

## Scholarship Department

### Information Sheet A 1 - 1

## SCHOLARSHIP APPLICATION FOR UNDERGRADUATE AND GRADUATE STUDENTS

As of: December 2011

Please check our website ([www.boell.de/scholarships](http://www.boell.de/scholarships)) for the latest version of this information before submitting your application as details of application requirements and information for specific target groups are updated regularly.

1. Requirements for your scholarship application
2. Selection procedure, stages and criteria
3. Deadlines
4. Documents to include with your application
5. Important notes for applicants

### 1. Requirements for your scholarship application

The Heinrich Böll Foundation awards scholarships to German and foreign<sup>1</sup> students in accordance with the guidelines issued by Germany's Federal Ministry of Education and Research (BMBF) and the Foreign Office (Auswärtiges Amt). Scholarships are awarded for the regular period of study.

You will find details of special focus programmes on our website at [www.boell.de/scholarships](http://www.boell.de/scholarships).

|  | <b>Germans/Foreign students educated in Germany</b>   | <b>EU nationals/Students not educated in Germany</b>                                 | <b>Non-EU nationals/Students not educated in Germany</b>                             |
|--|---|--|--|
| <b>Degrees that qualify for scholarships</b> | First degree only (Bachelor, <i>Diplom</i> , <i>Staatsexamen</i> ) <sup>2</sup>                             | Master's degree only; proof of first professional qualification must be provided     | Master's degree only; proof of first professional qualification must be provided     |
| <b>Earliest application date</b>             | Immediately before commencement of studies  | Immediately before commencement of studies   | Immediately before commencement of studies   |
| <b>Latest application date</b>               | During the third semester of your degree course; please enclose student registration                        | During the first semester of your degree course; please enclose student registration | During the first semester of your degree course; please enclose student registration |
| <b>Courses that qualify for scholarships</b> | All   | All  | All  |
| <b>Universities</b>                          | Degree courses at state or state-recognised universities in Germany, Switzerland and other EU member states | Degree courses at state or state-recognised universities in Germany                  | Degree courses at state or state-recognised universities in Germany                  |

<sup>1</sup> Please note that non-EU nationals may apply only at irregular intervals. For the latest information and application deadlines, visit [www.boell.de/scholarships](http://www.boell.de/scholarships).

<sup>2</sup> Bachelor's students who are already in receipt of scholarships may then be funded for their master's degree course.

|   | <b>Germans/Foreign students educated in Germany</b>   | <b>EU nationals/Students not educated in Germany</b>  | <b>Non-EU nationals/Students not educated in Germany</b>   |
|---|---|---|--|
| <b>Regular duration of scholarship</b>  | Regular period of study, may be extended by one semester  | Regular period of study, may be extended by one semester  | Regular period of study, may be extended by one semester   |
| <b>Required proof of proficiency in German</b>  | –   | Level B2 or DSH 2 (with certificate)  | Level B2 or DSH 2 (with certificate)   |
| <b>Level of scholarship funding</b><br>(Possibly plus family, childcare allowance, health insurance or similar) | Varies, like the German BaföG, according to parental income or own assets or earnings: max. €597 plus €150 book money per month | Varies, like the German BaföG, according to parental income or own assets or earnings: max. €597 plus €150 book money per month | €750 per month   |
| <b>Funding of limited periods spent abroad for purpose of study, internship or similar</b>                      | Additional funding available for scholarship-holders only   | Additional funding available for scholarship-holders only   | Funding for longer than 4 weeks only with special Foreign Office permission to continue monthly scholarship payments; no <u>extra</u> funding for studies abroad |
| <b>Funding of tuition fees</b>  | Not possible in Germany. Possible to a limited extent in other countries  | Not possible in Germany. Possible to a limited extent in other countries  | Not possible   |

## 2. Selection procedure, stages and criteria

The Heinrich Böll Foundation's selection procedure for scholarship applicants consists of **three stages**:

- 2.1 Submission of **written application documents**, including a personal reference on your social commitment and an expert reference from a university lecturer or, in the case of school leavers, a schoolteacher. The expert reference, preferably in a sealed envelope, may be submitted with the applications or submitted separately by the referee.
- 2.2 **An interview with a liaison lecturer**, usually held at your university or near where you live (telephone interviews may also be held).
- 2.3 Attendance at a **selection workshop** in Berlin consisting of a one-to-one interview and a group discussion.

At each stage only a small group is selected for the next stage. You will be notified in writing of the decision reached at each stage of the selection procedure.

### **Stage 1: Submission of written application documents**

The key criteria for assessing written applications and admission to the next stage of the procedure are:

- **Very good school or college/university academic record**
- **Social commitment and political interest**
- **Convincing reasons for applying to the Heinrich Böll Foundation**

### **Stage 2: Interview with a liaison lecturer**

At this stage a **report** by the liaison lecturer is added to your application. It is based on **an interview of about an hour that the liaison lecturer** (appointed by the Heinrich Böll Foundation) **holds with you, as a rule, at the lecturer's place of residence in Germany. In exceptional cases the liaison lecturer may agree to hold a telephone interview.**

The interview with the liaison lecturer will address the applicant's ability to study, his or her academic record and main areas of study, how he or she sees the study discipline in question and – in some cases – the applicant's social commitment and political interest and awareness.

The liaison lecturer will then write an expert report on the interview covering the above-mentioned points.

### Stage 3: Selection workshop

On the basis of the liaison lecturers' reports and the quality of the written applications, about twice as many applicants (at most) as available scholarships will be invited to attend the selection workshop.

The selection workshop consists of a **structured one-to-one interview** and a **group discussion**. The main focus of the workshop will be to assess the applicants' personal abilities as described in our Mission Statement on Promoting Young Talent (see [www.boell.de/scholarships](http://www.boell.de/scholarships)).

**NB: If you have already attended a selection workshop and received a letter of rejection you may not re-apply.**

## 3. Deadlines

Application deadlines are, **as a rule**, twice a year: in spring and autumn. HOWEVER, this does not always apply to all applicant groups equally. Moreover, the dates and deadlines given here may be changed. Therefore, please always check our website [www.boell.de/scholarships](http://www.boell.de/scholarships) for the latest information on deadlines and special focus programmes.

The regular dates and deadlines are as follows:

|  | Spring             | Autumn                   |
|--|--------------------|--------------------------|
| <b>Application deadline</b>                          | <b>By 1 March*</b> | <b>By 1 September *</b>  |
| Liaison lecturer's report                            | As a rule 1 May    | As a rule 1 November     |
| Selection workshops                                  | June/July*         | Dec./Jan./possibly Feb.* |
| Notification of scholarship award                    | July               | January/February         |
| <b>Probable commencement of scholarship payments</b> | 1 October          | 1 April                  |

\* Application deadlines are binding, with no exceptions permitted. You will be notified of your workshop date.

## 4. Documents to include with your application

If you are interested in the Heinrich Böll Foundation's scholarship and funding programme, please send **three sets** of your written application (an original and two identical copies) to the Heinrich Böll Foundation's Scholarship Department. Applications must be made **in German**, but we do accept personal and expert references in English.

Please note that you should keep copies (or originals) of all documents that you submit because if you gain admission to the second stage of the application procedure you will need to send identical copies of all application documents listed at I to VIII below (and IX, if available) to your liaison lecturer.

**Please appreciate that we can only process applications that we receive in full. Personal and expert references, if sent separately, must also reach us before the end of the application period.**

The following application documents are required:

### I. Application form (Bewerbungsbogen Studienstipendium) with:

- Your personal data and CV
- Your motivation for applying to the Heinrich Böll Foundation
- An outline of your motivation for studying your chosen subject and of your main areas of interest
- An outline of your social commitments and political interests
- et al.

Please download the *Bewerbungsbogen* from the [www.boell.de/scholarships](http://www.boell.de/scholarships) website, complete it on-screen before printing it out, and don't forget to sign it.

### II. Certified copy of your university entrance qualification or equivalent

- A certified copy of your Abitur, baccalaureate or university entrance qualification, plus – in the case of students taking their Abitur – the last three interim certificates if your Abitur certificate has yet to be issued at the time of your application
- If required, a German or English translation by a certified translator

**III. A list of study certificates to date if you have already commenced your studies**  
(printout supplied by the University's examinations office)

**IV. For foreign applicants for a scholarship to study for a master's degree: Certified copy of your first degree certificate**

- Certified copy of the degree certificate, with German or English translation if required, along with an explanation of the grading if it differs from the German system (cf *Modifizierte Bayerische Formel* on the Internet)

**V. Student enrolment certificate (*Immatrikulationsbescheinigung*) if you already have one**  
(glued to a sheet of A4 paper, can be submitted later, but must reach us before funding is authorised)

**VI. For foreign applicants: Proof of German language proficiency**

- **Minimum requirement:** „Deutsche Sprachprüfung für den Hochschulzugang“ Level **DSH 2** or „TestDaF“ Level **B2**

**VII. For applicants for the programme *Medienvielfalt anders: Junge Migrantinnen und Migranten in den Journalismus*: Work samples**

- The work samples should document your initial experience of media work gained at a school or students' magazine, for example, in local radio or with an agency.

**VIII. A third-party reference on your social commitment (1–2 pages):**

This should be a confirmation and detailed description of your social commitment by a person of your choice who knows you well and is able to assess your commitment. This person should be neither a friend nor a member of your family. Wherever possible, he or she should be a representative of an institution or an organisation. Internship testimonials are not suitable for this purpose. Foreign applicants from conflict areas or similar who are unable to provide a reference must explain why.

Please inform your referee that the reference should contain the following information:

- A description of your social commitment, especially in areas in which you have actively assumed responsibility. The reference should state exactly what you have done or achieved to date, assessing in particular aspects of your commitment that are not sufficiently apparent from your CV or your statement of motivation.
- A personal assessment of your specific concerns and which particular causes you support
- An assessment of your ability to reflect on political affairs and an appraisal of your personality
- The context in which the referee made your acquaintance and how long he or she has known you.

The referee may also send the reference directly to the Heinrich Böll Foundation, but it too must arrive before the closing date for applications (postmarked 1 March or 1 September at the latest). In this case, copies will be made by the Heinrich Böll Foundation itself.

**IX. An expert reference from a university or college lecturer, or for school leavers from a schoolteacher (1–2 pages):**

The **expert reference** written by a university lecturer or a schoolteacher should give details of the study programme you propose to enter, your study interests and your academic record to date.

Once you have commenced your studies, please submit an expert reference from a university lecturer (but not a temporary lecturer) in your subject area.

Foreign applicants should, whenever possible, submit an expert reference by a university lecturer at the university in Germany where they would like to study.

Please inform your referee that he or she must use the form provided. It can be downloaded from the website at [www.boell.de/scholarships](http://www.boell.de/scholarships) > How to apply. The referee should send the reference directly to the Heinrich Böll Foundation or he or she should give it to the applicant in a sealed envelope to be attached to the application documents. Please note that the deadlines given above also apply if the reference is sent separately.

## 5. Important notes for applicants

### ... on how to present your application documents:

- **Please keep strictly to the requirements for the structure and scope of your documentation.**
- Please submit **three sets** of your application documents (a clearly marked original and two copies).
- Please send each set to us **stapled** and **punched** but not in separate folders. Please note that your original documents should be in a format that is easy for our staff to photocopy.
- So please enclose only A4 sheets (and no A3 sheets folded).
- Please **do not use** clear pockets or document protectors.
- Please arrange and number all of the documents required. Use a new sheet of paper for each category and ensure that your name is on it. Do not combine categories on one sheet of paper.
- Please write on **one side only**, using a **12-point** font and **1½ line** spacing.
- Please **sign** originals or top copies of all documents you are required to submit as they are legally binding documents.
- Personal references and expert reports by university lecturers must contain the **referee's original signature**.
- Please submit no **original documents, certificates, etc.; only send copies**.
- Please enclose no further **expert reports, internship testimonials or academic credit certificates** and, please, **no photos**.
- We expect to receive all of the documents and details required in one mailing. Please do not send any documents by fax or e-mail. We accept no responsibility for any application documents that are lost in the post.
- We regret that **incomplete application documents** cannot be processed. The same applies to **expert reports and references**. They must also reach us by the respective application deadline. Please understand that we must insist on this.

### ... on data protection:

- When you submit your application, your personal details will be saved to an address management program and later deleted in accordance with statutory data protection requirements.

### ... if your application is rejected:

- There is no legal entitlement to a scholarship or to funding.
- Please appreciate that we receive so many applications that we are unfortunately unable to state specific reasons why your application was unsuccessful.

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We look forward to receiving your application. Please send it to the following **postal address**:

Heinrich-Böll-Stiftung e.V., Studienwerk  
Scholarship Department  
Schumannstr. 8  
D-10117 Berlin  
Germany

**Further information:** Bärbel Karger, Tel.: 030 28534-400, e-mail: [studienwerk@boell.de](mailto:studienwerk@boell.de),  
[www.boell.de/scholarships](http://www.boell.de/scholarships),

**Office hours:** 10 a.m. to 1 p.m. on Mondays, Tuesdays, Thursdays and Fridays