

Guidelines for the awarding of funding within the framework of the family scholarship of the Universität of Siegen

Preamble

Trying to combine studies and family often leads to considerable stress for many students. Writing the final thesis also involves a special workload. The University of Siegen's family scholarship therefore aims to support students on Bachelor's or Master's programs with family responsibilities in financially difficult situations to complete their degree.

§ 1 Application

Before submitting an application, applicants are obliged to have a personal interview with the Family Service Office. An appointment must be made at least one week before the application deadline.

Applications can be submitted on the basis of a corresponding call for applications, probably on 1 March or 1 September of each year. In the case of pregnancy, an application may also be submitted outside the deadlines.

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

1. Short cover letter
2. Completed application form
3. Proof of registration of the thesis and of all required examinations passed. If students have not yet registered their thesis at the time of application, it is possible to submit it later. Funding then begins with proof of registration. If students are in the final semester of their degree programme at the time of application and have already completed their thesis, they will be asked to provide proof of the last semester and the outstanding achievements or examinations. The comparable workload to a final thesis must be clearly presented so that the particular workload is clear. This can be included in the cover letter of the application.
4. Proof of parenthood (birth certificate) or proof of the degree of care of the relative to be cared for (degree of care and plausible and comprehensible description that the main responsibility for the care is assumed) or proof of pregnancy (mother's passport/certificate of pregnancy) and the expected date of delivery. In the case of pregnancy, an application is also possible outside the deadlines.

The applicant is responsible for ensuring that the application is complete and submitted on time. Incomplete applications are admissible under certain conditions (see 3.). Applications received late will be rejected for formal reasons (does not apply to pregnant women). The date of receipt of the PDF exposé by e-mail or the receipt stamp of the letter is valid.

The start of the scholarship period can be kept flexible but should take place during the semester of application.

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

Note for applicants in receipt of BAföG:

The family scholarship is fully offset against the BAföG funding requirement. According to § 21 para. 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 taken into account if they are awarded on the basis of talent and performance. Money that has been awarded for a specific purpose and therefore cannot be used for living expenses is also not taken into account. Neither of these applies to the family scholarship.

However, the Family Service Office would like to take this opportunity to draw your attention to the support provided by the Family Emergency Fund. The Family Emergency Assistance Fund of the University of Siegen is intended to help prevent students with family responsibilities from dropping out of their studies if they find themselves in temporary financial emergencies by making a one-off payment. The funding is one-off. The amount of funding depends on individual need and is limited. Further information and all necessary documents can be found on the homepage or directly at the Family Service Office.

§ 2

Scope of funding

- (1) In the case of care and support for a minor child/several minor children, the monthly support amount is based on the number of minor children.

The amount of the scholarship is:

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| Pregnant students: | 300,00€ |
| Students with one child: | 380,00€ |
| Students with two children: | 430,00€ |
| Students with three children or more: | 480,00€ |
| In the case of care and support for a relative in need of care: | 430,00€ |

Payments are made monthly.

- (2) Authorisation is granted for one semester (six months). In strictly limited exceptional cases (e.g. own illness, illness of the child, sudden need for care in the immediate family, pregnancy complications, birth of another child and other equivalent circumstances), a follow-up application is possible. Funding may not exceed two semesters.
- (3) The scholarship can be suspended on request due to personal or study-related circumstances (max. 1 year). Such an application must be submitted to the Family Service Office with reasons and a time schedule. There is no legal entitlement to approval.

§ 3

Award Committee and selection criteria

- (1) The award committee decides on the allocation of scholarships. This consists of the Equal Opportunities Officer, an employee of the Family Service Office, two members of the AstA (at least one of whom must be from the Social Department) and two members of the Senate Commission for Studies and Teaching.

The award committee meets twice a year (or as required during pregnancy). The decision of the award committee is made after reviewing all applications. Applicants will be informed of the committee's decision by e-mail, if possible within 4 weeks of the application deadline.

- (2) Students of the university are eligible for funding, 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,
 3. are writing their thesis or can demonstrate a comparable workload necessary for graduation and
 4. find themselves in financially difficult situations as a result.

In addition, criteria such as previous academic achievements and the prospect of a successful degree can also be taken into account.

§ 4

Exclusion of support, gainful employment

- (1) Funding will not be granted if the applicant has already completed a Master's degree programme¹ recognised in Germany or has already received or is receiving other funding from public or private institutions for the same project (double funding). The scholarship ends if further funding is received. The same applies in the event of termination of studies or a change of degree programme or university 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) The scholarship holder may not be obliged to provide any specific consideration or to perform any work in connection with the scholarship. The scholarship does not constitute an employment relationship. It is not subject to social security contributions as it does not constitute remuneration in accordance with § 14 SGB IV. The scholarship is tax-free under the conditions of § 3 No. 44 EStG.

As a result, the award of the scholarship is not associated with the payment of contributions for health or accident insurance. The same applies to private liability insurance. The scholarship holder must take out such insurance at their own expense.

§ 5

Reporting obligations

- (1) Upon receipt of the grant, the scholarship holder undertakes to inform the Family Service Office immediately and without being asked about any changes relevant to the grant.
- (2) Immediately at the end of the funding period, students are obliged to submit a written report on the status of their degree programme. This serves to evaluate the funding programme.

¹ An exception is made for students enrolled in postgraduate master's programmes at the University of Siegen, such as special education.

- (3) In accordance with the notification regulations, the University is obliged to notify the scholarship holder's tax office of the payment of the scholarship.

§ 6 Revocation

The scholarship is granted on cancellation. It can be revoked and, if necessary, a claim for repayment can be asserted if it turns out

- the information in the application documents is incorrect,
- the funds have not been used for the intended purpose,
- the funds for the grant are cancelled or missing,
- the scholarship holder does not fulfil his or her reporting obligations or
- the scholarship holder does not make the necessary or reasonable efforts to achieve the purpose of the funding.

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