**Deutschlandstipendium Scholarship at the Hamburg University of Technology**

# Application Agreement (as of October 1, 2023)

**1. General information on applying for a Deutschlandstipendium scholarship at the Hamburg University of Technology (TUHH)**

The Deutschlandstipendium Scholarship is based on performance. You should attach evidence of above-average performance and fulfill at least one other selection criterion. If applying for the third subject semester you must provide evidence of having earned at least 48 credit points.

**Application for a Deutschlandstipendium at the TUHH takes the form of an online application using the valucon software.**

## 1.1 Step 1: Information and advice

You can find individual information and advice for the Deutschlandstipendium Scholarship of TUHH during the application stage and during the entire period for which the scholarship is paid, including information on events and sponsors' offers, on the following websites:
https://www.tuhh.de/tuhh/en/education/students/organisational-details-about-your-studies/financing-your-studies/scholarships/german-scholarship

We offer advice via e-mail in advance of application only from the date when the invitation to apply period opens until the end of the application period, and in particular for complicated individual cases (e.g. international students, school students, university applicants/first-semester students, leave of absence and other special cases).
Telephone advice is available on Tuesdays from 10.00 to 12.00 and Wednesdays 14.00 to 16.00.

## 1.2. Step 2: The online application
You may apply online only during a three-week period and only using the valucon software. The following information will help you to prepare your application:

☐ To apply online, please fill in the application form on the valucon application server.

☐ You must scan and attach the documents listed below and signed Appendices 1 and 2. Please save the attachments as a PDF documents. The name of the file should start with your surname. For a guide on generating a PDF document from multiple Word files, see 3 below.

☐ Please print your filled-in online application form.

☐ You may revise and store your online application repeatedly since the application deadline is active.

☐ Please save the automatically generated valucon user code for later enquiries.

☐ You are asked about BAföG payments. Please note that this information is compulsory. If you do not provide any information here you are saying that you do not receive any BAföG payments or that it is still not clear whether you will receive payments. In the latter case you must notify us of the Studentenwerk (student services') decision as soon as you know it.

Receipt of BAföG payments does not affect the decision whether to award a Deutschlandstipendium. However, this information is required for statistical purposes.

☐ If you have done military service, a year as a social service volunteer or similar, such as Bundesfreiwilligendienst (national voluntary service), please fill in the details under "Internships completed."

☐ When providing course information, please start from the current semester. For first-semester students this means that the semester number will be 1. In the event of Master's applications, please note that you should count from the beginning again, that is with the first subject semester of the Master's program.

☐ The application form asks for you bank account number. We advice you not to fill in your account details on the application but only to give them to us if you are awarded a scholarship.

**Attached to the online application, please submit the following:**
a) A signed Declaration of Participation (see Appendix 1)
b) A signed Data Privacy Statement (see Appendix 2)
c) A certificate of enrolment at the TUHH
d) A tabular résumé
e) A letter of intent (maximum two pages in DINA4 format)
f) Proof of performance:
- University entrance qualification (in the case of foreign certificates, a translation transferable to the German system along **with a grade conversion to the German grading system**).
- From the second subject semester: a transcript of records, which can request from your Examination Office. In the case of applications for the third subject semester, proof of at least 48 CP is required.
- For Master's students: BA certificate, diploma, final university examination or other graduation certificates from the first university degree
- Professional qualification and work references
- Other certificates, proofs of performance and qualifications such as prizes, distinctions, former scholarships, etc. (in the case of foreign certificates or other foreign-language proofs of performance, please include an officially certified translation in German or English, if applicable with conversion into the German grading system).

g) If in the current or coming semester you are no longer within the prescribed standard duration of studies for your course, please include with your application a free-form application for funding beyond the regular duration of studies, stating the reasons.
h) Please supplement your application with written evidence relating to the following criteria:

☐ Extracurricular engagement such as voluntary work, societal or social engagement, involvement in politics at university or otherwise, or active participation in religious communities, associations or club (please provide up-to-date evidence stating the duration and number of hours, weeks or months spent)
☐ Aggravating circumstances that have impacted on your previous educational biography, such as:
- Special personal or family circumstances such as disabilities or chronic illness
- Caring for your own children, especially as a single parent, or for close relatives in need of care
- Student jobs

- Non-academic family background (this family background exists is neither parent has a university degree), or a
- Migration background. A person has a migration background if he or she was not born in the territory of the present Federal Republic of Germany and immigrated in or after 1950 and/or the person does not have German citizenship and has not been naturalized. Moreover, Germans have a migration background if one parent fulfills at least one of the foregoing conditions.

## 2. Notes on data privacy

Your personal data entered will be treated confidentially and used and processed solely for the selection of suitable Deutschlandstipendium applicants. Your data will be forwarded to the relevant TUHH offices (e.g., to the members of the selection commission). Naturally, these persons are bound by the rules of confidentiality.

Further disclosure of your name, address, email, subject, and number of semesters to the sponsors financing your scholarship occurs only after you consent to the Data Privacy Statement (Appendix 2). This consent is voluntary. The sponsors receive no other documents from the TUHH.

For statistical purposes, we are obliged to pass scholarship data to the Federal Statistical Office in accordance with § 13 Stipendienprogramm-Gesetz (Act on the Creation of a National Scholarship Program, StipG). This is done anonymously.

In accordance with § 4(2) StipG the Federal Ministry of Education and Research (BMBF) carries out spot checks using data on funded students in order to avoid double funding. For this purpose the BMBF may request and save the surname, first name, date of birth, address, and higher educational institution of individual funded students and may compare this information with data from other funding institutions. The TUHH is legally obliged to disclose this data. After the spot check the data will be deleted.

In the event that a scholarship is awarded, the data will be saved for statistical purposes.

## 3. Technical advice on attaching scanned application documents

The technical advice listed here is intended to help you with your online application.

### Uploading attachments:

For the upload of data privacy declaration, declaration of participation, enrolment certificate and the tabular résumé separate mandatory fields are provided with a volume of 10 MB each. Besides that the number of attachments is restricted to 10 files with a maximum overall volume of 40MB for all the other requested documents. It is best to combine several documents in on PDF. When scanning or converting into PDF format, pay attention to appropriate file sizes (this can be influenced by the software used, quality or compression). The server will show you an identification code. Please store this number carefully. You can complete or change your application as long as the application deadline is active.

### How to generate small PDF files:

1. First, you need to know how to display file sizes with your computer's data manager. Learn the difference between KB and MB. As a point of reference, a PDF file containing a scanned document or photo of one A4 page should not be between 300 and 500 KB at most.

2. PDF files generated directly from "writing programs" are only a few KB. For example, if you write a résumé or a letter in Microsoft Word or LibreOffice, the resulting PDF file is small. The reason for this is that the letters are in the PDF file without formatting, and if applicable the fonts are embedded or their names listed, and the PDF display program then does the layout as you are looking at the PDF file. This method requires only a few KB per page. If pixel images (photos or scanned images) are inserted into the page the file may become very large, for example if the page contains the scanned image of a sheet of paper, which is often the case with applications.

3. Ensure that images are small. Scanned images or photos are picture files (.tif, .bmp, .jpg, .png) made up of pixels. You can often set the resolution on the scanner when scanning. Sometimes there is a choice between fax or photo or high or display, and sometimes you can set dpi values (dpi = dips per inch). A 300-dpi scan of an A4 page (29.7 cm long, 21 cm wide) results in a pixel volume of 3,508 pixels (height) by 2,480 pixels (width), or 8,699,840 pixels in all. Every pixel can have its own color and there are approximately 16 million possible colors (24-bit color intensity), so when saved as a .bmp file the resulting file is about 25 MB in size. That is the wrong way. A smartphone camera with 8MP resolution produces a similar-size image.

3.1. Use an image processing program. Learn to open the image file, read off the pixel volume and reduce the size. Images with approx. 150 dpi are adequate for printing purposes and easily readable on screen. For an A4 page this corresponds to a maximum of 1,754 pixels (height) and 1,240 pixels (width). Take this as a guide and reduce the size of any over-large image file.

3.2. Cut off borders. Often, scanned documents or photos have borders and a lot of empty space in the original. You do not need to include that in the image file. Learn how to cut off these borders.

3.3. Does your scanned document need to be in color? It is often sufficient to reduce the color content of certificates or to change to gray tones. In both cases the color intensity is reduced from 24 bits to 8 bits, so the resulting document is much smaller.

Try out the difference.

3.4. Next, save the file in a format that supports data compression, e.g. jpg. You can often set the compression factor when saving. Commonly, 100 is the highest quality and lowest compression. On a sliding scale, an 85 setting provides a good reduction in data volume. Look at the results on screen and check the file sizes.

3.5. Summary: Scan or take a photograph. Open the file in an image-processing program. Cut off borders. Change the size to approx. 1500 pixels (according to the width). Change to grey tones. Save as a jpg at 85%. Check the result in the file manager. Expected size: 300-500 KB for color images, 100-250 KB for gray tones.

4. Now generate a PDF file. If your scanner or image processing program permits direct export to a PDF file, that is acceptable provided that the result is acceptable. Compare the difference in file size between a jpg file as described in Section 3. and your direct PDF.

4.1. Or use your writing program to generate a PDF file. LibreOffice, Microsoft Word and some others have PDF generation incorporated. Open a new page, change the margins as required, insert the JPG file. In LibreOffice, the menu is as follows: Insert -> Image -> From file. Then save as a PDF file: Menu File -> Export as PDF. Check the result.

4.2. Another possibility is to facilitate PDF generation via a printing process. Many free-of-charge programs use this arrangement and offer a "PDF printer" that prints in PDF format. Apple has now incorporated a PDF print function into the Mac operating system.


**Merge several PDFs into a single PDF file:**

5. Many free-of-charge programs, as well programs financed by advertising and licensed programs, offer some kind of PDF processing or generating function. Software that enables you to swap or merge individual pages is less common. Naturally you can save many scanned documents onto several contiguous pages before starting to generate a PDF, as described in 4.1. However, Often you already have several PDFs and are unable to integrate them retroactively.

5.1. One free-of-charge program for merging PDFs is PDFSAM (http://www.pdfsam.org). This is available for Windows, MacOS and Linux.

5.2. If you use Linux, you can also use the PDFtk 8 command line program (available in many distributors). The syntax is relatively simple:

[Program name] [Starting file1] [Starting file2] [Starting file_N] cat output [Resulting file].

For example: "pdftk 1.pdf two.pdf 3.pdf cat output 123.pdf" (http://www.pdflabs.com/docs/pdftk-cliexamples).

Free-of-charge versions of PDFtk also exist for Windows and MacOS.

# Appendix 1

Surname, first name

Street address

Postal code and city

Email

Mobile phone number

TUHH student ID number


To
Technische Universität Hamburg
Geschäftsstelle Deutschlandstipendium
Am Schwarzenberg Campus 1
21073 Hamburg


**Declaration of participation and application for a Deutschlandstipendium scholarship**

I confirm that I have taken note of and observed the information provided on the Hamburg University of Technology (TUHH) website regarding the Deutschlandstipendium scholarship.

- I will participate in the scholarship award ceremony and at least one further Deutschlandstipendium event of the TUHH. I agree to report occasionally on my focus areas or projects.
- I agree to notify the higher educational institution immediately (if applicable, providing reasons) immediately when I have completed the final examination, or when I discontinue my studies or take academic leave, go abroad for my studies, interrupt my studies, withdraw from my studies or do not take examinations, transfer to a different higher educational institution, change my subject, or receive funding from a different sponsor.
- I will subsequently notify the relevant offices of any future receipt of government financial aid (by forwarding a copy of the notification to the Deutschlandstipendium Office at the TUHH) as this is important for the statistical evaluation of scholarship holders.
- I confirm that the information I have provided in the online data entry and this application agreement are true and accurate to the best of my knowledge. I am aware that in the event of false or misleading information the scholarship may be entirely or partially revoked.
- I am aware that there is no legal claim to a Deutschlandstipendium.


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Place, date, signature


# Appendix 2

Surname, first name

Street address

Postal code and city

Email

Mobile phone number

TUHH student ID number

To
Technische Universität Hamburg
Geschäftsstelle Deutschlandstipendium
Am Schwarzenberg Campus 1
21073 Hamburg

**Data privacy statement for the application for a Deutschlandstipendium:**

I hereby guarantee that I have taken note of the information on data privacy in the Application
Agreement. I agree that

- As stated in the application agreement, the personal data I have provided voluntarily may be
  processed for the purpose of awarding a Deutschlandstipendium in accordance with § 10
  StipG. This agreement may be revoked at any time at the Deutschland Stipendium Office of
  the Hamburg University of Technology (TUHH).
- Upon revocation of this Agreement my data, if no longer required for accounting purposes
  following the award of a Deutschlandstipendium, will be deleted immediately, the submitted
  documents will be destroyed in accordance with data privacy requirements, and in this case
  the Deutschlandstipendium applied for will not be, or will no longer be, awarded.
- In the event that a scholarship is awarded my data will be saved for statistical purposes for a
  period of six years after funding has ended. In the event that my application is unsuccessful
  the data will be saved for one year and, if no renewed application has been filed, will be
  deleted immediately thereafter.
- My personal data will be passed on to the Hamburg University of Technology offices
  responsible for the selection process.
- My name, address, email, subject, and number of semesters may be disclosed to the private
  sponsors of the scholarship. (Consent to contact sponsors is voluntary. If you do not agree,
  please cross out this paragraph).

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Place, date, signature