

Translation: 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 program law" (Gesetz zur Schaffung eines nationalen Stipendienprogramms; 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. Apart from the obligatory information, applicants are free to choose what 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, personal situation, migration background) are so-called special types of personal data in the sense of the data protection laws. Your personal data is always treated confidentially and its protection by up-to-date technical 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 of Applied Sciences. Naturally, the members of the scholarship selection committee (Stipendenauswahlausschuss) 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

* This translation of the Bewerbungsvereinbarung aims to ease the application process for international applicants. In case of doubt, the applicable version of this document 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:

- surname, first name
- sex
- nationality
- study semester, university semester
- address, E-Mail address, telephone number
- date of birth, place of birth
- student number, course of study, faculty, degree
- regular period of study, expected duration of study
- resident tax office, tax ID
- banking institution, BIC, IBAN
- Receipt of benefits according to BAföG/ additional support

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

Purpose of Data Processing

The above data is exclusively processed for granting the scholarship.

Legal Grounds for the Processing of Data

Insofar as we obtain the above personal data for granting the scholarship based on your consent, Art. 6 paragraph 1 sentence 1 lit. a GDPR 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 GDPR),
- right of access (Art. 15 GDPR),
- right to rectification (Art. 16 GDPR) or erasure (Art. 17 GDPR),
- right to restriction of processing (Art. 18 GDPR),
- right to data portability (Art. 20 GDPR),
- right to lodge a complaint with a supervisory authority (Art. 77 GDPR).

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 based on your consent until the time of your revocation remains untouched.

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

Data Transfer to Third Parties

The above data is passed on to valucon apps GmbH, who process the personal data based on their contract with Trier University of Applied Sciences. valucon apps GmbH transfers the data to its sub-contractors for server provision. Your data is also transferred to the Ministerium für Wissenschaft und Gesundheit (MWG) and the Bundesministerium für Bildung und Forschung (BMBF). For example, we are obliged to transfer your data to the MWG in the report on the use of the funds; the MWG subsequently forwards this data to the BMBF. In addition, your data is transferred to third persons if you have given your consent under section 3 of the statement of acceptance form (Annahmeerklärung) or whenever Trier University of Applied Sciences is legally bound to do so.

Statistics / Evaluation / Anonymization

According to § 13 StipG, we are obliged to provide information for the compilation of a federal statistics. Based on this, your data is transferred to the Statistische Landesamt Rheinland-Pfalz and the Statistische Bundesamt for statistical purposes. 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 paragraph 2 StipG, the Bundesministerium für Bildung und Forschung (BMBF) conducts random tests using the data of the scholarship holders to prevent double funding. In order to conduct this search, the BMBF may retrieve and store the surname, first name, date of birth, address, and university location of individual sponsored students and compare them 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 for a period of six years after the end of the grant if you are selected for the scholarship program. 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 provide 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, if required. 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 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 (uni-assist document or document of the assessment examination "Feststellungsprüfung"; students enrolled in the degree program Sustainable Business and Technology are required to hand in the letter of admission of the degree program Sustainable Business and Technology instead).

- **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 certificate** (students in a Master's program),
- For students after the first semester: **actual proof** of your academic performance so far, i.e. **grades including ECTS points** (preferably the pdf-document titled "**Leistungsübersicht**" that can be downloaded from QIS).

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

- Professional qualification, internships, work experience
- Special achievements, awards and prizes
- Further qualifications and acquirements
- 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 must be added.

Instructions for Uploading the Attachments:

- If possible, please upload all documents in one pdf-file.
- Please name your pdf-file "surname_first name".

During the application period, documents can still be submitted after you have already 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/deutschland-stipendium

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 is processed by Trier University of Applied Sciences for the purpose of selection for a Deutschlandstipendium and, if applicable, for granting a Deutschlandstipendium. I can revoke this agreement any time. If I revoke this agreement, my data is deleted immediately and the documents I have handed in are destroyed in accordance with data protection laws. *(Note: Awarding the applied for 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 double funding. The University of Applied Sciences 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 and other necessary data and documents are retrieved from the student service,
- I make 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.