

# Funding guidelines for the Student Grant program

## Preamble

Following a successful application to the Student Grant program, the applicant will receive a funding commitment from Wübben Wissenschaftsstiftung gGmbH. The funding commitment sets out the funding approval and provision of funds (grant). The application will also be given a Wübben Wissenschaftsstiftung gGmbH funded project number.

These funding guidelines must be signed by the grant holder.

The particulars are set out in points 1 to 7 below:

## 1. Provision of funds

### 1.1. Grant amount and funding period

Each grant amounts to €1,000 per month for a period of one year, starting in October. It ends with the last payment the following September.

### 1.2. Payment arrangements

Grants are paid out at the start of each month by bank transfer to a German bank account specified by the student (details: name of account holder, IBAN, and BIC).

## 2. Funding guidelines

### 2.1. Proof of enrollment

The grant will only be awarded if the student actually attends the degree program for which the grant was intended on a full-time basis in line with the relevant study regulations. The student must submit their current enrollment certificate, without being asked, at the start of each semester during the one-year funding period. They must immediately inform Wübben Wissenschaftsstiftung gGmbH of any changes to the degree program, in particular to the duration. This also applies in the event of a transfer to a different university or program.

### 2.2. Other conditions

The grant does not constitute an employment relationship; it is not remuneration within the meaning of Section 14, Book IV of the German Social Code (§ 14 SGB IV). Acceptance of the grant does not place the grant holder under any obligation to provide a service in return or to work as an employee. The grant is to be regarded as a maintenance grant and not as payment for research work. It is the grant holder's responsibility to check compatibility with any other funding.

Since the grant does not constitute an employment relationship, there is no holiday/vacation entitlement, and holiday/vacation provisions in law or collective agreements do not apply.

### 2.3. Special insurance conditions

The grant holder is responsible for taking out health and liability insurance and for arranging protection against other risks.

Grant holders who are forced to interrupt their studies for more than three months because of illness will not receive a grant after these three months have elapsed. The grant holder undertakes to provide Wübben Wissenschaftsstiftung gGmbH with a medical certificate no later than three months after interrupting their studies.

If the grant holder recommences their degree program after a gap of more than three months following illness, they may apply in writing to Wübben Wissenschaftsstiftung gGmbH for the grant payments to resume. In this case the total funding period of twelve months still applies, also if they are not taken consecutively.

As a rule, the birth or adoption of a child during the grant period will result in the grant period being extended by three months for the grant holder. The child's birth certificate must be presented in such cases.

## 3. Grant holder obligations

The student undertakes

- to enter their details on the Wübben Wissenschaftsstiftung funding portal and to update these as and when necessary: contact information (email address, postal address, and telephone number), degree program, number of semesters, university, and the name of their nominating cluster spokesperson;
- to take part in events organized by Wübben Wissenschaftsstiftung gGmbH as part of the Student Grant program;
- to provide any other information necessary for checking the funding requirements and produce appropriate evidence at any time, on request;
- to submit two reports over the course of the degree program by the following deadlines, using the appropriate templates on the Wübben Wissenschaftsstiftung funding portal.  
Interim report: 4 months after the start of the grant period, by January 31  
Final report: 14 months after the start of the grant period, by November 30.  
The final report should contain meaningful information about the degree awarded (with a short abstract of the bachelor's or master's dissertation) and information about further study or career plans. If the final dissertation has been submitted and accepted, Wübben Wissenschaftsstiftung gGmbH must be notified of that fact.

After the end of the funding period, Wübben Wissenschaftsstiftung gGmbH may issue a certificate as proof of funding if requested by the grant holder.

#### 4. Cancellation of the grant and repayment

There is no legal entitlement to funding from Wübben Wissenschaftsstiftung gGmbH.

Wübben Wissenschaftsstiftung gGmbH may terminate the funding for cause, particularly if

- the requirements for awarding a grant cease to be met;
- the grant holder has made false statements about, or withheld, significant facts;
- the grant holder discontinues the degree program.

If funding is terminated, grant payments will stop immediately. If funding is terminated because of false or withheld information, the grant payments must be repaid in full and will incur interest at 5% p.a. above the basic rate as stated in Section 247 of the German Civil Code (§ 247 BGB).

#### 5. Public relations

Where a grant is awarded, Wübben Wissenschaftsstiftung gGmbH is entitled to publish a press release and information about the grant holder relating to their degree program and/or grant. The grant holder will be available to Wübben Wissenschaftsstiftung gGmbH for public relations-related activities during the funding period.

We ask that the words “recipient of a grant from Wübben Wissenschaftsstiftung gGmbH” be used, in consultation with the Foundation, in presentations, the acknowledgments of publications, and similar activities produced and carried out in the context of the grant. We also ask that grant holders refer to the grant from Wübben Wissenschaftsstiftung gGmbH in their professional/academic networks.

The Wübben Wissenschaftsstiftung gGmbH logo may only be used with the prior written agreement of the Foundation. The logo may only be used in conjunction with the Foundation’s funding activities. Grant holders must request permission to use the logo by contacting [info@w-s-w.org](mailto:info@w-s-w.org) in plenty of time before the publication date.

#### 6. Data protection

Wübben Wissenschaftsstiftung gGmbH and the grant holder undertake to comply with the relevant data protection regulations and legislation. The current versions of the German Federal Data Protection Act (BDSG) and the EU General Data Protection Regulation (GDPR) apply, in particular when collecting personal data, which should be anonymized at the earliest possible opportunity.

Wübben Wissenschaftsstiftung gGmbH stores and processes grant holders’ personal information (in particular contact addresses, email addresses, and telephone numbers) on the basis of its legitimate interest in ensuring the smooth running of the program, making contact with the individuals for the

purpose of evaluation, or in order to inform them about Foundation events and activities. The data will be deactivated six months after the end of the funding period, unless the grant holders agree to join the Foundation’s Alumni Network (see below).

**7. Final provisions**

The invalidity of any provision in these funding conditions shall not affect the validity of the remaining provisions.

German law shall apply, with no international conflict of law rules. The place of jurisdiction is Munich.

I have taken note of and agree with the funding conditions.

.....  
Last name, first name (in block capitals)

.....  
Signature, first name, last name

**Declaration of consent for continuing storage of personal information**

I consent to my contact details being stored by Wübben Wissenschaftsstiftung gGmbH beyond the end of the funding period for the purpose of communications regarding alumni activities organized by the Foundation. This consent is voluntary and has no impact on the funding awarded by Wübben Wissenschaftsstiftung gGmbH. Consent may be revoked at any time with future effect.

.....  
Signature, first name, last name