

Application Agreement Deutschlandstipendium

Please **observe all of the following five subdivisions** of this application agreement for the Deutschlandstipendium and add your personal details or signature where necessary.

If there are formal errors the application will not be processed!

- 1. Statement of participation**
- 2. Application instructions**
- 3. Data protection notice**
- 4. Contact with sponsors and disclosure of data**
- 5. Photographing and dissemination of photos**

Please send **the signed application agreement, scanned as PDF (max. 1 MB) via the online procedure only, to the following e-mail address: hcu-deutschlandstipendium@vw.hcu-hamburg.de**

1. Statement of Participation – Deutschlandstipendium of the HafenCity Universität Hamburg

I hereby affirm that I have read and acknowledged the enclosed legal notifications regarding data protection. In particular, I have been informed that I can determine myself how much personal data I provide for the Deutschlandstipendium application. I acknowledge that I can decide which information I include in the application. Furthermore, I consent to the HafenCity Universität processing the data I provide, for the purpose of selecting the Deutschlandstipendium scholarship holders, in accordance with § 10 StipG. I can revoke this consent at any time. Should I revoke this consent, my data will be immediately deleted and the submitted documents will be destroyed, in accordance with the data protection law.

Please note: If consent is not given or consent is revoked, the grant cannot be awarded and/or the awarding procedure must be stopped.

Personal data

Surname, forename _____

Matriculation number _____

Bank details for the bank transfer of the grant, should it be awarded:

Bank account:

Account owner: _____

Bank: _____

BIC: _____

IBAN: _____

Place, date and signature of applicant

2. Instructions for application

The complete application should be made online only, using the valucon apps GmbH server.

A complete application should include the following documents:

1. Please send the **signed application agreement, electronically as PDF (1 MB)** only, to the following e-mail address: **hcu-deutschlandstipendium@vw.hcu-hamburg.de**
2. Please fill out **all mandatory fields** in the **online mask of the application server** and complete the online form.

The following supporting documents, uploaded in PDF format, should support your application:

3. Letter of motivation (max. 1 page)
4. Certificate of university admission eligibility. In the case of non-German certificates, please attach a translation corresponding to the German system and a conversion into the German grade point averages.
5. Certificate of matriculation, or for those just beginning their studies the approval notification or registration confirmation issued by the HafenCity Universität Hamburg
 - You do not need to provide proof of your academic achievements, you simply provide a self-disclosure in the application mask (the proof of achievements will be taken directly from ahoi after the application phase for the control/comparability between the courses)!
 - No letter of recommendation by Professors is required!

Where necessary, supplemented by proof of the following (uploaded as a PDF file):

- Professional qualifications and employment references
- Further qualifications and proficiencies
- Special awards and prizes
- Social, community and family commitment
- Factors that have impeded or hindered the prior education biography.

3. notes on data protection - Deutschlandstipendium

Duty to inform when personal data is collected pursuant to Art. 13 DS-GVO

3.1 Name and contact details of the responsible person

The person responsible within the meaning of Art. 13 para. 1 lit. a) DS-GVO is:

HafenCity University of Hamburg
Henning-Voscherau-Platz1
20457 Hamburg
040 42827-2730
praesidialbuero@hcu-hamburg.de
Chairman: Prof. Dr. Jörg Müller-Lietzkow

3.2 Contact details of the Data Protection Officer

Markus Lemke
Information Security and Data Protection Officer
Henning-Voscherau-Platz 1, 20457 Hamburg, Germany
Phone: +49 (0)40 42827-4359
E-mail: hcu-datenschutz@vw.hcu-hamburg.de

3.3 Purposes and legal basis of processing

The processing of your personal data is necessary for the fulfilment of a contract (Art. 6 Para. 1 S. 1 lit. b) DS-GVO).

The title, first name, surname, street, house number, postcode, city, federal state, telephone number, e-mail address, IBAN, BIC and the name of the bank, grades, nationality, funding period and soft criteria (social and professional commitment) are processed for the purpose of awarding and administering the German scholarship.

For the purpose of external presentation, photos of the donors/events in the communication and acquisition work of the HCU are published.

3.4 Recipient of personal data

Data processing is carried out by valucon apps GmbH. There is an agreement between valucon apps GmbH, commissioned by the BMWF, and HafenCity University Hamburg regarding order data processing.

3.5. storage period

The data necessary for the administration of the German Scholarship, see 3. Purposes and legal basis of the processing will be deleted 1 year after termination of the German Scholarship.

Deletion of your data is not possible as long as the data must be kept available for reporting to the State Statistical Office.

3.6 Rights of data subjects

They have a right to information (Art. 15 DS-GVO) and a right to rectification (Art. 16 DS-GVO). You also have the right to cancellation (Art. 17 DS-GVO), to restriction of processing (Art. 18 DS-GVO), a right to opposition to processing (Art. 21 DS-GVO) and a right to data transferability (Art. 20 DS-

GVO). Please note that the order to delete or block your personal data terminates the contractual relationship.

3.7 Legal basis for Germany scholarship

The legal basis for the German Scholarship is § 10 of the Scholarship Programme Act (StipG). According to this law, applicants for the scholarship programme are obliged to provide the information required to check the performance and suitability requirements and to submit the corresponding evidence.

Statistics / Evaluation / Anonymisation Pursuant to § 13 of the Scholarship Programme Act, we are obliged to submit scholarship holder data to the Federal Statistical Office in order to compile federal statistics. This is done under a pseudonym, i.e. without giving your name.

Sampling to exclude double funding The BMBF carries out random sampling in accordance with § 4 (2) StipG on the basis of the data of the funded students in order to avoid double funding. For this purpose, the BMBF may query and save the surname, first name, date of birth, address and university location of individual sponsored students and compare them with the data of other sponsoring institutions. The University is legally obliged to transmit this data. Once the sample has been taken, the data will be destroyed. For these purposes, the data will be stored for a period of six years after the end of the sponsorship if a scholarship is granted. If your application is unsuccessful in this selection procedure, we will store your data for a maximum of 12 months in order to simplify a new application in the next selection procedure.

I assure you that I have read and understood the above data protection notice.

I also confirm that the information I have provided in the online data collection process and in this application agreement is true and correct.

(Note: The scholarship approval can be revoked if it is based on false information or if double funding takes place. The university reserves the right to check the information.)

Place, date Signature Applicant

4. Contact with sponsor and disclosure of data

The scholarship holders are not obliged to use these services or to maintain contact with the donors. The private donors may not make the scholarship dependent on a consideration from the scholarship holders. The promotion of contact between private donors and scholarship holders may mean that your personal data is passed on to sponsors - either in order to establish a relationship between the sponsor and the scholarship holder, or in order to acquaint the assigned sponsor with you (Art. 6 Para. 1 S. 1 lit. b) DS-GVO). The scholarship selection committee will only approve a scholarship on the basis of your talent, performance and personal aptitude.

The scholarship holders undertake to present the study results obtained using the grant funds at the end of the funding period within the framework of an event and to participate in at least one further event in connection with the German scholarship.

With your signature you declare your receipt of the information in connection with the data transfer to sponsors as well as your participation in the events described.

Place, date and signature of applicant

5. Photographing and dissemination of photos

At the opening event and during other events in cooperation with the sponsors, employees of the HafenCity Universität Hamburg will take photographs, in which you may be visible.

The photos are for in-house documentation and also to inform the public, appearing for example on our homepage, in print material and on data carriers.

I consent to these photographs being taken and disseminated.

Place, date and signature of applicant

Good luck!