

***German Office***

# Orientation Sheet – DAAD Scholarship Holders

Dear scholarship holder,

First of all, our warm congratulations on your scholarship award! We wish you a successful and enjoyable stay in Germany! We kindly ask you to carefully read this orientation sheet. It includes important information.

## Official documents



The official document confirming that you are a DAAD scholarship holder is the *DAAD Scholarship Award*. For confirming that you accept this scholarship you have to sign the *Declaration of Acceptance.* The GUC coordinators in Ulm or Stuttgart will get in touch with you to arrange the scholarship procedure. Additionally, we kindly ask you to read carefully the following guidelines for DAAD scholarship holders:

***By signing the Declaration of Acceptance the scholarship holder agrees to the following guidelines:***

The scholarship holder agrees to the existing official regulations and the rules of the hosting university and observes its security guidelines. The student follows the instructions of the head of the hosting department. This includes regular presence at the hosting institution and fulfillment of all duties in respect to the studies as well as meeting given deadlines.



The DAAD scholarship holder cannot receive any other scholarship from public sources for the duration of this scholarship.

If the scholarship holder does a paid traineeship/internship or receives a salary through a part time job which exceeds the monthly amount of 450 Euro, she/he is obliged to inform the Coordination Office about this additional income. **In such cases the scholarship might be reduced or suspended.**

Neither the DAAD nor the hosting university will cover any costs for medical treatment. The scholarship holder is obliged to acquire a public or private health insurance policy covering the period of the stay in Germany.

All male students have to clarify their military status before travelling to Germany. Male students have to make sure that the study period abroad will not be interrupted by military service.



The scholarship holder does not have any claims on compensation or indemnification of any kind.

The scholarship holder has to report any interruption or withdrawal from studies to the Coordination Office without delay. In any case of interruption or withdrawal of the studies at the hosting university or neglecting one of the above-named duties, the scholarship payment will be suspended. The scholarship holder is aware that an interruption or withdrawal from studies or violation of the guidelines might lead to refunding the scholarship.

***Additional guidelines for scholarship holders in international master’s programs:***

All GUC students beginning a master study program in Germany after the 4th year of study have to sign a Learning Agreement with the GUC Student Affairs Office which sets the mode of credit transfer and fixes the exact study contents for the 5th year of study in Germany (e.g. table of equivalent courses).

No changes in the selected courses shall be done before getting the approval of the GUC Student Affairs Office and an updated agreement shall be signed in this case.

Please make sure to check with the Student Affairs office if you should pay any fees to the GUC for the semesters you will be studying abroad.

The scholarship is tied to the purpose of studying in the master’s program for which you were awarded the scholarship. The student has to proof the enrolment in this program at the beginning of each semester by submitting the enrolment certificate (Immatrikulationsbescheinigung) to the Coordination Office. Without proof of enrolment, the scholarship payment will be stopped.

In addition, the DAAD ensures the scholarship payment only for the duration of one year. After one year the DAAD will carry out an evaluation to examine the study progress of each scholarship holder. This evaluation will decide about the continuation of the scholarship payment. If the scholarship holder does not participate in the evaluation or does not provide the required documents, the scholarship payment will be automatically suspended after one year of payment is completed.

## Scholarship payment

During your first days in Germany we kindly ask you to open a German bank account in order to receive your monthly scholarship payment. Please send us your bank account details: name of the bank, IBAN and BIC as well as your address in Germany.

For further information or questions please do not hesitate to contact us!

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