

Application Agreement*

1. Data Privacy Statement

Deutschlandstipendium – Information about Data Protection

Your personal data submitted here is treated confidentially and is collected and processed solely for the selection of suitable applicants and the execution of the Deutschlandstipendium. Legal framework is given by § 10 of the "scholarship programme law" (Stipendienprogramm-Gesetz [StipG]). According to this law, applicants for the scholarship are obliged to provide all necessary information for the verification of performance and qualification requirements and to present corresponding evidence. Applicants are free to choose what kind of personal information they provide: Let us know what qualifies you for the Deutschlandstipendium! We are aware that the data provided by applicants includes highly confidential information, some of them (e.g. about illnesses, migration background, personal situation) are so-called special types of personal data in the sense of the Data Protection Laws. Your personal data is treated confidentially and its protection by up-to-date security measures is ensured together with the external IT service providers. valucon apps GmbH stores your personal data as operator of the DSTIP application server on behalf of the university. Their subcontractors for server provision are T-Systems International GmbH and PlusServer GmbH. Naturally, the members of the scholarship selection committee are sworn to secrecy.

Data Controller:

Hochschule Trier
Trier University of Applied Sciences
Schneidershof
54293 Trier
E-Mail: praesidentin@hochschule-trier.de
Fax: +49 (0)651 8103 333

Contact Person for Questions of Data Protection – Data Protection Official

For all questions relating to data protection, our Data Protection Official is at your disposal:

Herr Prof. Dr. Konstantin Knorr
Hochschule Trier
Trier University of Applied Sciences
Schneidershof
54293 Trier
E-Mail: datenschutz@hochschule-trier.de

* In case of doubt, the version of this document to be applied is the German original.

Scope of Data Processing

In connection with the application for and grant of the scholarship, at least the following data will be processed:

- name, surname
- nationality
- study semester
- E-Mail address
- banking institution
- date of birth, place of birth
- student number, course of study
- regular period of study
- resident tax office, tax number
- BIC, IBAN

If you hand in further information, this data will also be processed.

Purpose of Data Processing

The above data is exclusively used for granting the scholarship.

Data Transfer

The above data is passed on to valucon apps GmbH, who process the personal data based on its contract with Trier University of Science. valucon apps GmbH's subcontractors for server provision are T-Systems International GmbH and PlusServer GmbH. In addition, the data is transferred to third persons whenever the scholarship holder has given his/her consent under section 3 of the statement of acceptance form [Annahmeerklärung] or whenever Trier University of Applied Sciences is legally bound to do so.

Legal Grounds for the Processing of Data

Insofar as we obtain the above personal data for granting the scholarship on the basis of your consent, Art. 6 para. 1 sentence 1 lit. a DSGVO serves as the legal basis for the processing.

Your Rights

Concerning your personal data, you have the following rights towards us:

- right to object to the processing [Art. 21 DSGVO],
- right to information [Art. 15 DSGVO],
- right to rectification [Art. 16 DSGVO] or deletion [Art. 17 DSGVO],
- right to restrict processing [Art. 18 DSGVO],
- right to data transferability [Art. 20 DSGVO],
- right to complain to a data protection supervisory authority about the processing of your personal data by us [Art. 77 DSGVO].

Right to Withdraw the Declaration of Consent under Data Protection Law

You have the right to revoke your declaration of consent for the processing of data anytime. By revoking your declaration of consent, the rightfulness of the processing that has taken place until the time of your revocation remains untouched.

To assert your rights, please contact the responsible persons and institutions named above.

Statistics / Evaluation / Anonymization

The University of Applied Sciences Trier is, according to § 13 of the scholarship programme law, obliged to deliver anonymized scholarship data to the State Statistical Office of Rhineland-Palatinate. This is done under a pseudonym, i.e. without delivering your name.

Random Samples for the Exclusion of Double Funding / Duration of Storage

Based on § 4.2 of the StipG, the Federal Ministry of Education and Research conducts random tests to prevent double funding. In order to conduct this search, the BMBF may retrieve, store, and compare your name, surname, date of birth, address, and university with the data of other funding institutions. Trier University of Applied Sciences is legally obliged to transmit this data. After the sample testing, the data is destroyed.

For these purposes, the data will be stored up to 6 years from the end of the grant if you are selected for the scholarship programme. If your application is unsuccessful, your data will be stored for 18 months at most in order to simplify a new application in the following selection process.

2. Application Instructions

Online Application Form:

Apart from the required fields, it is up to you which details you hand in and with which information you present yourself as a candidate for the scholarship. In the selection process, we can only consider those details in your favor that are presented to us and that are verified by corresponding evidence. For this reason, we recommend that you also answer the questions in the online form that are not compulsory as completely as possible.

In my answer to "Special personal and family circumstances" I refer to the following definition regarding "migration background": "Did you or at least one of your parents migrate to the present territory of the Federal Republic of Germany after 1949 or did you migrate to another country?"

The following documents are mandatory:

- Letter of motivation (max. 2 pages),
- Curriculum vitae in tabular form,
- Copy of your qualification to enter university; for foreign certificates, a translation into the German system and conversion into the German grade system have to be added,
- If applicable, proof of a special qualification that qualifies for your studies at Trier University of Applied Sciences,
- If applicable, proof of an aptitude test according to § 66 HochSchG,

- Confirmation of enrolment for the upcoming winter semester (Immatrikulationsbescheinigung; for first semester students: letter of approval or enrolment confirmation),
- Copy of your Bachelor's degree (only if you are enrolled for a Master's degree),
- For students that have completed at least one semester: Proof of your academic performance so far (grades including ECTS points; to be obtained via QIS or in the student office/examination office).

Your application may include the following proofs (certificates, notifications, official documents, references) as required:

- Professional qualifications and references, internships, work experience
- Special achievements, awards and prizes
- Further qualifications and achievements
- Social commitment and volunteer work, such as social work, taking an active role in clubs, societies, religious communities etc.
- Special family circumstances, such as caring for your own children or for sick relatives
- Factors which have had an aggravating or impeding impact on your educational career to date

Information without the corresponding evidence cannot be considered in the selection process.

Your application may be in German or English. If your application documents are in a third language, an officially certified translation into German or English must be added.

Instructions for Uploading the Attachments:

If possible, please upload all documents in one pdf-file named "name_first name" on the application platform. During the application period, documents can be uploaded anytime after you have started your application. In order to do so, you may reenter your application account with your username and password, which you received upon your first registration on the platform. This is only possible until the end of the application period. **Further information** www.hochschule-trier.de/go/deutschlandstipendium

3. Declaration of Participation

I hereby confirm that I have taken notice of the **data protection guidelines** stated above. Furthermore, I agree that the personal data I provide based on § 10 StipG will be processed by Trier University of Applied Sciences to manage the scholarship application and selection process and, if applicable, for granting a Deutschlandstipendium. I can revoke this agreement any time. I know that if I revoke this agreement, my data is deleted immediately and documents I might have handed in are destroyed in accordance with data protection laws. *(Please note: Awarding the*

scholarship or continuing the funding are not possible without your agreement and after an agreement revocation.)

I also confirm that the information I have provided in the online application is true. *(Note: The grant may be revoked and any funding already provided may be reclaimed if it is based on false information or if there is a double funding. The university reserves the right to check the information provided.)*

With sending my electronic application

- I confirm that the information provided in this application is accurate,
- I agree that my average score is retrieved from the student service,
- I agree to all declarations contained in this application agreement,
- I confirm that I have read the "Nutzungsvereinbarung" (Terms of Use), provided as a download on the application portal, and that I agree to it.