

**Regulation on the Funding of International Students  
through the Achievement Grants Programme of the  
Hochschule für bildende Künste Hamburg**

In accordance with the *Guideline on the Funding of International Students at Hamburg Higher Education Institutions* ("Richtlinie zur Förderung ausländischer Studierender an den Hamburger Hochschulen") and the specific awarding criteria of the German Academic Exchange Service (DAAD)<sup>1</sup> in their respective currently valid versions, the Executive Committee of the HFBK Hamburg adopted the following regulation governing its achievement grants programme on November 17, 2022:

**1. Programme Purpose and Grant Payments**

- 1.1. The Achievement Grants Programme of the Hochschule für bildende Künste Hamburg is intended to provide financial support for international students in all departments enrolled on the Bachelor of Fine Arts and Master of Fine Arts degree programmes who have demonstrated exceptional artistic merit.
- 1.2. The Achievement Grant is paid in a maximum of twelve monthly instalments on the basis of the conditions and criteria set out below. The standard monthly payment is in the amount of 450 Euros. The duration and amount of each grant are determined by the "AG Internationales" (Working Group for International Affairs).
- 1.3. The award of a grant is subject to the availability of funding from the State Authority for Science, Research, Equality and Districts (BWFGB), the DAAD and the Karl H. Ditze Foundation respectively.
- 1.4. There is no legal entitlement to a grant, even if all award conditions are met.

**2. Eligibility to Apply and Conditions**

- 2.1. Students who meet the following criteria are eligible to apply for an achievement grant:
  - Students must not be German citizens or hold dual German citizenship
  - Students must be enrolled at the Hochschule für bildende Künste Hamburg for the entirety of their degree
  - Students must have completed at least four semesters at Bachelor level or
  - Have commenced their first semester at Master's level.

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<sup>1</sup>General Ancillary Provisions for Subsidies Awarded for Project Funding (ANBest-P), Special Ancillary Provisions of the German Federal Foreign Office (BNBest-AA), and the DAAD guidelines on the use of government funding provided by the Federal Foreign Office for the purpose of supporting non-Germans at German higher education institutions.

2.2. Academic leave of absence may not be taken during the period of the grant.

### 3. Application Period

3.1. The annual application deadline for achievement grants will be published on the HFBK website each summer semester for the application round taking place in the following winter semester.

3.2. Incomplete or late applications will not be considered.

### 4. Application Documents and Presentation

4.1. The following documents must be submitted as part of the application:

- A letter of recommendation from a professor at the Hochschule für bildende Künste Hamburg
- A CV in tabular format
- A completed online application form, which must include the applicant's personal details and demonstrate their motivation for applying and evidence of social/intercultural engagement.

Each professor at the HFBK Hamburg may provide a letter of recommendation for one student per each round of applications.

4.2. Applicants who have submitted complete applications by the deadline will be allocated a presentation slot, to take place during a tour of the selection committee (the "AG Internationales"). Each applicant will be allotted the same amount of time to present their work or projects to the committee.

4.3. Candidates are free to present their work in a format of their choice.

4.4. Candidates will be expected to take responsibility for organising and setting up the presentation spaces.

### 5. Awarding Committee

5.1. The "AG Internationales" is responsible for selecting the candidates who will receive funding. The "AG Internationales" is made up of one professor from each department, two student representatives and the Head of the International Office (non-voting associate member). A chairperson will be elected, who must be one of the professors sitting on the committee.

5.2. The "AG Internationales" is quorate when at least half its members are present. Decisions will be made on the basis of a simple majority vote.

## 6. Selection of Candidates and Selection Criteria

- 6.1. Candidates will be selected for an award by the “AG Internationales” on the basis of their application and presentation, according to the following criteria:
  - artistic/academic achievement
  - intercultural/social engagement.
- 6.2. The “AG Internationales” will draw up a ranking list, which must also include substitute candidates. Where a selected candidate withdraws their application and thereby releases funding, a substitute candidate will be brought forward to receive an award in order of their ranking on the list.

## 7. Obligations of Grant Recipients/Additional Notes

- 7.1. The successful candidates will be advised of their obligations in terms of maintaining accurate records for tax purposes and declaring their income to the relevant tax office.
- 7.2. Grant-holders may be employed as student employees (i.e., in compliance with the rules governing the part-time employment of students) during the period in which they are receiving a grant.
- 7.3. The grants are usually awarded during the annual exhibition and details are published by the HFBK.

## 8. Revocation of a Grant

The Hochschule für bildende Künste Hamburg reserves the right to revoke the award of a grant if there is reasonable justification for doing so. This is especially the case where a student terminates their studies, as enrolment on a degree programme is a pre-condition of eligibility for a grant.

## 9. DAAD Prize

This Regulation in conjunction with the awarding criteria specified by the DAAD also governs the award of the DAAD prize for exceptional achievement by an international student in the amount of a single payment of 1,000 euros.

## 10. Entry into Force

This regulation is effective as of 18.11.2022.