

Graduation Scholarship Stibet 2025

Application form

1. personal data

Name:

Firstname:

Birthdate/ Birthplace :

Matrikelnummer:.....

Street, house number:.....

Zip code/ place:

Studental email:

Study subject:.....

Current semester of study:

Nationality:

Higher education entrance qualification (Abitur/ highest school certificate)

Achieved in (country):.....

2. Further information relevant to the awarding of the scholarship

I have German citizenship.

☐ no

- yes (if yes, then an application is not possible)

Do you currently receive or expect to receive a scholarship during the funding period (June 2025 - July 2025 or funding period by arrangement)?

☐ no ☐ yes

☐ DAAD

☐ Other (e.g. foundations), please specify:

3. Not obligatory but may be relevant for the award: social commitment/ (university) political work or equivalent activity

Please describe:

!Please submit a proof, if possible.

4. Not obligatory but may be relevant for the award: Special personal situation

- ☐ Health restrictions or reasons for disability (including chronic illnesses)
- ☐ Care work: parenthood (number of children/ single parent) Caring for other people
- ☐ Situation of origin (first-time academic in family, care leaver.)
- ☐ Employment during your studies to support yourself

Please briefly explain your situation:

Please submit proof (doctor's certificate or an equivalent document) These data-sensitive documents will only be viewed by the head of the international office (Leoni Adams) and Brigitte Dierker (contact person for the call for applications). The data will be treated confidentially.

5. Checklist

Hand in at the Office of Student - Brigitte Dierker (Room A 1.10 or Room A 1.04/05) or at the gate Bühringstr. 20

- ☐ Signed application Stibet 2025
- ☐ Copy of an identification document with proof of non-German citizenship (identity card/passport)
- ☐ Confirmation of examination registration by Prüfungsamt (or proof from a full-time lecturer in the main department that the examination registration is expected to take place in winter semester 2025/26. (Form_Examination_registration Stibet 2025)
- ☐ Signed form with details of financial situation. Estimated proof of expected income during the funding period - planned for June - July 2025 (Form_proof_income_Stibet_2025). Submission of a sample in the form of a monthly bank statement within the funding period is expected.

Not obligatory:

- ☐ If applicable, additional proofs for points 3 and 4

Info: Not to be handed in, but part of the application. The study documentation as proof of academic achievement will be attached independently as part of the processing of the application from the campus management system after the application deadline. The current certificate of enrollment for the funding semester as well.

Graduation Scholarships Stibet 2025**6. Declaration of participation and data protection**

I hereby confirm that the information I have provided is correct and complete. I acknowledge that if false statements are made, an approved scholarship will be reclaimed in whole or in part.

I confirm that I have taken note of the data protection information on the collection and processing of my data listed below in Appendix 1 Data protection. Furthermore, I declare my consent that the personal data provided by me may be processed by the Weißensee Kunsthochschule Berlin for the purpose of selection for a scholarship and, if applicable, the granting of such a scholarship. I can revoke this consent at any time. If I withdraw my consent, my data will be deleted immediately and the submitted documents will be destroyed in accordance with data protection regulations.

Name, Firstname _____

Date, place, signature: _____

Contact: Brigitte Dierker / Office of Student Affairs Email: stud1@kh-berlin.de / Phone: 030-47705-246 / Open office: Tue - Thu 13.00 to 15.00 / Room: A1 1.10 or after individual consultation.

Attachment 1 data protection**(1) Purpose of data collection and type of data**

The personal data collected as part of the application and selection process is collected and processed exclusively for the purpose of selecting suitable applicants for the award of graduation scholarships from the DAAD Stibet programme. The basis for the handling of data is the Datenschutz-Grundverordnung (DSGVO). The data serves as proof of proper administration and is passed on to the DAAD in anonymised form as far as possible for the proof of use. In the event of an audit, the scholarship holder files will be made available to the funding organisation for inspection on site.

Section 5 of this appendix lists the data that is processed as part of the application procedure. A distinction is made between obligatory and non-obligatory information. Information on points 5 D and F on civil society involvement and personal situation is not obligatory for the application, but may be relevant to the decision.

(2) Visibility and use of the data / confidential handling

The information provided will be treated confidentially and, if digitised in the process, protected with the latest technical security measures. The awarding body is obliged to maintain confidentiality. The awarding committee consists of two people from the Student Affairs/International Office. This year, the committee consists of Leoni Adams (Head of Student Affairs/International Office) and Brigitte Dierker (Student Affairs), with a member from the Chancengleichheit Commission as a deputy if necessary. Information about the financial situation (see point 5/D) and the personal situation (see point 5/G) are considered special types of personal data and are not communicated beyond the awarding committee.

In order to process the payment of scholarships, data under (5/A) is passed on to the responsible service centre/household.

(3) Deletion of the data collected/objection:

If a scholarship is awarded, the personal data will be stored for a period of 6 years after the end of funding. The financial documents will be stored for a period of 10 years after the end of funding. If an application is unsuccessful during the selection process, the data will be deleted no later than 12 months after the selection decision has been announced or after the statutory objection period has expired.

Applicants and scholarship holders have the right to receive information about the data stored about them and/or to have incorrectly stored data corrected. In addition, they have the right to cancellation or

restriction of processing or a right to object to processing. In this case, the application can subsequently no longer be considered or the scholarship paid out.

(4) Contact persons

If you have any questions about the application process, please contact Brigitte Dierker/ Email: stud1@kh-berlin.de/Tel +49 30 47705-246

If you have any further questions about data protection, please contact the authorised person at wei-ßensee kunsthochschule berlin at the following email address: datenschutz@kh-berlin.de

Responsible supervisory authority: Berlin Commissioner for Data Protection and Freedom of Information/
Contact details: Friedrichstr. 219, 10969 Berlin, Tel +49 (30) 13889 0, Fax: +49 (30) 2155050E-Mail: mailbox@datenschutz-berlin.de, Website: www.datenschutz-berlin.de

(5) The following personal data is collected and stored from applicants and scholarship holders as part of the procedure; in some cases, further documents are requested as evidence during the procedure:

A. Personal data-obligatory

Surname

First name

Date of birth/place

Nationality

Address details

Account details in case the scholarship is awarded

B. Study details - compulsory

Matriculation number

Status as foreign student (acquisition of higher education entrance qualification outside Germany)

Degree programme

Semester in the semester of application

C. Obligatory achievements

Study documentation

D. Other funding-obligatory

DAAD grants/scholarships

E. Information on the financial situation that is suitable to prove neediness - obligatory: Signed self-disclosure. If the scholarship is awarded, account statements and proof of income and financial charges must be submitted on request.

Further information (not obligatory)

F. social commitment/ (university) political work or equivalent activity**G. Special personal situation**