Guidelines
On the allocation of grants under the Emergency Family Assistance Fund of the University of Siegen

Preamble

Trying to reconcile studying and family life often leads to considerable stress for many students. The University of Siegen`s Family Emergency Fund is intended to help prevent students with family responsibilities from dropping out of university if they find themselves in temporary financial emergency situations by giving them a one-off payment.

§ 1
Application

An application for funding is possible at any time.

To apply, the following documents must be submitted as a summarised electronic document (PDF) or in printed form by post:

1. completed application form
2. proof of academic and examination achievements to date (extract from unisono)
3. proof of parenthood (e.g. birth certificate) or proof of the degree of care of the relative(s) to be cared for or proof of pregnancy (mother's passport/certificate of pregnancy) and the expected date of delivery

Applications should be sent to the Family Service Office:
By e-mail: familienservice.gleichstellung@uni-siegen.de
By post:
Family Service Office of the University of Siegen
Adolf-Reichwein-Str. 2
57076 Siegen

§ 2
Scope of the promotion

The funding is generally one-off. The amount of funding depends on individual needs but is limited to a maximum of € 700.00.

A follow-up application is possible under certain circumstances and within the scope of available funds if the maximum amount of € 700.00 has not yet been fully applied for.

§ 3
Award Committee and Selection Criteria

(1) The Award Commission meets on an ad hoc basis. The decision is made as soon as possible.

(2) The Award Committee consists of an employee of the Family Service Office, a staff member from the Equal Opportunities Office and a member from the Social Department of the AStA.

Information on the Commission`s decision will be sent to the applicants as soon as possible.

(3) Eligible are students at the University of Siegen, who:

1. care for and look after a minor child/children in their own household, are pregnant and/or care for and look after a relative in need of care (spouse or first or second degree relative) (degree of care and plausible and comprehensible presentation that the care is the main responsibility),

2. are in the final semester of their degree programme (care degree and plausible and comprehensible presentation that the care is taken over as the main responsibility),

3. are in a financial emergency, threating to drop out of their studies.

In addition, criteria such as previous academic achievements and the prospect of successful completion can also be used.

§ 4

Subsidiarity and legal claim

(1) The Family Emergency Assistance Fund is intended to provide subsidiary support. Other options for financial assistance, for example from the state and/or family, must be exhausted before funds from the Family Emergency Assistance Fund can be made available to applicants. This must be presented in a plausible and comprehensible manner.

(2) There is no entitlement to funding from the Family Emergency Assistance Fund.

§ 5

Reporting obligations

Upon receipt of the grant, the recipient undertakes to inform the Family Service Office immediately and without being asked about any changes relevant to the grant. Students are obliged to submit written proof of their study progress (e.g. extract from Unisono) immediately after the end of the semester. This serves to evaluate the funding programme.

§ 6

Revocation

The grant is issued on revocation. It can be revoked and, if necessary, a claim for repayment can be asserted if it turns out,

- that the information in the application documents is incorrect,

- the funds for granting a subsidy no longer exist or are lacking,

- the funding recipient does not comply with his/her reporting obligations.

These guidelines were amended based on the decision of the Rectorate of the University of Siegen on 10 July 2025.