

# Partial scholarships for incoming exchange students at the Faculty of Arts and Humanities

## Preamble

The Faculty of Arts and Humanities awards a total of four partial scholarships each year with the aim of promoting the internationalization of the faculty, student exchange and strengthening cooperation with partner universities. Through the student exchange, the scholarship holders are given the opportunity to expand the content of their own studies, enter into an international and interdisciplinary dialogue and gain insights into a different academic and teaching cultures.

## Target groups

Students can apply if they are enrolled in a B.A. or M.A. program in a subject represented in the Faculty of Arts and Humanities at one of the partner universities of the Faculty of Arts and Humanities listed in the appendix. In justified exceptional cases, students whose home universities are not partner universities of the University of Siegen and who have been granted admission as an exchange place at the Faculty of Arts and Humanities as so-called "freemovers" can also be considered for the scholarship. These students can be considered for a scholarship if they are nominated by a lecturer from the Faculty of Humanities, provided that cooperation with the home university is sought.

## Application requirements

Students must have been nominated for the exchange place by a partner university. Students who are supported by other, comparable scholarship programs (e.g. Erasmus scholarships, scholarships from their home university, etc.) or who are enrolled as degree seeking students at the Faculty are not eligible to apply for the scholarship. Freemovers can be nominated for the scholarship by lecturers of the Faculty of Arts and Humanities.

In order to be considered for the scholarship, applicants must enroll as exchange students (status "degree abroad") at the Faculty of Arts and Humanities for one semester for an on-campus study and aim to take and pass at least 15 ECTS per exchange semester. Students are also welcome to take more ECTS (max. 30 ECTS recommended). Students who remain at the university for longer than one semester are not entitled to an extension of the scholarship. During their stay, scholarship holders should actively participate in internationalization activities and measures such as information events for outgoing students.. The funding of internships is excluded.

## Application process

Applications must be submitted to the International Affairs Committee of the Faculty of Arts and Humanities, which decides on funding. Applications should be submitted via the Coordination Office ([pacas@phil.uni-siegen.de](mailto:pacas@phil.uni-siegen.de)) and copied to the management of the Faculty ([geschaeftsfuehrung@phil.uni-siegen.de](mailto:geschaeftsfuehrung@phil.uni-siegen.de)).

Application documents:

- Application form (incl. personal details)
- Curriculum vitae
- Letter of motivation
- [Study Plan](#) (part of the application to the International Office)

- Transcript of Records (for M.A. students additionally academic degree certificate B.A. studies)
- Language certificates for the desired language of instruction<sup>1</sup>
- Nomination by the partner university
- Letter of recommendation from a teacher at the home university
- For freemovers: Nomination/recommendation by a lecturer of the Faculty of Arts and Humanities (for further information please contact the Vice Dean for International Affairs)
- If applicable: Information on the receipt of regular personal funding for the project from public or private institutions or additional grants (e.g. for travel or travel costs) - in the application form.

Application periods for the partial scholarship:

- 15.04. to 1.05. for the winter semester
- 15.10. to 1.11. for the summer semester

Only complete applications received by the given deadline can be included in the selection process. The scholarship will be awarded subject to admission to study abroad at the University of Siegen.

## Award criteria and award commission

Scholarships are awarded according to the following criteria:

- Motivation to study (letter of motivation/study plan)
- Academic achievements (transcript of records/degree certificate)
- Recommendation of the home university

The Commission for International Affairs, which decides on the awarding of scholarships, ranks the applications on the basis of the award criteria, whereby only complete applications are considered. Students who apply within the framework of existing partnerships are given preference in the ranking.

## Scholarship amount/duration

The following monthly amounts apply to the scholarships: 500 euros.

The duration of the scholarship is based on the lecture periods at the University of Siegen (October to February or April to July) and always ends at the end of the month in which the last examination took place. Extensions are not possible. The scholarship amount and duration are the same for B.A. and M.A. students. A one-off postponement of the start of the scholarship is only possible upon application and justification, e.g. due to illness. There is no entitlement to approval of the postponement.

## Supplementary notes

Funding will not be granted if the applicant has already received or is receiving other regular personal funding from public or private institutions for the same project (double funding) to fully cover living expenses during the stay abroad in Siegen. However, it is possible to receive additional grants (e.g. for travel, travel expenses or partial coverage of living expenses), as well as to take up marginal employment that does not restrict the study project.

## Payment of the scholarship

For the approved scholarship to be paid out, the scholarship agreement must be signed and submitted on time, i.e. before the start of the scholarship.

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<sup>1</sup> Not applicable to native speakers

The scholarship will be transferred to the scholarship holder's German bank account in monthly installments after arrival in Siegen.

## Other provisions

This funding guideline does imply a legal entitlement to funding through the granting of a subsidy. There is also no entitlement to information on the reasons for the approval or rejection of funding.

The scholarship holder is not obliged to provide any specific consideration or to perform any work in connection with the scholarship. The scholarship does not constitute an employment relationship. It is not subject to social security contributions as it does not constitute remuneration in accordance with Section 14 SGB IV. The scholarship is tax-free under the conditions of § 3 No. 44 EStG.

Upon receipt of the grant, the scholarship holder undertakes to inform the University immediately and without being asked of any changes relevant to the grant.

According to the notification regulation, the university is obliged to notify the relevant tax authorities of the payment of the scholarship.

The scholarship is granted with right of withdrawal. It can be revoked and, if necessary, a claim for repayment can be asserted if it becomes apparent that

- the information in the application documents is incorrect or incomplete,
- the scholarship is not used for the intended purpose,
- the scholarship holder is not making the necessary or reasonable efforts to achieve the funding purpose,
- the scholarship holder does not comply with his or her reporting or notification obligations,
- the scholarship holder exceeds the limits of permitted gainful employment.
- the purpose (studying abroad in Siegen) of the scholarship can no longer be achieved.

## Contact persons

The scholarship is awarded by the Commission for International Affairs of the Faculty of Arts and Humanities. Questions regarding the application should be addressed to:

Phil: International Affairs (pacas@phil.uni-siegen.de)

## Appendix: List of non-European partner universities of the Faculty of Arts and Humanities with incoming and outgoing mobilities

1. USA - University of Tulsa
2. MEX - Universidad de Guadalajara
3. JPN - Kwansai Gakuin University
4. ENG - Glasgow Caledonian University
5. ENG - Lancaster University

These guidelines are available in German and English. In the event of questions of interpretation between the different language versions, the German version shall prevail.