

# **Guidelines for the Awarding of ESE Scholarships for excellent students**

## **I General Terms**

According to these guidelines, up to five scholarships for the ESE master's degree can be awarded each semester to exceptionally qualified students who applied to the ESE- Master's degree program and the ESE scholarship program.

The decision to award the scholarship is taken by the Executive Board (Präsidium) upon the recommendations of the ESE scholarship committee of the Department of Electrical Engineering and Information Technology (described in Section II).

The purpose of the ESE Scholarship is to support excellent students during 2 years of their studies in the ESE Master's program at Paderborn University so that they can focus on and progress in their coursework. The intended use of the scholarship grant is to support students' cost of living.

Paderborn University strives to increase the proportion of women in academic early-career research. Therefore, women are especially encouraged to apply. Women are given preferential consideration in cases of equal aptitude, ability, and professional performance.

The Department of Electrical Engineering (EE) and Information Technology fully funds each scholarship.

A scholarship does not constitute an employment relationship between the Paderborn University and the scholarship holder; it is not a remuneration as defined by the Social Code (Sozialgesetzbuch). As a result, the awarding of scholarships is not associated with the payment of contributions for health and accident insurance. The same applies to private liability insurance. The scholarship holder must take out the relevant insurance themselves. Scholarship periods do not have any effect under employment law with regard to subsequent employment in the public sector (e.g. pay group step allocation). The scholarship holder may not be obliged to perform work in connection with the scholarship within the meaning of Section 611 a of the German Civil Code (BGB) during the term of the scholarship.

Every scholarship is accompanied by mentoring to support student research projects and connect students to the EE department. Scholarship recipients are each assigned to a chair within the EE department, with the head of the chair serving as the coordinator for the student mentoring. Students will then get assigned a mentor within the group (an experienced PhD, a PostDoc or the group chair) who will define a student research project with the student and supervise it.

## **II Application**

Scholarships are only awarded upon application, which must be submitted independent of the registration to the ESE Master's degree program. Students must first submit their application for the ESE Master's program to be eligible for an ESE Scholarship, i.e. the submitted application to the ESE Master is required at the time of applying for the scholarship. ESE Scholarships then become effective only after successful enrolment in the ESE Master's degree program.

Applications must be submitted before the deadline for the respective starting semester (31th of May for a start in the winter semester / 30th of November for a start in the summer semester)

Applications must be submitted to [ese-scholarship@ei.upb.de](mailto:ese-scholarship@ei.upb.de) with the subject: ESE Scholarship Application.

The application must include the following material:

1. **Motivation letter** of study and research intention for the ESE program  
(maximum 1-2 pages, required formatting: font Arial, font size 11 point, line spacing no less than 1.2, page margin "normal")
2. **Curriculum vitae** in tabular form
3. a) If new applicant to ESE Master: **Uni Assist ID** (for international students.) or a **degree certificate** (for German students)  
b) If already enrolled in ESE Master: **Uni Assist-ID** (if known), **Matriculation number** and **ESE degree transcript**
4. **Consent Form** for Data Processing (originally signed by the applicant - available as download on ESE Website).
5. Optional: **Supportive Statement** from a supervisor during undergraduate studies.
6. Optional: GRE revised general test results.

The decision to award the grant or scholarship is taken by the Executive Board upon the recommendation of ESE scholarship committee. The ESE scholarship committee proposes scholarship recommendations based on the submitted documents. The committee comprises two professors, one postdoctoral researcher, and one PhD student from the EE Department, selected by the faculty council.

## **III Funding Conditions**

By accepting the funding, scholarship holders undertake:

- to remain continuously enrolled in ESE Master's degree program at Paderborn University throughout the funding period,
- to purposefully participate in all required courses to obtain the ESE Master's degree.
- to participate in required examinations for the ESE Master's degree according to the respective examination regulations with at least 24 LP/Credit Points/ECTS per semester,
- to inform the Department of Electrical Engineering and Information Technology during the funding period about their ESE Master progress according to section VII,
- to comply with the guidelines and procedures for ensuring good scientific practice at Paderborn University.

## **IV Type of Funding**

### **1.) ESE Scholarship**

Funding is provided in the form of scholarship grants. The award is subject to the availability of corresponding budgetary resources at the Department of Electrical Engineering and Information Technology for the funding period. There is no entitlement to these benefits.

A ESE Scholarship includes two years of financial support with a grant of 1,000.00 € / month (The accumulation of the monthly grant over an entire year would cover the German visa deposit requirement of 11.904,00 € as of 2024/25.)

The ESE Scholarship also includes mentoring and guidance for student research projects and connects students with research groups in the EE Department.

### **2.) Other Funding**

A ESE Scholarship cannot be granted if the scholarship holder has received or is receiving another form of public funding (or funding from private institutions supported by public funds) for the same purpose and the same period.

### **3.) Other Employments**

An ESE Scholarship cannot be granted if the scholarship holder is pursuing gainful employment at Paderborn University parallel to the ESE Scholarship.

General gainful employment is permitted for an annual average of 12 hours per week in addition to the ESE Scholarship, if this is carried out outside Paderborn University.

Gainful employment must be reported to the ESE Scholarship Committee without being asked to do so in accordance with Section VII.

The progress of the ESE Master's degree must not be negatively affected by the employment.

## **V Duration of the Scholarship**

The scholarship lasts two years. In justified cases, a one-semester funding pause can be permitted; the ESE Scholarship committee decides on a case-by-case basis. The request for funding pause must be sent to the ESE Scholarship commission via [ese-scholarship@ei.upb.de](mailto:ese-scholarship@ei.upb.de) at least one month before the start of the following semester. During the scholarship pause, no monthly ESE Scholarship payment is made to the applicant.

## **VI Notification Obligations to Paderborn University**

Any changes in circumstances that are significant to the awarding of the scholarship or about which declarations have been made in connection with the application must be reported to without delay to the ESE Scholarship commission via [ese-scholarship@ei.upb.de](mailto:ese-scholarship@ei.upb.de). Also, if the scholarship holder

abandons the ESE master program, they must inform Paderborn University immediately via [ese-scholarship@ei.upb.de](mailto:ese-scholarship@ei.upb.de).

### **VII Reporting Obligations**

1. After each semester, the ESE Scholarship Committee must be informed digitally about the coursework and completed courses pursued during the semester.
2. After the first year, the scholarship holder is invited by the Mentor to discuss the studying progress and to discuss future potential activities for second year in research within the EE department.
3. After completion of the scholarship period a report about the study and research activities shall be sent to the ESE Scholarship Committee.
4. Any gainful employment during the scholarship period must be reported to the ESE Scholarship Committee.

Details on the reporting process will be communicated to applicants after successful enrolment to the ESE scholarship program.

### **VIII Revocation of the Award Notice**

- 1.) Paderborn University may revoke the approval notice (Bewilligungsbescheid) for a ESE Scholarship in whole or in part, including retroactively according to §§ 48 ff. VwVfG NRW. This applies in particular if the scholarship holder:
  - a. demonstrates, through their actions, that they have not made sufficient effort to fulfil the purpose of the funding and are responsible for this shortcoming;
  - b. has used the funds for purposes other than those intended;
  - c. is/was not continuously enrolled at Paderborn University during the funding period;
  - d. obtained ESE enrollment or ESE Scholarship approval by providing incorrect or incomplete information
  - e. failed to disclose subsequent changes that nullify the funding requirements as described in Section VI;
  - f. did not meet the reporting obligations specified in Section VII or failed to do so even after reminder;
  - g. received other funding during the ESE Scholarship funding period as described in Section IV.2);
  - h. has pursued gainful employment during the funding period which is not permissible under IV. 3);
  - i. has not taken the examinations required for the Master's degree program ESE in accordance with the respective examination regulations with at least 24 LP/Credit Points/ECTS per semester as described in Section III.
- 2.) The scholarship award notice may be revoked in whole or in part with effect for the future if, according to the assessment of the ESE Scholarship Committee, further funding is not warranted.
- 3.) In all other respects, the grounds for revocation set out in Article 8 of the Framework Guidelines on Grant Awards at Paderborn University and in § 49 VwVfG NRW shall apply.

- 4.) If the scholarship holder discontinues the academic project, the award shall be revoked as of the date of discontinuation.
- 5.) If the approval is revoked with retroactive effect, the ESE Scholarship must be repaid to the extent of the revocation.
- 6.) The approval is granted subject to the grounds for revocation set out in points 1. - 3.. This reservation of revocation is to be included in the approval notice.
- 7.) The decision to revoke lies with the Executive Board (Präsidium), based on the recommendation of the ESE Scholarship Committee of the EE department. The scholarship holder will be given the opportunity to comment beforehand.

#### **IX Framework Guidelines on Grant Awards at Paderborn University**

The Framework Guidelines on Grant Awards at Paderborn University, as currently in force, applies complementarily in those areas where this given guideline does not provide more specific requirements.