Online Application for a Deutschlandstipendium through ProTalent

STEP-BY-STEP GUIDE

Precondition: You can apply for a ProTalent scholarship if you are enrolled at the University of Münster or if you intend to enrol by the beginning of the following scholarship year (begins 27 May annually – relevant for all university entrants and students transferring to the University of Münster)

Application period: 18 May to 16 June 2020 (cut-off date for applications)

Application: online at http://www.uni-muenster.de/protalent/bewerber/bewerbung.html

The following guide will explain step-by-step how to apply for a ProTalent scholarship. Please read this document carefully before you begin with your online application.

IMPORTANT:

› You can go back to individual steps
› Make sure you already have all the documents you need for your application. (Please note: Due to the coronavirus crisis, it may take longer than usual to obtain documents from the Examinations Office – plan on eight to ten days.)
› Applications with incomplete supporting documents will not be considered nor will any applications submitted after 16 June 2020.

Contents:
Log In .................................................................................................................................................................2
Step 1: Start Application ...................................................................................................................................3
Step 2: Select Scholarship .................................................................................................................................4-5
Step 3: Contact Details .....................................................................................................................................6
Step 4: Bank Details .........................................................................................................................................7
Step 5: Information about Studies (Degree Programme) ..................................................................................8
Step 6: Information about Studies (Achievements to Date) ...........................................................................9-10
Step 7: Current Scholarships or Financial Support .......................................................................................11-12
Step 8: Motivation ............................................................................................................................................13
Step 9: Social Involvement / Familial Situation ...............................................................................................14
Step 10: Upload Area/Checklist .......................................................................................................................15
Step 11: Completion of the Application ...........................................................................................................16-18
Step 12: Overview ..........................................................................................................................................19
Support ...........................................................................................................................................................20
LOG IN

To access the application mask, please register with your University email address (WWU). If you do not have one at the time of application, please use your private email address. You can immediately log in after you have registered. You will not receive email confirmation of registration. The login area can be found at

http://www.uni-muenster.de/protalent/bewerber/bewerbung.html

PROTALENT BEWERBER-PORTAL

Die Bewerbung erfordert eine Registrierung mit Ihrer E-Mail-Adresse (Sollten Sie sich in der Vergangenheit bereits beworben haben, müssen Sie sich trotzdem erneut registrieren).

- Sie sind noch nicht registriert?
  - Hier registrieren (Registrierung mit WWU E-Mail, ansonsten private E-Mail)...

- Schon registriert?
  - Hier anmelden...

Wenn Sie Fragen haben, kontaktieren Sie uns gerne:

SABRINA DIRKSEN
Westfälische Wilhelms-Universität
ProTalent Stipendienprogramm
Schloßplatz 6
48149 Münster
Tel: +49 251 83-22465
protalent@uni-muenster.de
STEP 1: START APPLICATION

Please select:

Box 1: I’m applying for a scholarship

Box 2: I’m applying for further funding continuing for 6 months

Box 3: I’m applying for further funding continuing for 12 months

Box 4: I’m applying for further funding continuing for 12 months (transition bachelor’s – master’s*)

An application for continuing funding is only possible for scholarship holders of the current funding year 2019/2020!

If you have changed majors or have completed a bachelor’s programme and are now enrolled in a master’s programme, you must re-apply for a scholarship!

A list of the scholarships being awarded can be found here:

http://www.uni-muenster.de/protalent/bewerber/bewerbung.html
STEP 2: SELECT SCHOLARSHIP

There are seven different scholarships to choose from. Select the scholarship for which you are applying from the list. Please note that you can only apply for a maximum of two of the scholarships listed below. **First-year students can only choose to apply for a Top Sports scholarship.** You can only be awarded one scholarship. It is not possible to apply for the same scholarship twice to different faculties. Please indicate your selection with an X.

- Box 1: Scholarship for first-year students (students in their 1st or 2nd semester; no master’s students).
- Box 2: Scholarship for higher-semester students (3rd semester and higher) in all courses; also master’s students.
- Box 3: Prof. Almuth Klemer scholarship (only for master’s students of chemistry with a focus on organic chemistry).
- Box 4: Scholarship for the Chair of International Corporate Accounting (ICA) (only for students in bachelor’s programmes at the ICA and for ICA scholarship holders changing to master’s programmes).
- Box 5: Franz HANIEL & Cie. GmbH scholarship (only for master’s students in the ICA dept.)
- Box 6: Scholarship for Dutch-German studies
- Box 7: For top athletes from summer/winter Olympic/Paralympic sporting events (Top Sports scholarship by the Sports Foundation NRW “Spitzensport-Stipendium der Sportstiftung NRW”)
IMPORTANT
When do you have to apply for a higher semester, and when must beginning students apply?
It is important to specify which semester you will be in when the next funding year begins (1 October). You are considered a first-year student if you are in your first or second semester of your bachelor’s programme at the start of the new funding year. This especially applies to Abitur holders and secondary school-leavers who plan on studying at the University of Münster starting in the winter semester 2020/21 (you will be required to submit a copy of your Abitur and a certificate of enrolment after receiving your scholarship award notification).
You have to apply as a higher-semester student starting in your third semester at university. The same holds if you are commencing a master’s programme in October, as you are no longer considered a first-year student. For example, if you are currently in your second semester of your bachelor’s programme when you apply in May and June, you will be in your third semester by October. This means you must apply as a higher-semester student.
STEP 3: CONTACT DETAILS

Please enter your personal data here:
STEP 4: BANK DETAILS

Please provide details of your German bank account. Unfortunately, accounts at foreign banks cannot be accepted. We need this information solely for transferring your scholarship instalments. The first grey field (see screenshot) is for the IBAN. Please enter the name of your bank in the second space. Then enter the name of your local Tax Office in the last space.

Your local Tax Office

Please find out beforehand which Tax Office is responsible for you:

https://ias.fin-nrw.de/ddvs/auskunft.faces
STEP 5: INFORMATION ABOUT STUDIES (DEGREE PROGRAMME)

Please provide details of your degree programme here:

Choose the faculty

- Please select your faculty.
- If you are pursuing majors in two different faculties (e.g. doing a double bachelor or teacher training), please decide which faculty you want to apply to. Provide the name of the faculty and degree programme in which you will be enrolled as of 1 October.
- The number of semesters only applies to your current degree programme (i.e. not the total number of semesters spent at university = university semesters).
- The desired degree only applies to your current degree programme.
- The faculty you choose is up to you. No information can be given on the chances of success offered by individual faculties, as average grades change every year and vary from faculty to faculty.

Majoring in ...

If you are majoring in a certain subject, please indicate what it is (e.g. in Faculty 04: Marketing).
STEP 6: INFORMATION ABOUT STUDIES (ACHIEVEMENTS TO DATE)

In this step, please enter your academic record so far. **Please make sure to specify the correct grade type and respective grade!**

You can select your grade in the grey field. If you are a first-year student, select the overall grade indicated on your secondary school-leaving certificate. If you are in a higher semester, select the average of the grades you have achieved so far. If you are starting a master’s programme beginning in the winter semester, or you began it in the previous summer semester, you should select your bachelor’s grade. Then enter your grade in the first white space, and in the second space, the number of credit points obtained. Optionally, you can comment on your credit points (last field).

Please note the following:

<table>
<thead>
<tr>
<th>Type of application</th>
<th>Grade to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>New student (first-year)</td>
<td>Grade indicated on secondary school-leaving certificate</td>
</tr>
<tr>
<td>Masters students going into their 1st or 2nd semester in the winter semester</td>
<td>Bachelor’s grade</td>
</tr>
<tr>
<td>FB 02 Catholic Theology</td>
<td>Average grade from the Examinations Office (Prüfungsamt)</td>
</tr>
<tr>
<td>FB 04 Economics</td>
<td></td>
</tr>
<tr>
<td>FB 06* Education and Social Sciences</td>
<td></td>
</tr>
<tr>
<td>FB 07 Sport and Psychology</td>
<td></td>
</tr>
<tr>
<td>FB 08 History and Philosophy</td>
<td></td>
</tr>
<tr>
<td>FB 09 Philology</td>
<td></td>
</tr>
<tr>
<td>FB 10 Mathematics and Computer Science</td>
<td></td>
</tr>
<tr>
<td>FB 11 Physics</td>
<td></td>
</tr>
<tr>
<td>FB 12 Chemistry and Pharmacy</td>
<td></td>
</tr>
<tr>
<td>FB 13 Biology</td>
<td></td>
</tr>
<tr>
<td>FB 14 Geology</td>
<td></td>
</tr>
<tr>
<td>FB 15 Music</td>
<td></td>
</tr>
<tr>
<td>except Public Governance Across Borders and Dutch-German Studies</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>FB 01 Ecclesiastical Exam/Master of Theology</strong></td>
<td>unweighted average grade as indicated on faculty certificate</td>
</tr>
<tr>
<td><strong>FB 03 Faculty of Law</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; semester: submit Abitur certificate 3&lt;sup&gt;rd&lt;/sup&gt; semester and higher: In addition to your Abitur certificate, please submit your self-calculated average grade using this table (the average grade will later be confirmed with the Examination Office).</td>
</tr>
<tr>
<td><strong>FB 05 Dentistry and Medicine</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; to 4&lt;sup&gt;th&lt;/sup&gt; semester: grade indicated on secondary school-leaving certificate. The average grade achieved so far will later be confirmed with the Institute for Medical Education and Student Affairs (IfAS). 5&lt;sup&gt;th&lt;/sup&gt; semester and higher: grade in preliminary examination (“Physikum”) (If you do not yet have this grade by 16 June, enter “0” as your grade in your application, as the application cannot be submitted without a grade being entered.)</td>
</tr>
<tr>
<td><strong>FB 06 Public Governance Across Borders (bachelor’s)</strong></td>
<td>Bachelor’s and master’s: unweighted grade as confirmed by the responsible programme advisor in the faculty</td>
</tr>
<tr>
<td><strong>FB 06 Dutch-German Studies</strong></td>
<td>Bachelor’s grade recorded by QISPOS Master’s grade recorded by ELVE (Nimwegen University)</td>
</tr>
<tr>
<td><strong>FB 12 Pharmacy</strong></td>
<td>Students majoring in Pharmacy (3&lt;sup&gt;rd&lt;/sup&gt; and 4&lt;sup&gt;th&lt;/sup&gt; semester) should ask their faculty to certify their average grade. (contact: Prof. Klaus Müller) Students majoring in Pharmacy (5&lt;sup&gt;th&lt;/sup&gt; semester and higher): 1&lt;sup&gt;st&lt;/sup&gt; state examination (If you do not yet have this grade by 16 June, enter “0” as the application cannot be submitted without a grade being entered.)</td>
</tr>
<tr>
<td><strong>Academic transcripts/master’s programme</strong></td>
<td>Weighted grades can be calculated and certified upon request to the Examinations Office</td>
</tr>
<tr>
<td><strong>Master of Education</strong></td>
<td>Weighted grades can be calculated and certified upon request to the Examinations Office</td>
</tr>
</tbody>
</table>

**IMPORTANT**

Students with grades or final qualifications obtained abroad should enter the average grade or final grade, converted by the Student Admissions Office into an equivalent grade in accordance with the German grading system.
**STEP 7: CURRENT SCHOLARSHIPS OR FINANCIAL SUPPORT**

Please provide details of any student financial aid (BAföG) and/or other scholarships that you are currently receiving. These include the following scholarship providers:

- Cusanuswerk
- Studienstiftung des deutschen Volkes
- Konrad-Adenauer-Stiftung
- Heinrich-Böll-Stiftung
- Hans-Böckler-Stiftung
- Friedrich-Ebert-Stiftung
- Rosa-Luxemburg-Stiftung
- Evangelisches Studienwerke e. V. Haus Villigst

You are not eligible to receive a ProTalent scholarship if you are already receiving financial assistance relating to giftedness or academic performance from any other funding provider, or from any other organisation either in Germany or abroad, and the financial assistance provided exceeds 30 euros per month.
The first question relates to the receipt of benefits under the German BAföG scheme.

For the second question, you must indicate whether you are receiving any other scholarships. If so, please indicate in the first grey field how much you receive per month (in euros). In the second grey field, please enter the name of the provider of the scholarship/financial assistance. If the second question does not apply, click “Weiter” (“Next”).

If you are receiving an Erasmus+ scholarship from the DAAD (German Academic Exchange Service), click “no” regarding the receipt of any other grants/scholarships, as this does not count as double funding.

Please note the information regarding double funding in the FAQs at

http://www.uni-muenster.de/protalent/stipendiaten/faq.html

You do not need to indicate at this point how much BAföG you are receiving. The space for “monthly grant (euros)” only refers to other grants/scholarships.
STEP 8: MOTIVATION

Here you have an opportunity to explain in 1,200 characters (including spaces) why you believe why you are an ideal candidate for a ProTalent scholarship. We recommend that you first write your text in Word or Open Office (or a similar programme) and then copy and paste it into the space provided.

Keep the following questions in mind as you explain your motivation for applying:

1. Why are you particularly suited to receive the ProTalent scholarship (what achievements, commitment or circumstances distinguish you and your life?)
2. Have you been awarded prizes or awards at school or university which were directly related to your chosen degree programme?
3. How has your academic career developed so far? Have you overcome particularly challenging biographical “obstacles”?
4. How would a ProTalent scholarship concretely promote your academic and professional development (do not focus solely on the monetary benefit when answering this question)?
5. What do you plan on doing while receiving the scholarship (more social involvement, additional courses, visit abroad etc.)?

Important

A separate letter of motivation is only required from applicants for an IUR and/or Haniel scholarship.
STEP 9: SOCIAL INVOLVEMENT / FAMILIAL SITUATION

Are you engaged in voluntary work, e.g. in your town, church or sports club? Or are you studying despite challenging familial circumstances which should be taken into account? Such information can be included here. It is essential to include relevant documentation to support these details which can be assessed and considered in the review process.

For the first question you must indicate whether you are currently involved in socially relevant activities. If so, you can provide details in the next grey field about when and where you are/were involved, and of what you do/did.

The next fields are for details about your familial situation.

Do you have a migrant background? (first degree = you or one of your parents were not born in Germany)

Do you have any children?

Are you providing care for a member of your family?

Is there any impediment to your studies due to illness or disability?

If you wish, you can list three preferred scholarships. A list of ProTalent scholarship providers can be found at http://www.uni-muenster.de/protalent/foerderer/protalent_foerderer.html

The last grey field is reserved for any further details you wish to mention. This information is voluntary!
STEP 10: UPLOAD AREA/CHECKLIST

A checklist can be found here of the documents which you must submit. Please note that the documents must be submitted together in a single PDF file. **It is not possible to upload more than one PDF, nor is it possible to submit further PDFs at a later date.**

![Checklist Image]

**IMPORTANT**

Please include, as an attachment, an average grade issued by the Examinations Office, as well as an overview of your academic record (e.g. via HIS-LSF, WILMA). You do not need to submit any certified documents. If you are transferring to the University of Münster as a master’s student, please submit your bachelor’s grade as well as a transcript of records (ToR) from your bachelor’s programme. If the certificate of enrolment (*Studienbescheinigung*) is not available at the time of application, we will request it after you have received a scholarship.
STEP 11: COMPLETION OF THE APPLICATION

Please confirm that your contact data may be forwarded to the scholarship provider by clicking the first box. This gives you an opportunity to thank the organisation providing your scholarship, communicate with them and perhaps learn about the work they do by completing a work placement with them. After that, click the second field to confirm that you have read the guidelines and that all the information you have provided is true and correct. Without this confirmation, the application cannot be submitted. After you have sent your application, you will receive confirmation of receipt by email, sent to your University email address.

Please read the privacy statement based on Art. 13 GDPR and then indicate your consent to allow the University of Münster to collect and process your personal data as part of the application procedure for scholarships awarded through the WWU ProTalent scholarship programme.
A translation of the privacy statement can be found here:

Privacy statement in accordance with GDPR;

Declaration of Consent

Project/Reason: WWU “ProTalent” Scholarship Programme

1. **Name and address of organisation responsible**
   The organisation responsible, as defined by the EU’s General Data Protection Regulation, by national data protection legislation in the member countries as well as by any other data protection regulations, is:

   The University of Münster (Westfälische Wilhelms-Universität Münster, WWU) represented by the Rector, Prof. Johannes Wessels
   Schlossplatz 2, D-48149 Münster
tel.: + 49 251 83-0
e-mail: verwaltung@uni-muenster.de

2. **Name and address of Data Protection Officer**
   The Data Protection Officer at the organisation responsible is:

   Nina Meyer-Pachur
   Schlossplatz 2, D-48149 Münster
tel.: + 49 251 83-22446
tmail: Datenschutz@uni-muenster.de

3. **Data processing in the Münster University “ProTalent” Scholarship Programme**
   a) **Scope of data processing**
   Within the framework of the WWU ProTalent scholarship programme, we will process the following data which we receive from you:

   (1) First name and last name
   (2) Address (street, postal code, city)
   (3) Email addresses (both University and private addresses)
   (4) Gender, date of birth, place of birth, nationality
   (5) Telephone number
   (6) Bank account details
   (7) Tax Office
   (8) Details of your studies (faculty, major(s), degree, current record of grades achieved, student ID number, university semester, social engagement)
   (9) Receipt of any student grant or loan, or of any other scholarships
   (10) Application documents (CV, evidence of social involvement, current performance (grades) in your studies, certificate of enrolment, secondary school-leaving certificate qualifying you for higher education)

   b) **Purposes of data processing**
   Your personal data listed above is collected for the purpose of conducting the application procedure for scholarships within the WWU ProTalent scholarship programme.

   During this process, the personal data listed above will be administered and checked for the purpose of selecting scholarship recipients.
c) **Legal basis for the processing of personal data**

The legal basis for the processing of your personal data, as listed above, by the University of Münster is provided by your consent, in accordance with Art. 6 (1, 1a) GDPR.

**Further recipients of your personal data**

Your personal data listed above will be forwarded to the following recipients within the University of Münster:

**Recipients within the University of Münster:**

- Vice-Rectors’ and Rector’s Office
- Examination Offices and self-administering university departments
- Some individual university departments
- Faculty representatives in the selection conference
- Student representatives in the selection conference
- Staff from the University’s Fundraising Department who are involved in ProTalent

**Duration of the storage of personal data**

Your personal data listed above will be stored for as long as needed for the abovementioned purposes. If you withdraw your consent, the data will be deleted.

**Your rights as a data subject**

Under Art. 13 (2) GDPR you have the right to information relating to your personal data which is processed by the University of Münster (Art. 15), the right to have your personal data corrected (Art. 16), the right to have data erased (Art. 17), the right to restrict processing (Art. 18) and the right to withdraw your consent (Art. 7, section 3).

You also have the right to lodge a complaint with the supervising authority. The responsible supervisory authority is: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Postfach 20 04 44, 40102 Düsseldorf, tel.: +49 211 38424-0, email: poststelle@ldi.nrw.de.

Applications can only be submitted if you have indicated your consent by ticking the box in the German version.
STEP 12: OVERVIEW

Please check the data you have entered here:

IMPORTANT

Only the most relevant data is shown on this page. Other details, such as your academic performance, social involvement and familial situation, are not shown here even though they have been entered.

Only when you have clicked on "Send" your application will be completed.

You should then receive confirmation of receipt via email, and the following message will appear on the final screen:
SUPPORT

If you encounter any problems during the online application process, please contact:

University of Münster (WWU)
Fundraising Dept.
WWU “ProTalent” scholarship programme
Schlossplatz 6, Rm 4, 48149 Münster
Tel.: +49 251 83-22465
Fax: +49 251 83-22271
EMail: protalent@uni-muenster.de

General information on Deutschlandstipendien can be found on the website www.deutschlandstipendium.de of the Federal Ministry of Education and Research (BMBF). Information on the Deutschlandstipendium awarded by the University of Münster can be found at http://www.uni-muenster.de/protalent/. For questions relating to the content of the scholarship programme, please contact protalent@uni-muenster.de.