

Guidelines for the award of a degree completion grant via the International Office at Gottfried Wilhelm Leibniz Universität Hannover.

Section 1 – Object

The International Office (HI) awards degree completion grants ("Studienabschlussbeihilfe") to international students that are experiencing financial difficulty, due to unexpected circumstances through no fault of their own. Financial assistance can be given to international students (non-EU, with a residence permit according to section 16 paragraph 1 AufenthG) that are currently enrolled at Gottfried Wilhelm Leibniz Universität Hannover. The intention is to provide degree completion grants to international students, who are in financial difficulty, due to unexpected circumstances through no fault of their own, so that they are in the position to continue studying, ideally without further hindrance. Degree completion grants are intended for international students that are currently not in receipt of third-party funding (e.g. DAAD, grants from their home university, or similar). Grants will be awarded on the basis of the social needs of the particular student. Although academic performance plays a subordinate role, evidence that the student is in the final stage of completing their degree must nevertheless be provided.

Section 2 – Awards committee

(1) An independent, central awards committee has been established by the International Office (HI) of Gottfried Wilhelm Leibniz Universität Hannover. The committee comprises one member of the International Office, a member of the university and a selected representative from a public institution in Hannover that deals with supervising and advising international students. The committee is chaired by the International Office.

(2) The central awards committee can establish its own procedural rules. The decisions and underlying considerations of the awards committee shall be recorded in writing.

Section 3 – Procedure

(1) Degree completion grants will be awarded as monthly instalments and shall not exceed the period for completing the dissertation. Periods in which written or oral examinations are still to be taken cannot not be taken into account. The amount awarded shall be determined by the amount of funding available, the volume of eligible applications and their respective financial needs. Monthly expenses for rent and health insurance may be used as reference points.

(2) Eligible applicants include all enrolled international students (non-EU, with a residence permit according to section 16 paragraph 1 AufenthG) at Gottfried Wilhelm Leibniz Universität Hannover with proof of registration to commence their final dissertation (certification of registration issued by the Examination Office).

(3) The following applicants are not eligible:

- students of German nationality and EU citizens
- students that have not yet registered for the final dissertation

- doctoral candidates
- students that are not enrolled
- exchange students
- students on leave

(4) Applications must be submitted by the stipulated deadline for potential award of a grant. Application documents should include:

- the completed and signed application form
- detailed reasons for the application
- Proof of registration, stating start date and time frame for the dissertation (issued by the Examination Office)
- transcript of marks from completed courses and examinations (issued by the Examination Office) or confirmation that the applicant does not need to take further exams
- a copy of the student's income tax notification from the previous year or proof of income
- complete bank statements for all accounts (including any blocked accounts) from at least the past three months
- certification of scholarship (if applicable)
- rental agreement
- passport with residence permit and work status or eAT (electronic residence permit)
- current enrolment confirmation

Applications should be submitted to the International Office of Gottfried Wilhelm Leibniz Universität Hannover by the end of January, March and October respectively, or by 15th July.

(5) Once a complete application has been submitted, the applicant will be invited to a selection interview, which is a fixed part of the application for a degree completion grant. If the applicant fails to attend the interview without a valid reason, this shall result in their application no longer being considered. The awards committee is entitled to request a doctor's certificate in the case of failure to attend due to illness.

(6) The central awards committee shall decide upon the award of a degree completion grant. As a rule, degree completion grants are only awarded once. Repeated attempts cannot be supported financially.

(7) Upon successful completion of their degree, grant holders shall submit a copy of their degree certificate to the International Office of Gottfried Wilhelm Leibniz Universität Hannover. The degree completion grant procedure shall not be complete until a copy of the degree certificate has been submitted.

Section 4 – Criteria

The individual financial and personal situation of the applicant shall be decisive for the award of a degree completion grant. Particular consideration is given in the event of unforeseen events and circumstances that may have an effect on studying and academic success.

Section 5 – Awards committee's decision

The central awards committee shall decide upon the award of a grant on the basis of the criteria stipulated in section 4. The awards committee shall make a decision based on the application documents (see section 3 paragraph 4), as well as the selection interview, in which further information shall be obtained for their decision.

There is no legal entitlement to a degree completion grant.

Section 6 – Final provisions

This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.

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