, a translation which is transferable to the German system and converted to the German grading system
5. Confirmation of enrolment, or for new students, letter of acceptance or registration by the International Psychoanalytic University Berlin. (*Applicants for a study place can submit the letter of acceptance or registration*)
6. *For Master scholarship applications:* Certification of first graduate degree.

The following verifications and documents supplement your application as required:

- Academic and study achievements gained
- Professional qualifications and work references
- Further qualifications and knowledge gained
- Special awards and prizes
- Social, family and similar commitments
- Verifications of particular personal or family circumstances, such as illnesses or disabilities, caring for one's own children, especially as a single parent, or close family relatives requiring care, working in a family business, employment parallel to studying full-time, family background (***any personal data provided in response to the above are on a completely voluntary basis***).
- Grounds which have had an aggravating or impeding impact on the educational career to date.

1. Data Protection Information – Germany Scholarship

Your personal data provided here is treated confidentially and raised and processed solely for the selection of suitable applicants and to conduct the Germany Scholarship processing. The legal basis for this is Section 10 German Scholarship Programme Act (StipG). In accordance with this, applicants for the Germany Scholarship are obliged to provide the information required to assess the exam achievement and eligibility requirements and to submit corresponding verifications and documents. However it remains your decision which of these details you provide: Please tell us what qualifies you for the Germany Scholarship.

We are aware that the details provided can concern information that is highly confidential to some extent; several details (e.g. about illnesses, immigrant background) are also so-called special kinds of personal data in accordance with the German Federal Data Protection Act. Your data are always treated confidentially by us and always protected using the latest technical safety and security standards together with our IT service provider, which is also in charge of and maintains our server for the online application portal. Likewise, the members of the Scholarship Council are of course obliged to maintain confidentiality.

Statistics, evaluation, anonymisation: We are obliged as per Sec. 13 German Scholarship Programme Act (StipG) to transfer scholarship holder data to the Federal Statistical Office in order to prepare federal German statistics. This occurs using pseudonyms, i.e. without your name being transferred.

Random sampling to exclude any double support: In accordance with Sec. 4 Para. 2 German Scholarship Programme Act (StipG), the German Federal Ministry of Education and Research (BMBF) conducts random sampling on the basis of the data from the supported students in order to avoid the occurrence of any double support. For this purpose, the BMBF can request the name, first name, data of birth, address and university location of individual supported students, store these details and compare them with the data from other institutions providing support. The university is legally obliged to transfer these data. The data are destroyed after the conducting of the random samples.

For these purposes the data are, in the event that a scholarship is granted, stored for a period of six years following the ending of the support. In the event that your application is not successful in this selection process, we store your data for a maximum of 12 months in order to be able to facilitate any new application in the subsequent selection procedure.