

# Scholarship Regulations for Bachelor's and Master's Degree Courses

Dated October 1st, 2022

## § 1 Types of scholarship

The International School of Management (ISM) is a privately-funded, state-approved university of applied sciences and, as such, tuition fees are payable by all students studying for a degree at ISM.

Within its financial envelope, ISM attempts to ensure that all students are able to commence and successfully complete their studies.

ISM therefore awards scholarships out of its own resources in the form of a waiver of fees or a reduction of fees.

Scholarships are provided to cover tuition fees only. Financial support for living costs, travel costs, rental payments, learning resources, etc. is excluded. The one-off enrolment fee, examination fees and other administrative costs must be paid in full. These costs are stipulated by the valid fee schedule of the respective course.

The full ISM scholarship includes the waiver of fees (tuition fees and thesis fees) for the regular period of the Bachelor's degree course (European Track only) and the Master's degree course, as well as payment of the tuition fees for a semester abroad at a European partner university if these fees do not exceed the tuition fees at ISM. If in doubt, please contact the International Office and the Scholarship Committee. The administrative fee for a semester abroad must be paid in full.

For the ISM partial scholarship (which is not granted for the entire study period, but only for two semesters at a time), these regulations apply accordingly.

## § 2 Scholarship entitlement

A scholarship is awarded on the basis of various criteria, in particular

- financial circumstances
- outstanding academic excellence and potential
- engagement in social, extra-curricular and university activities

Scholarship applicants will be asked to submit all relevant documents (incl. the most recent tax assessments of their parents, etc.) in order to provide details of their current financial situation. The requirements for a studentship in compliance with the German Federal Education and Training Assistance Act (BAFÖG) may also be taken into account.

The applicant's academic record is determined as follows:

- For the full bachelor's scholarship, academic merit is based on the qualification for entrance to university (average grade of 1.5 or better).
- For the partial bachelor's scholarship, academic merit is based on sufficient academic progress (successful completion of written examinations, assignments, course assessments, etc.) of each previous semester. All examination results of the semester must be provided.
- For the full master's scholarship, academic merit is based on the degree certificate (average grade of 1.7 or better). The performance of practical work can be taken into account.
- For the partial master's scholarship, academic merit is based on sufficient academic progress (successful completion of written examinations, assignments, course assessments, etc.) of each previous semester. All examination results of the semester must be provided.

Engagement in social, extra-curricular and university activities can be demonstrated in many ways, e.g. involvement in social or charitable projects, voluntary work or above-average participation in extra-curricular activities at ISM. Appropriate proof must be enclosed with the scholarship application.

Further documents may be requested at a later date to verify the scholarship application. Applicants have no legal claim to a scholarship.

### § 3 Formal requirements

Scholarship applications must be received by the deadlines given, fully completed and in compliance with the regulations of the Scholarship Committee. All the information provided must be true and correct and give an accurate picture of the applicant. An application must contain:

- Application form
- Personal statement (motivation letter)
- Proof of the criteria stated under Section 2, in particular
  - The most recent tax assessment of the applicant's parents and, if applicable, the current tax assessment of the applicant.
  - Proof of engagement in social, extra-curricular and university activities
- Curriculum vitae in tabular format (no more than two pages)
- A certified copy of university entrance qualifications or admission to school graduation and expected grades
- For applications for the second or a higher semester: depending on the type of application
  - B.A. certificate or transcript and a letter of recommendation from the supervising tutor
  - A performance report of the previous semester at ISM.
- If necessary, further scanned appendices

Only fully completed applications, including all the requested documents, will be considered. This also applies to re-applications for partial scholarships.

A successful acceptance test at ISM is the prerequisite for application to a full bachelor's or master's scholarship.

## § 4 Deadlines

The documents must be submitted as follows:

For the summer semester: from December 15th - January 15th, midnight  
For the winter semester: from June 15th - July 15th, midnight

of the respective year. Documents submitted after the said deadlines will not be considered.

The completed application documents should be sent via email (in a single PDF file, maximum file size 20 MB, no use of file sharing platforms) to the email address stated in the scholarship application.

The same application regulations apply for bachelor's students and master's students.

## § 5 Special requirements for international applicants

The following deadlines apply for applicants applying for a scholarship for the first semester (full and partial scholarship) and who gained their university entrance qualification (e.g. Abitur) from a school outside Germany:

The documents must be submitted as follows:

For the summer semester from November 15th - December 15th, midnight  
For the winter semester: from May 15th - June 15th, midnight

of the respective year. Documents submitted after the said deadlines will not be considered.

Besides the documents stated in the scholarship application and in these scholarship regulations, all international applicants (also for applications in later semesters) must submit the following documents:

- Certified translation of the university entrance qualification and, if applicable, of the B.A. certificate or transcript (German or English).
- Conversion of the university entrance qualification grade into the German grading system using the 'Bavarian formula':

$$N = 1 + 3 \cdot \frac{P_{max} - P}{P_{max} - P_{min}}$$

- N = desired grade (average grade)
- P = total marks/grade specified on the certificate
- Pmax = upper benchmark figure (best possible marks/grade)
- Pmin = lower benchmark figure

## § 6 Scholarship Committee

Scholarships are awarded by the Scholarship Committee, which consists of

- four professors, or
- three professors and a member of ISM administration
- and one to two ISM students

Fifty percent of the voting membership of the Scholarship Committee shall constitute a quorum. In deadlock situations, the chairperson will be given a double vote.

The Scholarship Committee reserves the right at its sole discretion to award scholarships in line with the aforementioned criteria.

The Scholarship Committee is also responsible for the type of scholarship awarded in accordance with Section 1 and the distribution of resources to the various courses.

## § 7 Scholarship duration

The full scholarship is tenable for the regular period of the applicant's respective course (Bachelor's degree course: only European Track).

The following applies for the partial scholarship: the scholarship is awarded as a fee waiver or a fee reduction. Scholarships are awarded for one year (two semesters) only, but do not extend beyond the end of the regular period of the applicant's respective course. Vacation semesters are counted like normal semesters. After this period, applications for partial scholarships must be re-submitted. A decision on the award of a scholarship will be taken after appraising the relevant documents.

## § 8 Scope of tuition fees

Besides a scholarship that provides a full waiver of fees, it is also possible to be awarded a partial reduction of tuition fees. The fee reduction is based on the same formal and substantive criteria (see Section 2 and 3) as for the full waiver of fees.

## § 9 Scholarship budget

The university administration has full control of the overall available scholarship budget; the Scholarship Committee is responsible for awarding fee waivers or fee reductions.

## § 10 ISM corporate scholarships

ISM also seeks scholarships from external corporations. The corporations specify at their own discretion the form as well as the terms and conditions of the scholarship.

It rests with the Scholarship Committee to prioritize and recommend suitable applicants for these scholarships. The corporations are then responsible for the final decision on awarding the scholarship.

If the external corporations fail to specify the terms and conditions of the scholarship, the Scholarship Committee's recommendations will be based on the criteria stated in Section 2.

## § 11 Revoking and reimbursing the scholarship

The scholarship can be revoked at the discretion of the Scholarship Committee with future effect if a student fails to fulfil the conditions on which the stipend was awarded, or with retrospective effect if circumstances have changed or come to light which render the student ineligible for the scholarship. This applies in particular, but not exclusively, if

- the information provided in the scholarship was incomplete or incorrect, or the scholarship was obtained in a fraudulent and illegal manner
- the scholar fails to adhere to basic rules and regulations, in particular violation of the latest version of the ISM's "Code of Conduct"
- ISM becomes aware of concerns about the scholar's conduct and behavior towards others which may damage the reputation of ISM – particularly when taking into account the prominent position that a scholar usually commands

Students will be required to repay the full amount of scholarship funds immediately if the stipend is revoked with retrospective effect.

## § 12 Final provisions

If a provision of the "Scholarship Regulations" is held to be illegal, invalid or unenforceable, in whole or in part, it is intended that the legality, validity and enforceability of the remainder of the provisions shall not be affected.

These regulations come into force as of October 1st, 2022.

Dortmund, July 30th, 2022



Prof. Dr. Burkhard Bamberger  
Chairperson