

Mobility grants awarded by Carl von Ossietzky University of Oldenburg

Applicable guidelines (including catalogue of criteria)

as at 5 November 2015,

to be applied from the application round of the summer semester 2016

General regulations

1. Target group and aim of the support programme

The mobility grant is aimed at all students at Carl von Ossietzky University of Oldenburg. Ph.D. students and guest students are not supported. The programme is meant to promote the international mobility of students. Stays within the national borders of the Federal Republic of Germany are not supported.

2. Minimum duration of stay

A stay of at least two weeks is required for a grant. Priority treatment is given to stays of more than four weeks (see point 7).

3. Extent and start of the programme

The grant was awarded in the summer semester 2012 for the first time, a total of 150 grants being available per academic year up to now, which were initially financed from study fees and, since the winter semester 2014/15, from central study quality funds.

4. Amount of grant

The maximum amount of grants is € 500 once per stay. It is paid in two maximum partial amounts of € 250 within two calendar months.

5. Purpose of stay

Students can apply for a grant for the following purposes:

- Study semester at a foreign university
- Practical periods abroad
- Other purposes relevant to studies

6. Parallel grants

The grant can be awarded in parallel to the support programmes listed below (any other programmes should be verified for combinability):

- As a travel grant to students who also receive the international BAfÖG or a PROMOS scholarship.
- As a cost of living allowance to students receiving the ERASMUS scholarship.
- Students can apply for a grant even if no other scholarship has been applied for.

7. Criteria for selecting students (catalogue of criteria)

Students are selected following a credit system by which points are assigned corresponding to levels determined for the criteria considered to be relevant.

- I. Criterion “Study relevance”
- Special relevance of the course of studies is given, if the stay abroad is obligatory (and if this can be proved by the examination regulations, the regulations governing university courses, the module manual or annexes specific to course of studies – all documents to be submitted in the current version). Special relevance is considered positively in cases of level on credits. 2 CP
 - General relevance for the course of studies is given in case a practical period (practical training in the widest sense) is obligatory (and if this can be proved as described for special relevance). 1 CP
- II. Criterion “Duration of stay”
- ≥ 12 weeks 4 CP
 - ≥ 8 up to < 12 weeks 3 CP
 - ≥ 4 weeks up to < 8 weeks 2 CP
 - ≥ 2 weeks up to < 4 weeks 1 CP
- III. Criterion “Distance”
- Stays outside Europe 3 CP
 - Stays within Europe 2 CP
- IV. Criterion “average mark”, which is applied only when the number of applications exceeds the number of grants that can be awarded.
- For an average mark up to 1.5 3 CP
 - For an average mark above 1.5 and up to 2.5 2 CP
 - For an average mark above 2.5 and up to 3.5 1 CP
 - For an average mark above 3.5 0 CP
- V. Criterion “Voluntary engagement”
 Proved current voluntary engagement: 1 CP
- VI. Criterion “Care”
 Proved current care responsibilities for children up to 14 years and/or family members: 1 CP
- VII. Criterion “Impairment/chronic illness”
 Proved current impairment and/or chronic illness: 1 CP

The selection committee reserves the right to consider students without additional grants/scholarships first (cf. point 12).

8. Selection committee

Selection from the received applications is performed by the selection committee. It comprises students from all faculties. Only student members have a vote (1 vote per student). The committee constitutes a quorum, if at least 3 students are present. The deans as well as the internationalization representatives of the faculties can participate as consulting members. The selection committee examines the practicability of criterions and of the entire procedure at regular intervals and can conclude alterations for the following granting round. Alteration of criterions in the course of the current procedure is impossible.

9. Unspent funds

In case there are unspent funds left in a granting round, they are transferred to the following round, if this is possible according to the provisions for the distribution and use of study quality funds at Carl von Ossietzky University.

10. Premature termination of stay

In case of premature termination of a stay abroad the student must pay back the received grant in full without delay. Premature termination means that the student interrupts his/her stay abroad before the expiration of the fixed duration or before the end of at least two weeks without stating significant reasons or does not even commence it.

11. Application

Application can be done online via the campus management system Stud.IP. In addition to the application form, a valid enrolment certificate of Oldenburg University and a list of marks including the current average mark, further certificates (care, impairment, childcare etc.) can be downloaded. Furthermore, a confirmation of the planned stay is required in the form of one/several sound official document(s), e.g. the respective practical training agreement, a written confirmation by the training institution, the ERASMUS agreement, the enrolment certificate of the foreign university or the like.

The mobility grant has to be used to cover additional material expenses within the frame of a study-related stay abroad. Amount and kind of additional material expenses must be proved by the student. Accepting the grant the student additionally confirms in writing that it is used to cover additional material expenses within the frame of her/his own study-related stay abroad.

12. Closing dates for applications

For **summer semesters** (stays starting in the time period between 01/04 and 30/09), the deadline is March 15th and the first work day thereafter, respectively.

For **winter semesters** (stays starting in the time period between 01/10 and 31/03), the deadline is September 15th and the first workday thereafter, respectively.

The start of the stay is decisive for awarding grants. It determines the valid application period. Applications submitted too early are saved for the next granting round. Applications submitted too late are not considered (in case of uncertain delay of postal delivery: Please contact us by e-mail). Retroactive applications are not acceptable, however, they will be considered in case of corresponding number of applicants (cf. provisions stated under 13).

13. Retroactive application

In case the stay has already started in the preceding semester – contrary to point 12 – (applications for summer semesters prior to 01/04 of a year and applications for winter semesters prior to 01/10 of a year), the respective application can be considered under the following circumstances:

- The stay must extend to the current semester, i.e., it must not have ended before 01/04 and 01/10, respectively.
- In the preceding semester, the student did not submit an application (missed or not observed deadline etc.).
- Regular applications (stays starting after 01/04 and 01/10, respectively) are given priority.

14. Multiple applications

Multiple applications within the same granting round: It is possible to apply for two different stays within the same semester insofar as they differ temporally (consecutively) and spatially (crossing at least one national frontier). The committee reserves the right to decide separately on doubtful cases. There is no obligation to award a grant. Moreover, awarding two grants within the same granting round depends on the number of applicants. A second grant within the same granting round is only approved when all other applicants have received a grant and funds are still available. Two stays per granting round can be supported at the most.

Multiple applications in different granting rounds: The number of applications for mobility grants is not limited insofar as they concern different stays. The committee reserves the right to first consider applicants who have not yet received a grant in the course of their studies. Moreover, the committee reserves the right to decide on doubtful cases separately. There is no obligation to award a grant.

15. Incorrect data

If examination of the application or residence certificate reveals that an applicant has submitted incorrect data from which she or he has gained an advantage, the applicant must be excluded from the application procedure. In case data prove to be incorrect afterwards, the grant must be paid back in full and immediately with retrospective effect.

Oldenburg, 15 November 2015

Amended on 28/07/2015, 24/09/2015 and 05/11/2015 by Sabine Matthé (coordinator for studies and teaching, Faculty V) due to funding by study quality means and based on the meeting of the selection committee on 23/10/2015

The following alterations have been made:

- “Mobility stipend” has been replaced by “mobility grant”
- Alteration of “9. Unspent funds” in accordance with the guidelines for distribution and use of study quality funds at Carl von Ossietzky University
- Alteration of “11. Application”: The mobility grant has to be used to cover additional material expenses within the frame of a study-related stay abroad. Amount and kind of additional material expenses must be proved by the student. Accepting the grant the student additionally confirms in writing that it is used to cover additional material expenses within the frame of her/his own study-related stay abroad.
- Alteration of the credit system: Stays exceeding 12 weeks are granted 4 CP.
- Alteration of the credit system: The criterion “average mark” is only applied in case there are more applications than funds. For this, the average mark counts; the ECTS mark counts no longer.
- Adjustment of “11. Application” to the online procedure via Stud.IP