

Statutes
of the International Psychoanalytic University Berlin
for Awarding Germany Scholarships

Dated 28.04.2017

In order to regulate the awarding of scholarships in accordance with the German Scholarship Programme Act from 21 July 2010 (last amended on 29.03.2017), the Academic Senate of the International Psychoanalytic University Berlin enacted the following statutes on 28.04.2017 pursuant to Sec. 2 Para. 1 Berlin Higher Education Act (BerlHG) in the version dated 3 June 2011:

Section 1 (Purpose of the Scholarship)

The purpose of the scholarship is to support talented students, from whom great achievements in terms of their studies or career are to be expected or have been rendered to date and who distinguish themselves through above average commitment of a social or civic nature.

Section 2 (Eligibility for Support)

Those enrolled in their first or second degree study course at the International Psychoanalytic University Berlin can be supported.

Section 3 (Extent of Support)

(1) The scholarship amounts to €300 per month.

(2) The scholarship may not be dependent on any form of consideration in return for the private providers of its funding (hereunder called the funders), nor on any paid employment, not on any declaration of intent with respect to subsequent paid employment.

Section 4 (Application and Selection Process)

(1) The university management announces the invitation for scholarship applications in each respective winter semester by notification on generally accessible sites, and especially on the internet homepage of the International Psychoanalytic University Berlin. A further invitation for scholarship applications and round of awards occur in the summer semester.

(2) The invitation for scholarships applications provides the following information

1. The probable number of scholarships,
2. Whether scholarships are specified for certain branches of study or study courses and which scholarships these are,
3. The regular approval period,

4. Which application documents (Paras. 3 and 4 below) are to be submitted,
5. The form of the application and the recipient to which it is to be submitted,
6. The date by which the application is to be submitted,
7. That submitted applications which do not conform to the stipulations with respect to the form of the application and the deadline will not be considered in the selection process.

(3) The application occurs for the course of studies in which the applicant is enrolled or has applied for.

The application is conducted in an online procedure and is to be sent electronically via the internet to the email address provided in the invitation for applications. If it is not possible to make an electronic (email) application for reasons of hardship, the application can occur in writing or by recorded declaration.

(4) The following application documents are to be submitted with the scholarship application:

1. A letter of motivation not exceeding 2 pages,
2. A tabular curriculum vitae (CV),
3. The 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,
4. Verification as the case may be of any special qualification which entitles the student to attend studies in the respective study course at the International Psychoanalytic University Berlin,
5. From applicants for Master study places: Certification of any first graduate degree, as well as verification of further achievements as the case may be corresponding to the provisions for being accepted and selected for the Master study course,
6. Verification of academic and study achievements gained to date as the case may be,
7. Evidence of work experience placements or employer references as the case may be, and especially also verifications of special awards and prizes, other knowledge gained and further civic or social commitments (cf. Attachment 1 and 2).
8. Verification of special family circumstances or those of a social nature as the case may be (cf. Attachment 3).

In the event that the application documents are not written in German or English, an officially certified translation in German must be included.

Section 5 (Scholarship Selection Committee)

(1) The Scholarship Selection Committee selects, on the basis of the selection criteria in accordance with Para. 4 above, from the applications submitted conforming to the stipulations with respect to the form of application and deadline those applications which can be accepted for support and further applications which can substitute these in a sequence defined by said committee in the event that the applications accepted in the selection are subsequently withdrawn or can no longer be approved for other reasons.

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(2) The Scholarship Selection Committee includes the following by virtue of their function

1. The President of the International Psychoanalytic University Berlin or a person appointed by the President as the chairperson,
2. The study course coordinators or the respective person appointed by them, and
3. The Equal Opportunities Representative.

(3) The following members of the Scholarship Selection Committee are elected by the Academic Senate on the proposal of the President for a period in office of two years:

1. Two professors in accordance with Sec 45 Para. 1 Sentence 2 No.1 Berlin Higher Education Act (BerlHG)
2. Two students in accordance with Sec 45 Para.1 Sentence 2 No.3 Berlin Higher Education Act (BerlHG),
3. A research associate in accordance with Sec 45 Para. 2 Berlin Higher Education Act (BerlHG), and
4. Up to five representatives of the private funders in an advisory function.

A deputy is elected for each elected member; re-election is permissible. In the event that a member or a deputy member retires prior to the end of their period of office, a new member or a new deputy member is elected for the remainder of the period of office.

(4) The Scholarship Selection Committee constitutes a quorum when the chairperson and at least three further members with voting rights are present. Resolutions are adopted by majority voting of the members present; in the event of a tie vote, the vote of the chairperson is the deciding vote.

(5) Selection criteria are

1. For first-year students
 - a) The average grade on the university entrance qualification or certificate, while taking into special consideration the relevant individual grades for the chosen field of study, or
 - b) The special qualification which entitles the student to attend the respective course of studies at the International Psychoanalytic University Berlin,
2. For already enrolled students, the academic and study achievements to date, and especially the results of any intermediate examinations; for students taking a Master study course, the final grades in the previous study course as well.

Furthermore, in the context of the **overall assessment** of the applicant's potential, the following is considered especially:

1. Special achievements, successes, awards and prizes, previous occupation, professional work and work experience placements,
2. Any extracurricular or non-subject related commitments, such as voluntary work, commitments of a civic, social, university policy or political nature, or involvement in associations or clubs,
3. Special personal or family circumstances and needs, such as illnesses or disabilities, caring for one's own children, and especially as a single parent,

or close family members requiring care, family origin or an immigrant background, as well as the personal motivation to take or be taking a course of studies in a psychological or psychoanalytical direction.

Section 6 (Approval)

(1) The board approves the scholarships for an approval period of one year on the basis of the selection decision by the Scholarship Selection Committee.

The selection of the scholarship recipients occurs in the context of a main selection procedure and in a call back and succession procedure to the extent this is required. In the event that the number of applicants exceeds the number of scholarships to be awarded, a precedence list is prepared for selection purposes.

(2) The approval of a scholarship includes the decision on the approval period, the amount of the scholarship and the funding period. The maximum funding period is based on the standard period of study for the respective course of studies. The official notification of approval defines the further skills and achievements verifications which the scholarship recipient has to provide in order to permit the university to conduct the annual skills and achievements assessment, as well as the point in time when said verifications are to be submitted.

(3) The following can be required as further verifications of skills and achievements:

1. Certifications and verifications of the various achievements gained in the context of the studies (and especially examination results, work placement experience, periods of time spent abroad, excursions), which provide information about the quality of the achievements;
2. Short report from a member of the lecturing staff with whom at least one academic assessment (examination) has been completed;
3. Short presentation by the scholarship recipient about their further personal development since the granting of the scholarship, or since the last assessment, in relation to the study course, including any special personal or family circumstances as the case may be.

(4) The further verifications of skills and achievements must be submitted completely by the deadline defined in the official approval notification. In the event that they are submitted within the deadline, an official decision is then taken on extending the approval.

(5) The approval or the extension of an approval occurs in writing or electronically and is subject to the private and public Germany Scholarship funding actually being available for same for the approval period.

(6) It is required for the payment of the scholarship that the scholarship recipient is enrolled at the International Psychoanalytic University Berlin.

(7) The scholarship is also paid during the non-lecture period and, notwithstanding Para. 6, during a subject specific period spent abroad.

Section 7 (Extension of the Maximum Funding Period; Leave of Absence)

(1) If the length of the studies is extended for serious reasons, such as for instance in the case of a disability, a pregnancy, the care and education of a child or a subject specific period spent abroad, the maximum funding period can be extended on request.

(2) During a leave of absence period from the studies, the scholarship is not paid.

Section 8 (Termination)

The scholarship ends on the last day of the month in which the scholarship recipient

1. Completes their final examinations,
2. Abandons their studies,
3. Changes their specialist direction, or
4. Leaves university.

In the event that the scholarship recipients changes universities during the approval period, the scholarship ends on the last day of the semester.

Section 9 (Revocation)

The approval of the scholarship shall be revoked with at least a six-week period of notice to the end of a calendar month in the event that the scholarship recipient does not fulfil their obligations in accordance with Sec. 10 Paras. 2 and 3, or is in receipt of further support contrary to Sec. 4 Para. 1 German Scholarship Programme Act, or the university determines during the assessment that the suitability and achievements preconditions required for the scholarship have not continued anymore. Retrospective revocation of the approval is permitted especially in the event of double support, further to cases in which the approval is based on false details provided by the scholarship holder.

Section 10 (Obligations to Co-operate)

(1) The applicants must fulfil the required obligations to co-operate for the selection procedure, and especially to provide the information required to assess the suitability and achievements preconditions and to furnish the verifications.

(2) The scholarship recipients must notify without delay all changes in the conditions and circumstances which are material for the approval of the scholarship.

(3) The scholarship recipients must provide to the university the data required for the fulfilment of their duty of disclosure in accordance with Sec. 13 Para. 1 No. 1, Para. 4 German Scholarship Programme Act.

Section 11 (Events Programme)

The International Psychoanalytic University Berlin promotes contacts in an appropriate manner between the scholarship recipients and the private funders, and especially by means of special shared events. The scholarship recipient is not obliged to avail of the offers to maintain contact with private funders. Likewise when planning and setting the events programme, it must be ensured that the scholarship is not dependent on any consideration in return (Sec. 3 Para. 2).