

Scholarship Department

Information Sheet A 1 - 1

SCHOLARSHIP APPLICATION FOR UNDERGRADUATE AND GRADUATE STUDENTS

September 2018

Please check our website (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 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.

	Germans/Foreign students educated in Germany	EU nationals/Students not educated in Germany	Non-EU nationals/ Students¹ not educated in Germany²
Degrees that qualify for scholarships	First degree only (Bachelor, <i>Diplom</i> , <i>Staatsexamen</i>) ³	Master's degree only; proof of first professional qualification must be provided	Master's degree only; proof of first professional qualification must be provided
Earliest application date	Immediately before commencement of studies	Immediately before commencement of studies	Immediately before commencement of studies
Latest application date	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
Courses that qualify for scholarships	All	All	All
Universities	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, Switzerland and other EU member states	Degree courses at state or state-recognised universities in Germany

¹ Please note that non-EU nationals may apply only at irregular intervals. For the latest information and application deadlines, visit www.boell.de/scholarships.

² Graduates from German schools abroad can submit their application for a Bachelor and Master scholarship twice a year (by March and September). The same requirements apply as for Germans/Foreign students educated in Germany.

³ Bachelor's students who are already in receipt of scholarships may then be funded for their master's degree course.

	Germans/Foreign students educated in Germany	EU nationals/Students not educated in Germany	Non-EU nationals/ Students¹ not educated in Germany²
Regular duration of scholarship	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
Required proof of proficiency in German	–	Level B2 or DSH 2 (with certificate)	Level B2 or DSH 2 (with certificate)
Level of scholarship funding (Possibly plus family, childcare allowance, health insurance or similar)	Varies, like the German Bafög, according to parental income or own assets or earnings: max. €649 plus €300 book money per month	Varies, like the German Bafög, according to parental income or own assets or earnings: max. €649 plus €300 book money per month	€850 per month plus various individual allowances
Funding of limited periods spent abroad for purpose of study, internship or similar	Additional funding available for scholarship-holders only	Additional funding available for scholarship-holders only	For scholarship-holders only: Funding is available for limited periods spent abroad for purpose of study
Funding of tuition fees	Not possible in Germany. Possible to a limited extent in other countries	Not possible in Germany. Possible to a limited extent in other countries	In certain cases possible in Germany

Refugees are welcome to apply as of each 1st March and/or 1st September – irrespective of their asylum status.

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 informed 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' and other expert reports and the quality of the exposé applicants 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).

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

3. Deadlines

Please check our homepage www.boell.de/scholarships for our current application deadlines.

For German students and students who received their university entrance qualification from a German school ('Bildungsinländer/innen') the following deadlines apply:

Application deadline (please note: we only accept online applications)	By 1 March*	By 1 September*
Interview with liaison lecturer	Generally by mid May	Generally by mid November
Selection workshops	June/July*	Dec./Jan./Feb.*
Notification of scholarship award	July	January/February
Probable commencement of scholarship payments	1 October	1 April

For international students (both EU and non-EU) the following deadlines apply:

Application deadline (please note: we only accept online applications)	By 1 March*
Interview with liaison lecturer	Generally by mid May
Selection workshops	June/July*
Notification of scholarship award	July
Probable commencement of scholarship payments	1 October

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

Please note that additional special focus programmes (with a thematic focus or for a focus group) will be advertised in irregular intervals. Here, too, the above-mentioned deadlines for German and international students apply.

Please consult our website www.boell.de/scholarships.

The password-protected web portal for online applications is accessible at least six weeks before the application deadline.

4. Documents to include with your application

If you are interested in the Heinrich Böll Foundation's scholarship and funding programme, please use the web portal on www.boell.de/scholarships for your application.

A complete set of application documents needs to be uploaded to the web portal as pdf versions of the following documents.

I. Application form („Bewerbungsbogen Studienstipendium“) with:

The document's template is available from our website and from the download center of the application portal. Please enter the following data online into the pdf form.

- Your personal data and CV
- Your motivation for are 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.

II. University entrance qualification or equivalent

- A copy of your Abitur, baccalaureate or university entrance qualification, or if applicable 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 (First-semester students may submit their student enrolment certificates later; they must reach us at the latest immediately before funding is authorised)

VI. For foreign applicants: Written proof of German language proficiency

- **Minimum requirement:** „Deutsche Sprachprüfung für den Hochschulzugang“ **DSH 2** or 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. Proof of publication (or broadcasting) of the samples is needed.

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 post or email the reference directly to the Heinrich Böll Foundation. Alternatively you yourself can upload the reference to the application portal. **The reference must be on letterhead and the original must be signed. A signature is not required if the reference is emailed directly by the referee from his/her email account.**

IX. An expert reference from a university or college lecturer, or (for school leavers ersetzt durch)– for secondary-level students – 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.

If you are currently completing or have completed an apprenticeship, an expert reference from the apprenticeship program is preferable to one from a teacher from your school. If possible, the reference should cover a period of time that extends up to the present.

Once you have commenced your studies, please submit an expert reference from a university lecturer (but not a temporary lecturer ersetzt durch)(**but not an adjunct or assistant lecturer**) in your respective subject area.

International applicants should, whenever possible, submit an expert reference by a university lecturer at the university in Germany where they **would like to study; if you have already started your studies in Germany at the time of application, the expert reference must come from a university lecturer from the university you are attending.**

Please inform your referee that for the expert reference he or she needs to use the form provided. It can be downloaded from the website at www.boell.de/scholarships.

- The expert reference should preferably be sent directly to the Heinrich Böll Foundation by the referee by email or post. The contact details of the Heinrich Böll Foundation can be found on the form. If the expert reference is in your possession, please submit it directly with your application documents and upload it to the application portal yourself. To avoid duplication of work, please ensure that the expert reference is submitted to us only once – either directly by the referee by post or email, or by yourself in the application portal. The original reference must be signed. A signature is not required if the reference is emailed directly by the referee from his/her email account.
 - Please note: The personal reference and the expert reference must come from different persons.
- X.** Refugees are requested to enclose a document providing information on their residence permit (asylum status).

5. Important notes for applicants

... on how to present your application documents:

- **The complete application – i.e. all application documents including (possibly separately submitted) expert and personal references** – must be submitted by the 1st of March or 1st of September. Only then can the application be deemed complete and ready for processing. **The student enrolment certificate is the only document that may be submitted later date if it is not yet available at the time of application.** We kindly ask for understanding that incomplete applications cannot be processed. **If your application documents are not complete,** we will let you know and inform you about the next application date.
- References sent to the Heinrich Böll Foundation by the referees directly must also reach us by the respective application deadline.
- Personal and expert references by university lecturers must contain the referee's original signature. This does not apply in case the referee sends the document directly to the Heinrich Böll Foundation by e-mail.

- **All documents have to be provided in German (we also accept references and expert reports in English)**

... on data protection:

- When you submit your application, your personal details will be saved electronically 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.

Further information:

Iris Längert, Tel.: 030 28534-400

e-mail: studienwerk@boell.de

www.boell.de/scholarships

Office hours:

10 a.m. to 1 p.m. on Mondays, Tuesdays, Thursdays and Fridays