

FAQ Lower Saxony State Scholarship (Landesstipendium Niedersachsen) for applicants and scholarship recipients

General remarks

The FAQ hereunder cover information about the Lower Saxony State Scholarship (Lower Saxony Scholarship) and give answers to questions frequently asked about Lower Saxony Scholarships at Göttingen University during the most recent rounds of scholarship applications.

In addition to the FAQ, you may also contact the following persons/addresses for further information and advice, if you are a student:

- contact partners in the faculties,
- central contact person for Lower Saxony Scholarships Mrs. Inga Schild
49 551 39-27219 e-mail: niedersachsenstipendium@zvw.uni-goettingen.de
- InfoLine of Göttingen University
+49 551 39-113 e-mail: infoline-studium@uni-goettingen.de

The telephone numbers and e-mail addresses of all contact partners and the scholarship counselling office are shown on the [University's website about Lower Saxony State Scholarships](#) – right column



<https://www.uni-goettingen.de/en/306042.html>

and
can be found directly in the application portal for the Niedersachsenstipendium in the right-hand column.

The following information can be found on the website of the University of Göttingen on the Niedersachsenstipendium:

[Contact person\(s\) faculties](#)

[Studierendenportal eCampus](#)

[FAQ for applicants](#)

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1. Application for a Lower Saxony Scholarship

1.1 Who is eligible to apply?

Anyone is eligible to apply,

- who is already enrolled at Göttingen University,
- who is an enrolled student and not on leave of absence at the beginning of the funding period (Directive, Article 4),
- who is in possession of the university entrance qualifications required for studying and will start a course of studies at Göttingen University in the near future.

Enrolment and setting up of the student account is an absolute prerequisite.

Moreover, the application is only permissible for a degree programme or part of a degree programme for admission to which the applicant has applied correctly and on time as a first-year student, or for which he or she is enrolled.

Excluded are:

- Doctoral students, also insofar as they are enrolled in a doctoral programme or a doctoral degree programme are enrolled

Doctorates in medicine as a non-doctoral student are possible in most cases.

-- as well as students who are enrolled in a programme of study other than those specified in § 12, Para. 2, Sentences 1 and 2 NHG 'courses of study are enrolled

- Exchange students who are enrolled with the degree '96 Abschlussprfg. außerhalb

1.2 Information required for the application?

For the application for a Deutschlandstipendium, the student's master data is determined from the student database and used as a basis after the application portal has been called up.

The student's master data consists of:

last name, first name
degree programme, degree
address
phone number
student mail

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In order to approve the Niedersachsenstipendien and to pay the monthly installments, **the current address data is required. Therefore, it is important to update the address data via the self-service function in eCampus before submitting the application.**

Updating the address data after the application has been submitted will not automatically be included in the application.

1.3 How can I apply?

The application for a scholarship is initially made **via a university online application portal, which can only be accessed via the university's student portal eCampus during the expected application period between 01.09.2023 and 30.09.2023.**

In eCampus, access to the online application portal is made under the main menu (three dashes one below the other in the upper left corner after logging in) with the entry Links --> "Application for a Germany/Lower Saxony Scholarship".

Applications for both the Germany and Lower Saxony scholarships can be submitted via the online application portal.

Applicants who are not yet enrolled at the University of Göttingen must be enrolled and have a student account before applying for a Lower Saxony Scholarship.

After successful online application, the submission of the application documents including signed expected must be done online via an upload portal until the expected application deadline 30.09.2023 – 23:59h. The documents will be sent directly to the relevant faculty.

For more detailed information See 1.6 ,1.7 and 1.8.

1.4 Will I receive feedback on my application?

After completing the online application, i.e. after submitting the documents via the upload portal, applicants will receive a confirmation email.

After the selection process has been completed, all applicants will be informed by email. Initially, the potential scholarship holders will receive the notification of approval around mid-November. Rejection notices are sent out at the beginning of December.

Rejected applicants can reapply for the next round of awards.

1.5 How do I gain access to eCampus?

The student account can be applied for immediately after enrollment.

The data of the student account represent the access data for eCampus.

Information how to gain access to the eCampus will be given on the following webpage:

<https://www.uni-goettingen.de/en/639118.html>

If there are any problems with the student account (log in) please contact the Infoline Tel: +49 551 39-113 and mail: infoline-studium@uni-goettingen.de or the central contact person for the Lower Saxony Scholarships Mrs. Inga Schild.

1.6 Application procedure - online application and written application documents

The entire application process takes place online.

The application portal can only be accessed via a PC or tablet, not via a smartphone .

The individual steps for accessing the application portal are presented in detail below.

First, login with student account in the eCampus of university of Göttingen – top right

After Login please click the **Icon consisting of three strokes.**

Then select the entry "Links" in the menu that opens.



In the next drop-down menu please chose the entry "Scholarship application (Deutschlandstipendium/Niedersachsenstipendium)".



Now the home page of the application portal of the Germany Scholarship and of the Lower Saxony Scholarship will open.

Application for a scholarship
testing

Welcome to the online portal for the application for the Germany Scholarship 2023/2024 and the Lower Saxony State Scholarship 2023

The Deutschlandstipendium, as a performance-based scholarship, is jointly financed by the federal government and private sponsors. In addition to a monthly grant of €300, the Deutschlandstipendium also includes the possibility of non-material support through contact with a sponsor. The sponsor can be, for example, a private person (alumni), a company or a foundation.

The funds for the Lower Saxony state scholarship are provided by the state of Lower Saxony.

It is possible to apply for both the German and the Lower Saxony scholarships at the same time, but not to receive funding from both scholarships at the same time (§4 in conjunction with §1 StipG).

Information on the online application and the application documents to be uploaded:
On the following pages of the application portal, you, as a matriculated student of the University of Göttingen, with the exception of doctoral students, have the opportunity to apply for the Deutschlandstipendium 2023/2024 or for the Landesstipendium Niedersachsen 2023.

All information provided must be true and, in most cases, supported by documentary evidence.

Please read through all the information texts and info boxes when entering your application data.

To complete the online application, please click on the Submit button on the last page of the portal and have the **cover sheet generated, which shows the required application documents/evidence. The signed cover sheet must be uploaded as a mandatory document together with the application documents in the upload portal and submitted bindingly.**

Link upload portal:
https://upload2.uni-goettingen.de/upload_stud/upload/de

To ensure that the faculties can process the applications as quickly as possible, please do not wait until the deadline (30.09.2023 23:59h) to submit the uploaded application documents that belong to the online application.

Only complete applications submitted by the deadline, i.e. online application and bindingly submitted uploaded application documents, will be processed.

Important:
If an application is submitted for both the Germany Scholarship and the Lower Saxony Scholarship, both signed cover sheets, but only once the required documents must be uploaded to the Uploadportal and submitted bindingly.

Further information, documents and links can be found in the following places:
- right column of the online application portal under further options
- on the websites of the University of Göttingen on the Germany and Lower Saxony Scholarship

Niedersachsenstipendium (State of Lower Saxony scholarship) 2023

Deutschlandstipendium (Germany Scholarship) 2023 / 2024

Please read the texts of the start page carefully. !

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To create an online application for the Niedersachsenstipendium, the button Niedersachsenstipendium 2023/2024 must be clicked.

Attached to the right column there are many helpful documents and links for the application:

Additional options:

- [Uploadportal](#)
- [Guidelinie for awarding the Deutschlandstipendium \(german scholarship\) at the university Göttingen](#)
- [Information about double funding](#)
- [website of university Göttingen for Deutschlandstipendium \(Germany Scholarship\)](#)
- [University website on Niedersachsenstipendium \(german scholarship\)](#)
- [Information issued by the Federal Ministry of Education and Research](#)
- [Contact partners in the faculties](#)
- [FAQ englisch Deutschlandstipendium](#)
- [FAQ englisch Niedersachsenstipendium](#)
- [Personal Statement first generation student, low educational level](#)

After entering the application data in the application portal, the online application data must first be sent by clicking the **"Send"** button.

Application for a Deutschlandstipendium (Germany Scholarship) 2023 / 2024

Step 5 of 5: Mailing of written evidence & application

Please submit your online application by clicking the Submit button. (You may need to deactivate your browser's pop-up blocker to create the cover sheet).

Afterwards, please upload the signed cover sheet and the application documents requested on the cover sheet to the upload portal and submit them there bindingly by the end of the application period on 30.09.2023 23:59h.

If you have already submitted the required documents for the D- or N-Stip and later create an application for the other scholarship, please only upload the corresponding cover sheet for this and submit it bindingly.

Link upload portal (It may take 2-3 minutes for the application to appear in the upload portal):
https://upload2.uni-goettingen.de/upload_stud/upload/en

Important and please note when applying:

The application is only complete and on time if, in addition to the online application, the required application documents have been uploaded and submitted bindingly by 30.09.2023 23:59h.

All changes in the online portal must be substantiated by the corresponding proof(s) and thus also uploaded in the upload portal and submitted bindingly by 30.09.2023 23:59h.



Subsequently, the cover sheet (pdf) is automatically generated, which shows the evidence to be submitted. If this is not the case, the button **"Create cover sheet"** must be clicked.

The link to the upload portal and further information will then be displayed.

Application for a Niedersachsenstipendium (State of Lower Saxony scholarship) 2023

Step 5 of 5: Mailing of written evidence & application

Please submit your online application by clicking the Submit button. (You may need to deactivate your browser's pop-up blocker to create the cover sheet).

Afterwards, please upload the signed cover sheet and the application documents requested on the cover sheet to the upload portal and submit them there bindingly by the end of the application period on 30.09.2023 23:59h.

If you have already submitted the required documents for the D- or N-Stip and later create an application for the other scholarship, please only upload the corresponding cover sheet for this and submit it bindingly.

Link upload portal (It may take 2-3 minutes for the application to appear in the upload portal):
https://upload2.uni-goettingen.de/upload_stud/upload/en

Important and please note when applying:

The application is only complete and on time if, in addition to the online application, the required application documents have been uploaded and submitted bindingly by 30.09.2023 23:59h.

All changes in the online portal must be substantiated by the corresponding proof(s) and thus also uploaded in the upload portal and submitted bindingly by 30.09.2023 23:59h.



In order to complete the application, the required evidence, including the signed cover sheet, have to be uploaded via the upload portal by the expected end of the application period on September 30th 23:59h.

The documents will be directly sent to the faculty responsible for you.

For questions to the responsible faculty, the contact details can be found:

- on the cover sheet - top left
- the overview of the contact persons of the faculties on the Germany Scholarship website
- the overview in the online application portal – right column

The application is not complete unless both the online application and the complete application documents (including the signed cover sheet and all required documentary evidence) have been submitted.

Incomplete applications will not be considered, and no requests for missing documents will be sent!

No motivation or recommendation letters are required for the application, nor will any such letters receive positive consideration if submitted.

If the option "Yes" has been selected in the "Query 1st generation students and/or backgrounds unrelated to higher education", the template for the proof to be submitted is automatically generated together with the cover sheet.

The template must be completed, signed and uploaded to the upload portal together with the other required application documents.

Template:

Personal statement within the scope of the application of the
Lower Saxony State Scholarship and the Germany Scholarship
at Göttingen University

Information about familiar background

I, Mrs. / Mr. _____, date of birth _____

matriculation number _____

course of study _____

faculty _____

herewith I explain

neither parent has an educational qualification beyond lower secondary education level.

Schulabschluss der Mutter _____,

Schulabschluss des Vaters _____.

that I am the first in my family to take up university studies. Both parents didn't study.

Herewith I assure that all the given statements are accurate.

place, date

signature student

1.7 How to upload the required documents in the upload portal?

After successful online application, the required supporting documents, including the signed cover sheet, must be uploaded via the upload portal and submitted bindingly by the end of the expected application period on 30.09. 23:59h.

The uploaded documents will be sent directly to the faculty responsible for you.

The upload portal can be accessed directly after the online application has been completed via a direct link from the application portal, last page or right-hand column on every page of the application portal.

https://upload2.uni-goettingen.de/upload_stud/upload/de

In the upload portal, under 'Information on document types', there is a short description of the documents that may be required for each applicant's application.

If the documents are several pages long, please combine them into one file/document and upload it.

Acceptable file formats: pdf, png, jpg, tif

Max. File size: 10 MB

Max. 30 files per application

If possible, the required documents **should not be uploaded and submitted bindingly until towards the end of the application period** in order to enable the faculties to process them as quickly as possible and to preserve a possible correction of the application documents.

Subsequent submission of documents, e.g. a current credit record, is possible after the binding submission. The documents must then be uploaded and also submitted as binding.

The documents will be sent directly to the relevant faculty.

In the following, the individual steps required in the upload portal for uploading and binding submission are explained in detail using images.

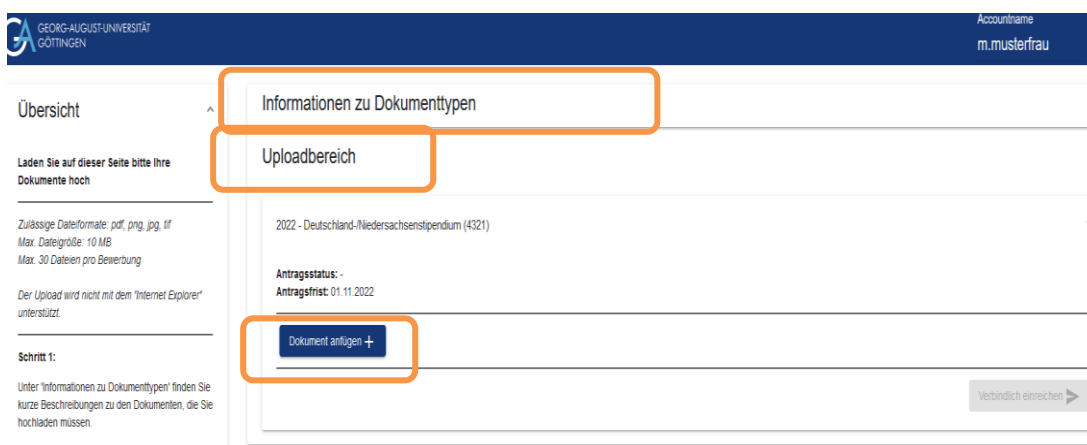
Start page of the upload portal.

Under "Information on documents" you will find short descriptions of the different types of documents that are required for each applicant.

The scholarship application(s) for which the required documents are to be submitted/uploaded are displayed under "Upload Area".

Important: Scholarship applications from the previous application rounds are also displayed here.

To upload documents for the scholarship application(s) of the current award round, the **blue button "Attach document"** must be selected.



In the window that opens, **document type (red)**, e.g. HZB or cover sheet, etc., must be selected first.

Informationen zu Dokumenttypen

Uploadbereich

2022 - Deutschland-/Niedersachsenstipendium (4321)

Antragsstatus

Antragsfrist: 0

Dokument a

Dokument hochladen

1 Dokumenttyp:

Dokumenttyp

Bemerkung (optional)

Weiter

2 Dokumente hochladen

Once the document type has been selected, **the blue Next button** must be selected.

Informationen zu Dokumenttypen

Uploadbereich

2022 - Deutschland-/Niedersachsenstipendium (4321)

Antragsstatus

Antragsfrist: 0

Dokument a

Dokument hochladen

1 Dokumenttyp: Deckblatt D-Stip

Dokumenttyp

Deckblatt D-Stip

Bemerkung (optional)

Weiter

2 Dokumente hochladen

Now the document associated with the document type must be uploaded.

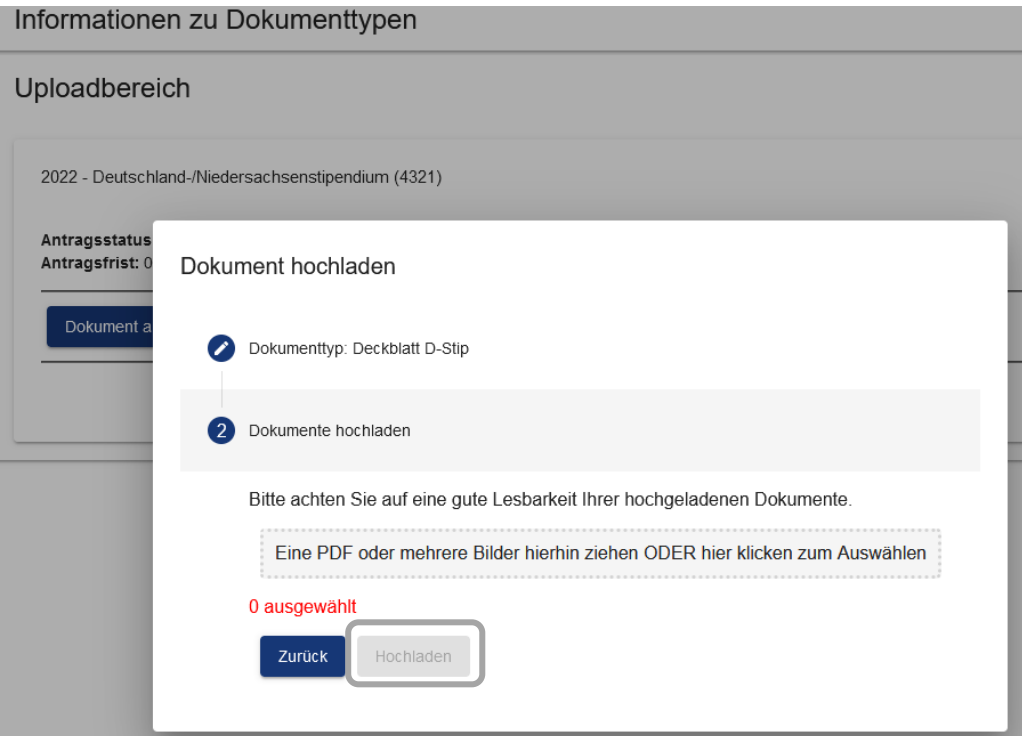
If the requested documents consist of several pages, please combine them into one file/document and upload it.

Allowed file formats: pdf, png, jpg, tif

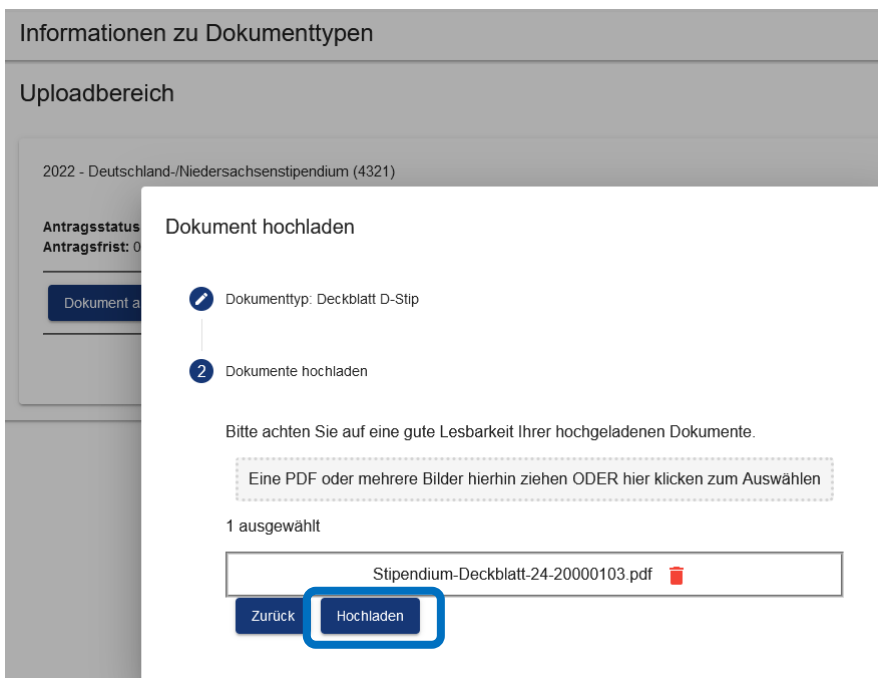
Max. File size: 10 MB

Max. 30 files per application

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Selecting the **Upload button** - turns from grey to blue - will complete the upload for the document.



The documents, as long as they have not been submitted bindingly, can still be deleted by **selecting the red trash can**.

Once all the required documents have been uploaded, the upload must be completed by **selecting the "Submit bindingly" button**.

Informationen zu Dokumenttypen

Uploadbereich

2022 - Deutschland-/Niedersachsenstipendium (4321)

Antragsstatus: -
Antragsfrist: 01.11.2022

Typ: Deckblatt D-Stip
Hochgeladen am: 10.08.2022 - 09:44:49

Bemerkung: -
Dokument noch nicht eingereicht



Dokument anfügen +

Verbindlich einreichen >

If the cover sheet, as a mandatory document, has not yet been uploaded, a red text will appear at the bottom.

Die folgenden Pflichtdokumente wurden noch nicht hochgeladen:
.Deckblatt D-Stip

In the window that opens, the binding submission is confirmed again by selecting the blue "OK" button. The text Document successfully submitted now appears under the Comment field in green font color (previously red) and the "Submit bindingly" button turns grey. Please close the session by clicking on 'Logout' in the menu (top right).

Informationen zu Dokumenttypen

Uploadbereich

2022 - Deutschland-/Niedersachsenstipendium (4321)

Antragsstatus: -
Antragsfrist: 01.11.2022

Typ: Deckblatt D-Stip
Hochgeladen am: 10.08.2022 - 09:44:49

Bemerkung: -
Dokument noch nicht eingereicht

Dokument anfügen +

upload2.uni-goettingen.de
Dokumente jetzt endgültig einreichen?

OK Abbrechen

Uploadbereich

2022 - Deutschland-/Niedersachsenstipendium offen

Antragsstatus: -
Antragsfrist: 2022-08-15 23:59:59

Typ: Deckblatt D-Stip
Hochgeladen am: 10.08.2022 - 09:44:49

Bemerkung: -
Dokument erfolgreich eingereicht

Dokument anfügen +

Verbindlich einreichen >

If not all necessary documents are available, they can be added until the end of the deadline **30.9.2023 23:59h** by registering again and uploading plus bindingly submitting the documents. The procedure is the same as for the previous upload, deletion and binding submission.

Uploadbereich

2022 - Deutschland-/Niedersachsenstipendium offen

Antragsstatus: -
Antragsfrist: 2022-08-15 23:59:59

| | | |
|--|--|------|
| Typ: Deckblatt D-Stip Hochgeladen am: 10.08.2022 - 09:44:49 | Bemerkung: - Dokument erfolgreich eingereicht | ↓ |
| Typ: Deckblatt D-Stip Hochgeladen am: 15.08.2022 - 12:40:31 | Bemerkung: - Dokument noch nicht eingereicht | 🗑️ ↓ |

Dokument anfügen +

Verbindlich einreichen >

If you have already submitted the required documents for the D- or N-Stip and later create an application for the other scholarship, **please only upload the corresponding cover sheet and/or documents that differ and submit it bindingly.**

2022 - Deutschland-/Niedersachsenstipendium (25454,25453)

Antragsstatus: -
Antragsfrist: 2022-09-30 23:59:59

| | | |
|--|--|------|
| Typ: Physikum Hochgeladen am: 19.08.2022 - 09:42:27 | Bemerkung: - Dokument erfolgreich eingereicht | ↓ |
| Typ: Deckblatt D-Stip Hochgeladen am: 19.08.2022 - 09:44:30 | Bemerkung: - Dokument erfolgreich eingereicht | ↓ |
| Typ: Deckblatt N-Stip Hochgeladen am: 19.08.2022 - 09:50:47 | Bemerkung: - Dokument noch nicht eingereicht | 🗑️ ↓ |

Dokument anfügen +

Verbindlich einreichen >

1.8 Which documents do I need for my application?

After you have entered and submitted your data online in the application portal, a window for download of your cover sheet as a PDF file will open automatically on the last page of the portal.

The cover sheet contains a complete list of the evidence you need to submit.

If the option "Yes" has been selected in the "Query 1st generation students and/or backgrounds unrelated to higher education", the template for the proof to be submitted is automatically generated together with the cover sheet. See 1.6.

The template **must be completed, signed** and uploaded to the upload portal together with the other required application documents.

The signature on the cover sheet and also on the completed template for "1st generation students and/or backgrounds unrelated to higher education" can also be done digitally.

The signed cover sheet as a mandatory document and the evidence to be submitted have to be uploaded via the upload portal by the end of the application period on September 30th 23:59h. The documents will be directly sent to the faculty responsible for you.

Neither letters of motivation nor letters of recommendation are required for the application and will not be considered positively when submitted.

Copies of relevant documents (normally uncertified copies) must substantiate all statements entered in the online application portal:

For school and/or school achievements:

- university entrance qualification (HZB),

E.g. grammar school leaving certificate, leaving certificate from a technical or specialised secondary school

- passed study or examination achievements,

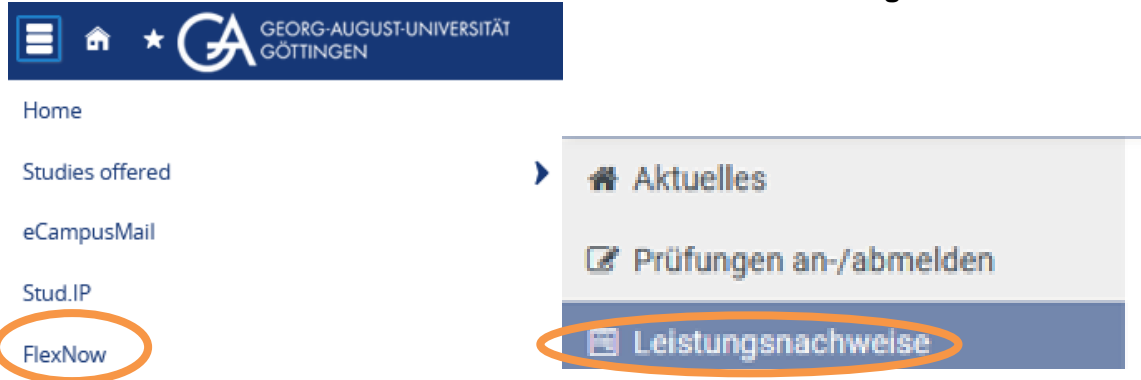
i.e. usually proof of achievement for the Deutschlandstipendium from FlexNow.

In some degree programmes, the overall performance record from FlexNow is also required.

Students in the pre-clinical phase of medicine must generate the required transcript of records themselves via the student portal (<https://student.med.uni-goettingen.de/login>)

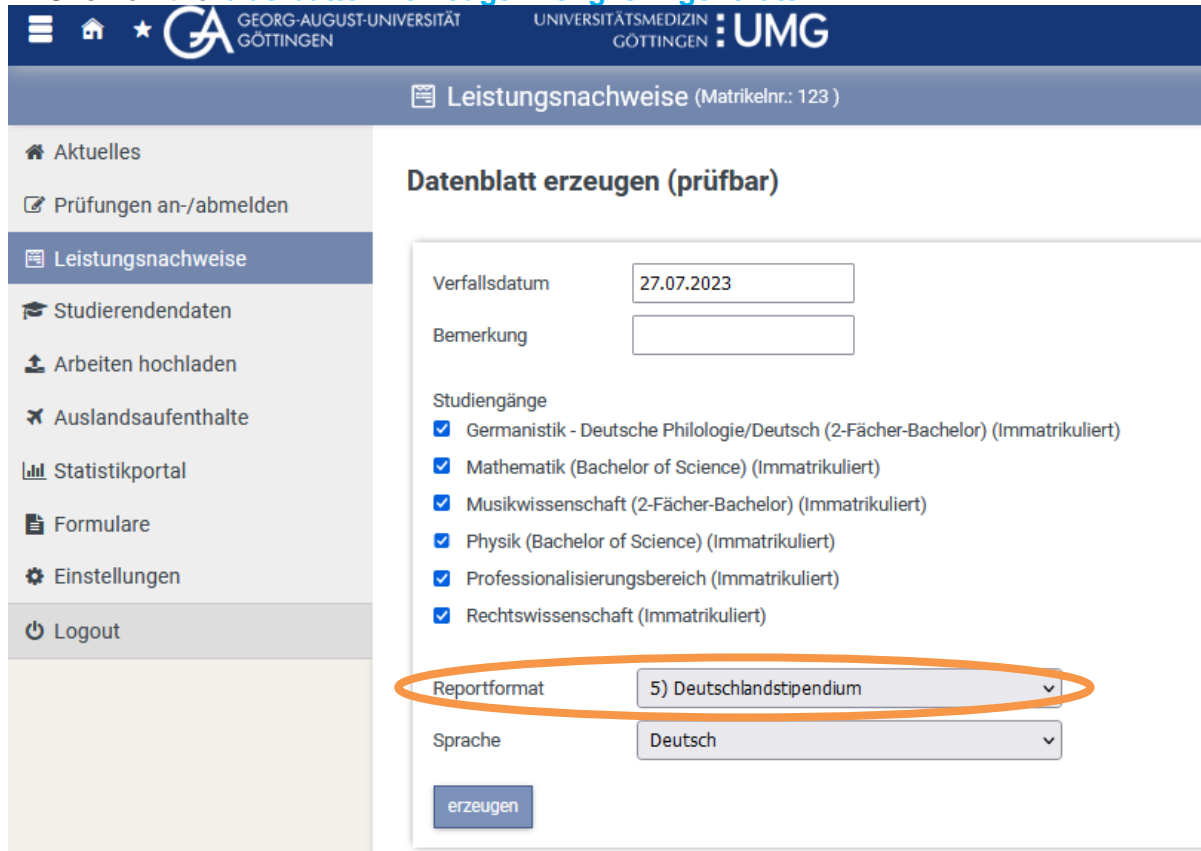
The following explains how the transcripts are generated from FlexNow:
eCampus login with access data

Select the menu item **"FlexNow"** and then the menu item **"Leistungsnachweise"** in the left column.



Select **"Report format Deutschlandstipendium/or Gesamtleistungsnachweis"**.

→ Click on the **blue button "erzeugen"** english **"generate"**



- For applications from Master's degree students and students who are a "bedingter Master" Study certificates, e.g. Bachelor's certificate .

For Bachelor's degrees from another/international university, the following must be submitted:

- 1) Bachelor's degree certificate
- 2) Printout of the credits earned there/completed modules of the completed Bachelor's degree.

Important:

If the Bachelor's degree has not yet been completed, but a Master's application has already been submitted, this should be indicated during the online application.

If there is already an enrolment in the "conditional Master", please state this at the beginning of the online application as "conditional Master" and not Bachelor FS 7. The performance criteria refer to the completed Bachelor's achievements.

Evidence for personal details, social involvement, special achievements etc.:

a) First- generation students

Definition: students who are the first in their family to take up university studies and both parents haven't study or haven't complete their studies.

Siblings may have already started studying before or may have already finished it.

→ Evidence is provided by a written personal statement based on a template that is generated together with the cover sheet if the option "**Yes**" has been selected in the query "**1st generation students**". Picture of the template See above.

→ can also be found in the right-hand column in the application portal (see also point 1.6).

b) Students from social backgrounds with a low educational level and without academic qualifications

Definition: neither parent has an educational qualification beyond lower secondary education level

→ Evidence is provided by a written personal statement based on a template that is generated together with the cover sheet if the option "**Yes**" has been selected in the query "**background with a low level and without academic qualifications**". Picture of the template See above.

→ can also be found in the right-hand column in the application portal (see also point 1.6).

c) Students who had to overcome migration caused difficulties

→ if possible a copy of the evidence of the "Flüchtlingsstatus"/ the migration caused difficulties and Self-disclosure

d) Awards, prizes, subject-related internships,

- must not date back more than 2 years prior to the application deadline (see appendix 2 Directive)

- for a subject-related internship, written confirmation must be presented to the extent of at least 4 weeks and 160 hours within one year (see appendix 2 Directive)

e) Vocational training

- must not date back more than 5 years prior to the application deadline

- notwithstanding, vocational training will be considered without a time limit if the university entrance qualification (HZB) has been acquired by means of the vocational training (see appendix 2 Directive)

f) Extracurricular or interdisciplinary activities and voluntary work, social and political

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commitment or commitments in tertiary education policy, or participation in non-profit organisations or associations, etc.

- must not date back more than 2 years prior to the application deadline (see appendix 3 Directive)
- must be substantiated by evidence to the extent of at least four weeks and no less than 160 hours within one year

Otherwise, these evidence cannot be accepted.

g) Military service, alternative national service, voluntary social year

- must not date back more than 5 years prior to the application deadline (see appendix 3 Directive)

h) special family situations such as:

- *illnesses or disabilities,*
- *taking care of own children, especially as a single parent, or of close relatives in need of nursing care,*
- *work in a family-owned business,*
- *gainful employment during studies,*
- *family background or a migration background.*

The evidence for this is not subject to any time restriction - (see appendix 4 Directive)

Please note:

- Please, submit documentary evidence in any language other than German or English in the form of a certified German translation.

- **The application is only complete if, in addition to the online application, the required application documents have been uploaded via the upload portal by the end of the expected application period on September 30th 23.59h.**

- **If you do not provide evidence of the data provided in the application portal in due form and time by submitting documents via the upload portal, this information cannot be taken into account in the selection decision.**

- **Incomplete applications will not be checked!!! Documents will not be requested later!!!**

- The originals of documentary evidence have to be presented upon request.

1.9 Can certificates/documentary evidence to complete the written application documents be submitted later?

Certificates, evidence and other application documents **can only be submitted by the end of the expected application period on September 30th via the upload portal** See also Point 1.7 and 1.10.

The documents will be sent directly to the relevant faculty.

All applications that do not comply with the provisions of the respective advertisement, in particular those that are not received in the correct form or by the deadline, are excluded from the further procedure - see guideline § 6 Procedural principles.

Further information See point 1.3.

1.10 When completing my online application, I have omitted something, or I would like to change/edit something. What must I do?

You can edit your online application data in the application portal **until the expected application deadline 30.09. 23:59h.**

To edit an online application already submitted, you must log in again on the application portal.

Under the button "Niedersachsenstipendium" you will now find the following text – picture:



Niedersachsenstipendium 2023



Bewerbungsfrist: 01.09. bis 30.09. 30.12.2023

Diese Bewerbung haben Sie bereits abgegeben. Sie können die Bewerbung bis zum Ablauf der Bewerbungsfrist 30.12.2023

*editieren, zurückziehen und das Deckblatt erneut ausdrucken.
Wichtig falls sowohl Bewerbung für Deutschlandstipendium und
Niedersachsenstipendium vorhanden:*

- Unbedingt die Änderungen in beiden Online-Bewerbungen vornehmen.

- Für beide Stipendienbewerbungen muss zu der jeweiligen Änderung der oder die gehörende/n Nachweise dann nur einmal bis zum Ende der Bewerbungsfrist am 30.9. vorliegen hochgeladen werden

In addition to the Deutschlandstipendium button, there are three more buttons with icons:

1. Button with a pen – edit the application, i.e. alter it
2. Button with a red x – cancel the application
3. Button with a sheet of paper – create new cover sheet

The desired option can be executed by clicking on the corresponding button.

After the online application has been edited, a new cover will be generated after the data has been sent again.

The cover sheet does not need to be resubmitted, but must be retained!

**However, the new or additional proof(s) have also be uploaded and be submitted bindingly via the upload portal by the expected end of the application period (30.09. 23:59h)!
upload portal by the expected end of the application period (30.09. 23:59h)!**

The documents will be sent directly to the relevant faculty.

Applications that do not correspond to the provisions of the respective advertisement are excluded from the further selection process. - see § 6 procedural principles of the guideline.

Please make sure that you submit the application, i.e. online application and the signed cover sheet with all required evidence, in the correct form and by the deadline via the upload portal.

1.11 Will entries in the online application for a Germany Scholarship be automatically transferred to Niedersachsenstipendium (Lower Saxony Scholarship) applications?

Unfortunately, no.

Both the online application for the Germany and the Lower Saxony scholarship have to be processed separately by the applicant.

Processing of the application will not be transferred from one grant to another.

The proof(s) associated with the processing then only have to be uploaded once via the upload portal by the expected end of the application period on September 30th 23:59.

Important!! For both the Germany and the Lower Saxony scholarships, the signed cover sheet must be uploaded and submitted as a mandatory document.

If only one application is processed for both scholarships, only one processing will be considered by the faculties.

1.12 What about data protection when applying for and receiving a Lower Saxony scholarship?

Before entering the application data, applicants are asked to read and accept the privacy policy.

The privacy policy for the scholarship application is as follows:

General Information

Data protection is a central concern for the Georg-August-Universität Göttingen. As a matter of principle, personal data is only collected and processed to the extent that this is necessary for the fulfillment of tasks. All applicable data protection regulations are observed.

If you apply for a German or Lower Saxony scholarship at the University of Göttingen, the personal data collected in the application portal (name, address, e-mail address and other application data) will be processed by the Georg-August-Universität Göttingen.

The purpose of the data processing is the proper handling of the awarding of German and Lower Saxony scholarships, including the allocation and establishment of contact with sponsors and random checks for double funding by the Federal Ministry of Education and Research.

The legal basis for data processing is initially your consent in accordance with Art. 6 Para. 1 lit. a and Art. 7 of the European Data Protection Regulation (EU-DSGVO) as well as § 17 Para. 3 of the Lower Saxony Higher Education Act (NHG) and the university's own regulations for the collection and processing of personal data of applicants, early students, students, examination candidates, former university members (excluding employees) and guest students of the Georg-August-Universität Göttingen - PersDatO - (in the version published on 20. 10.2010, Amtliche Mitteilungen 29/2010 p. 2473, last amended by resolution of the Senate of 14.03.2018, Amtliche Mitteilungen I 21/2018 p. 320).

Data recipients within the university are the departments of Studies and Teaching, Information Technology and Information Management, Public Relations, Finance, as well as the Internal Audit staff unit and the faculties responsible for the selected study program. Data recipients (name and e-mail address only) outside the university are the respective sponsors for the Deutschlandstipendium, provided that the scholarship holder has given his/her consent. There are no other data recipients, especially abroad.

In the event of a successful application, the data will become part of the files kept on you at the university. The data will be deleted as soon as it is no longer required to fulfill the stated purposes, unless legal requirements necessitate longer storage.

Reference to data subject rights

You have the right to information about your data stored by the University of Göttingen. You may object to data processing if the requirements are met and/or request the correction, deletion or restriction of the processing of your data.

The Data Protection Officer of the University of Göttingen, Prof. Dr. Andreas Wiebe, Platz der Göttinger Sieben 6, Tel. 0551/39-4689, datenschutz@uni-goettingen.de, is available for questions and complaints.

The data controller is the University of Göttingen, represented by the President, Prof. Dr. Metin Tolan, Wilhelmsplatz 1, 37073 Göttingen.

You have the right to complain to a supervisory authority under data protection law, for example, the State Commissioner for Data Protection of Lower Saxony, Prinzenstraße 5, 30159 Hannover, Tel. 0511/120-4500, poststelle@lfd.niedersachsen.de.

Insofar as the data processing is based on your consent, you have the right to revoke your consent at any time; the data processing carried out up to that point remains lawful. However, Göttingen University would like to point out that in this case you are unfortunately excluded from the application process below.

Information on individual processing operations

Processing of log data (access data): When using the web offer, the access to pages, whether the access was successful, the time, the transferred data volume and the IP address of the requesting computer are collected for the detection of errors. The storage of the IP address is shortened so that identification is not possible or only possible with an effort that is disproportionate to the gain in knowledge of the requesting connection. The processing is only carried out internally and on the basis of Art. 6 para. 1 f) EU-DSGVO, whereby the legitimate interest lies in error detection. The stored log data is automatically deleted after seven calendar days.

Account

The existence of a user account is a prerequisite for the use of non-public areas of the website. Your existing student account will be used for the scholarship application.

2. Types of documentary evidence for Lower Saxony Scholarship applications

2.1 How can I substantiate the status of a single parent?

In order to substantiate that you are living as a single parent, you should submit with your written application documents a statement to that effect from your municipality, or from a government office, or a copy of the taxation documents showing the entry "single parent". If available, you can also submit a copy of your parents' decree of divorce.

2.2 What evidence can be presented to substantiate that you are financing your entire living expenses yourself?

As evidence that you are financing your living expenses yourself, you can, for example, submit a copy of your salary statement for a part-time/student assistant job, or a letter from your parents stating that you as a student are financing your living expenses yourself.

2.3 How can I substantiate a migration background?

As evidence of your migration background, please submit documents with your application, for example:

- a copy of your own passport or passports
- a copy of the passport (visa) of your parent with migration background.

If the passports/IDs do not prove the migration background, please enclose a written self-declaration.

The self-assessment have to be signed and contain the reference to truthful information.

2.4 Who can translate documents (e.g. certificates or official statements/confirmations) to German or English?

For translations of foreign documents such as certificates or confirmations of internships, you may contact public translation bureaus.

2.5 How relevant are the statements "first-generation student", "unfamiliar with tertiary education" and "migration caused difficulties" in the application for a Germany Scholarship?

The Intention of the Lower Saxony State Scholarship should be to sponsor in particular first- generation students, students from social backgrounds with a low educational level and without academic qualifications as well as students who had to overcome migration caused difficulties.

For definitions please have a look at 1.8. of the FAQs.

As the application portal is identical for both scholarships for technical reasons, the question about being "a first- generation student", "unfamiliar with tertiary education" and "migration caused difficulties" are included in the Germany Scholarship questionnaire.

For all three questions, it is necessary that if the choice yes will be chosen, a short written explanation must added to the written application. Please sign the written explanation. You can get a template in the application portal.

2.6 Is it necessary for the written evidence to specify periods of time/extent and duration?

In the cases of special activities (see appendix 2) and social commitment (see appendix 3), the written evidence must contain statements specifying extent and duration in compliance with the Directive. Please have a look at 1.8 of the FAQs.

3. Granting of Lower Saxony Scholarships

3.1 Will notifications of scholarship grants or rejection be sent out?

After the selection of the scholarship holders by the selection committee of the respective faculty, **the approval emails with the link to download the approval notice for the Niedersachsenstipendium will be sent exclusively by email to the "@stud.uni-goettingen.de" email address of the selected scholarship holders.**

The notification of approval includes the link to download the declaration of acceptance including details of the funding contact and dates for the information event and the award ceremony.

Applicants should therefore check their student email account at the University of Göttingen regularly after the expected application deadline (30.09.) and from the beginning of November onwards.

The award notification will not be sent by post!

After all scholarshipholders, including all possible late applicants, have been accepted, the emails with a link to download the rejection notices will be sent out in early to mid-December.

3.2 Which criteria are decisive for granting the scholarships?

Outstanding achievements at school and/or university or occupational performance are not the only criteria which count. The decisive factor is the current status of your personal development.

The qualities sought are social commitment and readiness to accept responsibility:

- Have you won any awards or prizes for outstanding achievements?
- Have you distinguished yourself by extraordinary commitment in social, political or community service-oriented organisations?

Other criteria taken into consideration are overcoming special biographical barriers resulting from your family or cultural background (e.g. are you a single parent or carer of a close relative, or have you been financing your entire living expenses yourself so far?). A list of possible additional selection criteria to be presented can be found in the Directive on the granting of Germany Scholarships (see appendices 2 - 4). You will find the Directive in the application portal and on [this website](#).

3.3 Who decides about scholarship grants?

The University of Göttingen awards the Niedersachsenstipendien separately according to faculty.

In the case of a 2-subject Bachelor's degree, the selected degree programme determines the faculty. Teacher training students are assigned to ZEWIL, which in this case is a separate faculty.

Each faculty forms a selection committee for the selection of scholarship holders, which consists of the Dean of Studies as well as one member each of the university lecturers, the staff and the student groups.

3.4 Is there a round of selection of applicants for the summer semester?

No.

At Göttingen University, the call for scholarship applications and the application and selection process take place each year at the beginning of the winter semester. See also Directive on the granting of Germany Scholarships.

As of 02/2024

3.5 Can I continue to be funded again after one year, and what is the maximum funding period possible?

The funding by the Lower Saxony State Scholarship at Göttingen University for one round of grants is in the form of a one-off payment of € 500, which is usually paid in mid-November/at the beginning of December. After that, a new application for the new allocation round is necessary.

You must then complete the online application and submit the required written application documents (certificates, attestations, etc.) together with the signed cover sheet to the faculty responsible for you.

3.6 How many scholarships are awarded per call for applications?

The number of scholarship places available depends on the amount of funding. In the last procedure in 2022 291 Niedersachsenstipendien were awarded.

3.7 Is a personal introduction necessary?

No, the selection procedure is based exclusively on the online application and the selection by the selection committee of the faculties.

3.8 If the basic requirements for receiving a scholarship are met, what are the chances of actually being awarded a scholarship?

This depends on the number of applications, the personal requirements of the applicants, the number of scholarships available and the distribution of scholarships among the faculties.

3.9 Do I have to have a certain grade point average to be able to apply?

No, the University of Göttingen does not have a fixed grade point average for the scholarship programme. Whether a certain average is sufficient for a scholarship ultimately depends on the number of all applicants of the faculty, their grade point average and the number of scholarships available for the faculty.

In the overall assessment of potential, personal or family circumstances, extracurricular and voluntary commitment as well as special achievements are taken into account in addition to school and academic performance.

3.10 Will current scholarship holders be given preference in the event of a renewed application?

In principle, all applications submitted are ranked according to performance. In principle, there are uniform criteria for the ranking of applicants, but the details are faculty-specific. There is a comparison of the performance of the current scholarship holders (in the case of reapplications) and the new applicants.

4. Lower Saxony Scholarship in combination with other grants

4.1 I am already receiving funding from a foundation supporting the highly talented, am I still eligible for the Scholarship as well?

This depends on the type and amount of support you are receiving.

Students supported by a Lower Saxony Scholarship cannot simultaneously receive a Germany Scholarship (Article 4 in combination with Article 1, Scholarship Programme Act (StipG)). The grant of a book allowance from foundations for support of the highly talented constitutes a financial support on the grounds of talents and achievements in accordance with Article 4 Par. 1 StipG.

If you are already receiving financial support on the grounds of your talent and achievements to the amount of at least 30 euros per month on average, you are usually not eligible for a Lower Saxony Scholarship.

Please contact the central contact person for the Lower Saxony Scholarship at Göttingen University if you have any questions, or to inform us of funding you are already receiving.

Phone: +49 551-39-27219

E-mail: niedersachsenstipendium@zvw.uni-goettingen.de,

Homepage: www.uni-goettingen.de/niedersachsenstipendium

4.2 What is the position with regard to the University's own funding programmes? Do these programmes fall under the exclusion of double funding?

Only if they constitute financial support on the grounds of talent and achievements. Programmes such as teaching soft skills or interdisciplinary knowledge, or mentoring programmes, do not exclude participants from scholarship funding.

4.3 Will the scholarship be taken into account for my BAföG?

No. The funds under BAföG and the Lower Saxony Scholarship are two programmes that complement each other. Consequently, you can accept both funding options simultaneously without any reductions. If you have any further questions concerning BAföG, please contact the student services organisation Studentenwerk Göttingen (Department Funding of Studies). The enquiry concerning BAföG in the application portal serves the sole purpose of anonymous statistical evaluation.

4.4 Will the Lower Saxony Scholarship be taken into account for any other social benefits?

No. Basically, the Lower Saxony Scholarship is not taken into account for other social benefits, such as unemployment benefit II. An exception is made for housing benefits.

4.5 Can I also receive housing benefits parallel to a Lower Saxony Scholarship?

Yes, you can. However, recipients of housing benefits must take into account that one half of the Lower Saxony Scholarship, just as any other scholarships, is included in the calculation of their annual income. For any further questions concerning scholarships and housing benefits, please contact your local housing benefit office.

4.6 Does the scholarship have any effect on child benefit? Is child benefit regarded as a student's

Receipt of the Niedersachsenstipendium has no influence on the receipt of child benefit by the parents of the scholarship holder.

Moreover, the receipt of child benefit does not count as own income in the sense of self-financing. Complete self-financing can be indicated in the additional selection criteria under "Special circumstances". See also Annex 4 of the guidelines.

4.7 How is the scholarship treated for taxation purposes?

The Scholarship Programme Act (StipG) was designed in such a way that Niedersachsenstipendien are generally not income subject to tax or social security contributions.

Further information can be found here :

<https://www.steuerstudies.de/steuertipps/muss-das-stipendium-in-die-steuererklaerung.html>

4.8 Does the Lower Saxony Scholarship have any effect on my maintenance claim against my parents?

Yes, it does. The Lower Saxony Scholarship is considered as an income that reduces the obligation of child support. Students of full age are under obligation to provide their financial support from their own resources before making claims against their parents. In this context, the Lower Saxony Scholarship counts as a part of the scholarship recipient's own income.

4.9 Does the Lower Saxony Scholarship have any effect on contributions to statutory health insurance?

The Lower Saxony Scholarship has no effect on contributions to statutory health insurance, as long as the scholarship recipient is covered by compulsory statutory health insurance (generally until completion of the 14th subject semester or reaching the age of 30).

If a scholarship holder is (subsequently) insured as a voluntary member, a different regulation applies.

For voluntary members, the legislator has prescribed the levying of minimum contributions.

If the income of the insured persons subject to contributions (including scholarships) exceeds an assessment basis specified by the legislator, the corresponding income is subject to contributions.

4.10 Does the scholarship have to be repaid after completion of studies?

No.

5. Acceptance and Receipt of a Lower Saxony Scholarship

5.1 What should I do when I receive the notification of approval for the Niedersachsenstipendium?

After the selection of the scholarship holders by the selection committee of the respective faculty, **the approval emails with the link to download the approval notification for the Niedersachsenstipendium will be sent exclusively by email to the "@stud.uni-goettingen.de" email address of the selected scholarship holders.**

The notification of award itself contains the link to download the declaration of acceptance.

If the email with the notification of approval has been received and the Niedersachsenstipendium is to be accepted, acceptance takes place as follows:

1.

First, the approval notice must be downloaded from the download portal.
Then the link specified in the notice must be called up.

2.

After **logging in with your student account**, the form **"Declaration of acceptance for Niedersachsenstipendium"** opens.

3.

The declaration of acceptance must be filled out completely.

4.

The fully completed declaration of acceptance must be sent.

As confirmation of the receipt of the acceptance declaration, an e-mail will also be sent to the student e-mail address.

If you have any questions, please do not hesitate to contact Ms. Schild, who is the central contact person for the Niedersachsenstipendium.

5.2 What information must I fill in on the declaration of acceptance?

The following data must be stated on the declaration of acceptance so that a payment can be made:

- Bank details - IBAN and BIC
- Details of the tax office of the main residence

The master data of the scholarship holders and the applicant number are automatically filled in.

For an example of the declaration of acceptance, see next page.

Annahmeerklärung

2021-11-10

Matrikelnummer

Name, Vorname

Geburtsdatum

Stipendien Bewerbernummer

Nehmen Sie das Stipendium an?

Hiermit bestätige ich die Annahme des Landesstipendiums Niedersachsen mit einer Förderhöhe von einmalig 500 Euro, .

Ich bin mit der Verarbeitung meiner personenbezogenen Daten zum Zwecke der Vergabe und Verwaltung des Landesstipendiums Niedersachsen durch die Universität Göttingen einverstanden.

Mit dem Inhalt des oben angegebenen Zuwendungsbescheides bin ich einverstanden und verzichte hiermit ausdrücklich auf die Einlegung eines Rechtsbehelfs.

Ich verzichte auf die einmalige Förderung in Höhe von 500 Euro durch das mir angebotene Landesstipendium Niedersachsen, .

Meine Bankverbindung lautet:

IBAN*

BIC*

Ort des Finanzamts (Hauptwohnsitz)

Postleitzahl des Finanzamts

* Die Angaben IBAN und BIC-Code sind auf dem Kontoauszug, auf den EC-Karten und auf den Internetseiten der Banken zu finden.

Bitte achten sie auf die korrekte Angabe ihrer Bankdaten.
Die IBAN weist in Deutschland 22 Zeichen und der BIC-Code 8 oder 11 Zeichen auf.

5.3 When will the Lower Saxony Scholarship be paid?

Payment of the Lower Saxony Scholarship, to the amount of € 500, is made in mid-November/at the beginning of December in the respective round of scholarship grants to the account specified by the scholarship holder.