Process for selecting and awarding internal University scholarships

Foundation of Awards Committee within the faculty

E.g. determination of scholarship amount, scholarship purpose, reporting obligations, interruptions, renewal options, etc..

Preparation of specific scholarship guidelines and tender documents — Awards committee

Publication of tender — Faculty

Applications have been received by the faculty

Awards Committee makes the selection — Awards committee

Recommendation for a decision to the dean's office is drawn up — Awards committee

The recommendation of the awards committee has been accepted — dean's office

The recommendation of the award committee was not accepted — dean's office

Further procedure to be agreed between the award committee and the dean's office — dean's office

Forwarding of selection documentation to Dep. 2.2 Scholarship administration — dean's office

Send rejections including application documents — dean's office

Create a permit on the basis of the relevant guidelines to selected applicants — Dep. 2.2 Scholarship administration

Create scholarship notifications and forward to Dep. 1.1 — Dep. 2.2 Scholarship administration

Payment of scholarships — Dep. 1.1 Central financial accounting

Awarding of the scholarships is completed