

Guidelines for the award of funding under the Family Scholarship of the University of Siegen

Preamble

Trying to reconcile studies and family often places a considerable burden on many students. Writing the final thesis also involves a particular workload. The Family Scholarship of the University of Siegen therefore seeks to support students in Bachelor's or Master's programmes who have family responsibilities and are in financially difficult situations in completing their degree.

§ 1

Submission of applications

Applications may be submitted on the basis of a corresponding call for applications, expected to be by 1 March and 1 September of each year respectively. In the case of pregnancy or a suddenly arising care situation, an application is also possible outside these deadlines.

For the application, the following documents must be submitted as a single combined electronic document (PDF) or in printed form by post:

1. A short cover letter
2. A completed application form
3. Proof of registration of the final thesis and of all required passed examinations. If, at the time of application, students have not yet registered their final thesis, it may be submitted subsequently. Funding then begins upon proof of registration. If, at the time of application, students are in the final semester of their degree programme and have already written their final thesis, proof of the final semester and of the outstanding coursework or examinations is requested. In this case, the workload comparable to a final thesis must be presented in a comprehensible manner so that the particular burden becomes apparent. This may be done in the cover letter of the application.
4. Proof of parenthood (birth certificate), or proof of the care level of the relative in need of care (care level and a plausible and comprehensible demonstration that primary responsibility for the care is borne), or proof of pregnancy (maternity record/certificate of pregnancy) and the expected due date.

Responsibility for complete and timely submission lies with the applicant. Incomplete applications are admissible under certain conditions (see 3.). Applications received late are rejected on formal grounds (this does not apply to pregnant applicants or an acute care situation). What counts is the receipt of the PDF document by e-mail or the date stamp on the letter.

The start of the scholarship period can be kept flexible but should fall within the semester of application.

Applications are to be addressed to the Family Service Office:

By e-mail: familien-service.gleichstellung@uni-siegen.de

By post:

Family Service Office of the University of Siegen
Adolf-Reichwein-Str. 2
57068 Siegen

Note for applicants receiving BAföG:

The Family Scholarship is fully offset against the assessed need under BAföG (Federal Training Assistance Act). Pursuant to § 21 (3) BAföG, income from a scholarship must also be taken into account when determining income. Scholarships of up to €300.00 per month are not offset, provided they are awarded on the basis of aptitude and performance. Likewise, funds that have been awarded for a specific purpose and can therefore not be used for living expenses are not offset. Neither applies to the Family Scholarship.

At this point, however, the Family Service Office would like to draw attention to the support provided by the Family Emergency Fund. Through a one-off payment, the Family Emergency Fund of the University of Siegen aims to help prevent students with family responsibilities from dropping out when they find themselves in temporary financial emergencies. The funding is a one-off. The funding amount depends on individual need and is limited. Further information and all required documents can be found on the [homepage](#) or directly at the Family Service Office.

§ 2

Scope of funding

- (1) Where a minor child/several minor children are provided for and cared for, the monthly funding amount depends on the number of minor children.

The amount of the scholarship is:

Pregnant students:	€300.00
Students with one child:	€380.00
Students with two children:	€430.00
Students with three or more children:	€480.00
Where a relative in need of care is provided for and cared for:	€430.00

Payments are made monthly.

- (2) Funding is granted for one semester (six months). In strictly limited exceptional cases (e.g. one's own illness, illness of the child, a suddenly arising care situation within the immediate family, pregnancy complications, the birth of a further child, and comparable circumstances), a follow-up application is possible. Funding may not exceed two semesters.
- (3) Upon application, the scholarship may be suspended on a case-by-case basis due to personal or study-related circumstances (max. 1 year). Such an application, including reasons and a time schedule, must be submitted to the Family Service Office. There is no legal entitlement to approval.

§ 3

Selection committee and selection criteria

- (1) The award of scholarships is decided by the selection committee. It consists of the Equal Opportunities Officer, a member of staff of the Family Service Office, two members of the AstA (Student Union) (at least 1 of them from the Social Affairs Department), and two members of the Senate Committee for Studies and Teaching.

The selection committee meets twice a year (or, in the case of pregnancy, also as required). The selection committee makes its decision after reviewing all applications. Applicants are informed of the committee's decision by e-mail, where possible within 4 weeks of the application deadline.

- (2) Eligible for funding are students of the University of Siegen who:
1. provide for and care for a minor child/minor children in their own household, are pregnant and/or provide for and care for a relative in need of care (spouse or relative of the first or second degree) (care level and a plausible and comprehensible demonstration that primary responsibility for the care is borne),
 2. are in the final semester of their degree programme,
 3. are writing their final thesis or can demonstrate a comparable workload necessary for completing their degree, and
 4. are consequently in a financially difficult situation.
- In addition, criteria such as previous academic performance and the prospect of successful completion may also be taken into account.

§ 4

Exclusion from funding, gainful employment

- (1) Funding is not granted if the applicant has already completed a Master's degree recognised in Germany¹ or has received or is receiving other funding for the same purpose from public or private institutions (double funding). Upon receipt of further funding, the scholarship ends. The same applies upon termination of studies or a change of degree programme or university, effective at the end of the month following the event.
 - (2) Gainful employment alongside the scholarship is generally possible. However, it may not exceed a weekly working time of 10 hours.
 - (3) There is no entitlement to the award of a scholarship.
 - (4) In connection with the scholarship, the scholarship holder may not be obliged to provide any particular consideration in return or to carry out any employee activity. The scholarship does not constitute an employment relationship. It is not subject to compulsory social insurance, as it does not constitute remuneration within the meaning of § 14 SGB IV (Social Code, Book IV). The scholarship is tax-free under the conditions of § 3 no. 44 EStG (Income Tax Act).
- Consequently, the award of the scholarship does not include the payment of contributions for health or accident insurance. The same applies to private liability insurance. Such insurance must be taken out by the scholarship holder at their own expense.

§ 5

Notification obligations

- (1) By receiving the funding, the scholarship holder undertakes to inform the Family Service Office, without being asked and without delay, of all changes relevant to the funding.
- (2) Immediately after the end of the funding period, students are required to submit a written notification of the status of their degree completion. This serves to evaluate the funding programme.
- (3) Under the Notification Regulation, the University is obliged to report the payment of the

¹ An exception applies to students in a supplementary Master's programme at the University of Siegen, such as Special Needs Education.

scholarship to the scholarship holder's tax office.

§ 6

Revocation

The scholarship is granted subject to revocation. It may be revoked and, where applicable, a claim for repayment may be asserted if it turns out that

- the information in the application documents is incorrect,
- the funds have not been used for their intended purpose,
- the funds for granting the funding cease to be available or are lacking,
- the scholarship holder fails to comply with their notification obligations, or
- the scholarship holder does not make the necessary or reasonable effort to achieve the purpose of the funding.

These Guidelines were amended by resolution of the Rectorate of the University of Siegen dated 10 July 2025.