

Waiver Scholarship Guidelines

for International Student Tuition Fees

In accordance with § 5 (1) Sentence 3 of the *Statutes Governing the Levy of Tuition Fees for International Students, Persons Participating in Continuing Education Programs, and Other Enrolled Persons (Visiting Students), and the Levy of Private-Law Charges at the Technical University of Munich (TUM)* dated 28 August 2023 as amended (*University Tuition Fees and Charges Statutes*), the following guidelines were adopted by the TUM Board of Management on 20 February 2024.

1. Purpose of the Scholarship

¹The purpose of the waiver scholarship is to support persons with special talent and those who would otherwise be prevented from commencing or continuing their studies at TUM for economic reasons as a result of the requirement to pay tuition fees by waiving the degree-program-specific tuition fees for international students (tuition fees).

²The waiver scholarships form an essential part of the socially responsible implementation of tuition fees for international students in accordance with § 13 (7) Sentence 3 of the *Bavarian Higher Education Innovation Act (BayHIG)*.

2. Eligibility

¹As a rule, international students who are subject to tuition fees in accordance with the *TUM University Tuition Fees and Charges Statutes* are eligible to receive waiver scholarships.

²For the support of persons with special talent (merit-based waiver scholarship), merit is assessed in accordance with 6.2.1 below. ³Bachelor's students are eligible to apply for merit-based scholarships in their second semester of enrollment for financial support beginning in the third semester of enrollment in that degree program.

⁴For the funding of persons who would otherwise be prevented from commencing or continuing their studies at TUM for economic reasons as a result of the requirement to pay tuition fees (need-based waiver scholarships), the need and financial means of scholarship applicants in accordance with 6.2.2 are decisive.

⁵A waiver scholarship can be offered and awarded before enrollment in the relevant semester at TUM. ⁶However, a waiver scholarship only becomes effective upon enrollment in a degree program at TUM that is subject to tuition fees in the corresponding award period.

⁷In addition, no other reason for the waiver of tuition fees may exist.

⁸A merit-based waiver scholarship cannot be applied to a semester outside the award period.

⁹This also applies if the applicant does not enroll for reasons beyond their control, in particular in the event of delays when entering Germany.

¹⁰As a rule, a need-based waiver scholarship takes effect at the start of the award period. ¹¹If the applicant is not yet enrolled at this time, the start of the need-based waiver scholarship can be postponed by a maximum of two consecutive semesters.

¹²In cases of leaves of absence, the obligation to pay fees is waived in accordance with § 4 (2) of the *University Tuition Fees and Charges Statutes*. ¹³The waiver scholarship is therefore forfeited for semesters on leave and cannot be transferred to a subsequent semester.

¹⁴A merit-based waiver scholarship and a need-based waiver scholarship cannot be combined.

¹⁵However, it is possible to apply for both scholarships at the same time.

¹⁶If a person applies for both scholarships, the scholarship will be awarded for whichever of the two types was approved first. ¹⁷In cases of doubt, priority is given to the need-based scholarship.

¹⁸Reapplication at the end of the scholarship period is permitted, however, double funding is not. ¹⁹Persons who are already being funded by a waiver scholarship therefore may not apply for funding for an award period that overlaps with their current one.

²⁰As a rule, it is possible to combine a waiver scholarship with other scholarships if the guidelines of the other scholarship also permit this.

²¹There is no legal entitlement to a waiver scholarship.

3. Type and Scope of Funding

¹Funding is provided exclusively by waiving tuition fees for the duration of the award period.

²No payout will be made. ³Other costs, in particular semester fees, are not covered by the waiver scholarship.

⁴The award period of a merit-based waiver scholarship comprises the two semesters following the application period.

⁵The award period of a need-based waiver scholarship comprises the remaining standard duration of study of the degree program in which the recipient is enrolled at the start of the waiver scholarship as long as the need persists.

⁶In the case of dual enrollment, tuition fees for the degree program with the higher fees are waived.

⁷In the event of a change of degree program during an ongoing award period, the original award period is retained. ⁸The waiver scholarship is valid for the remaining time of the award period for the new degree program.

⁹The maximum funding period for merit-based waiver scholarships is the length of the standard duration of study. ¹⁰It is extended by the number of semesters in which the recipient holds an office in the student representation or is a member of a governing body in accordance with the *TUM Charter*, as long as the person is entitled to take examinations. ¹¹The same applies if the recipient is a member of an Olympic team and can provide proof of this in the form of a confirmation from the National Olympic Committee. ¹²Furthermore, funding can be extended by a maximum of two semesters for the time spent on other activities in line with the TUM mission statement, in particular the founding of a company (see 6.2.1, bullet point 2).

¹³In the case of need-based waiver scholarships, the maximum funding period is the length of the standard duration of study plus two additional semesters as long as the person is entitled to take examinations.

¹⁴§ 6 of the *University Tuition Fees and Charges Statutes* remains unaffected.

4. Application Process

4.1 Application Form

¹Application for a waiver scholarship (scholarship application) must be submitted for the coming academic year at TUM using the online scholarship application form provided on the website of TUM Center for Study and Teaching – Fees and Scholarships. ²There are different forms for new and current students.

³Newly enrolled students are persons who have enrolled or plan to enroll in the specified degree program at TUM for the first time; this also applies if they enroll in a higher semester.

⁴Current students are persons who, at the time of application, are already enrolled in the TUM degree program for which the waiver scholarship applies. ⁵If, at the time of application for a merit-based waiver scholarship, no transcript of records is available for the TUM degree program for which the waiver is to be awarded (e.g. due to a change of degree program after the first semester), the applicant is considered a newly enrolled student for the purposes of the scholarship application.

⁶The application form for merit-based waiver scholarships requests the following personal data:

- First name, Last name
- Permanent address
- Date and place of birth, nationality
- Email address
- Enrollment status
- Name and type of degree program, TUM School, coursework and examinations completed with grade and credits earned, semester of enrollment in current degree program (*Fachsemester*)
- Currently enrolled students: Transcript of Records from the semester immediately preceding the scholarship application
- Newly enrolled students: Official verification of the applicant's ranking within the cohort from the university at which the degree on which the application is based was obtained (ranking certificate); this must contain the following information:
 - o Name of the institution of higher education
 - o Postal address of the institution
 - o Type of institution (public/private)
 - o Contact details of the verifying authority
 - o Official stamp of the institution
 - o Signature of the verifying authority
 - o Name of the person ranked (applicant)
 - o The applicant's rank within the cohort
- Student status to date
- If applicable, details regarding the founding of a start-up and confirmation of recognition by the Vice President – Research and Innovation and the Vice President – Academic and Student Affairs
- Proof/documentation of the above information
- Other relevant information according to the call for applications

⁷The application form for need-based waiver scholarships requests the following personal data:

- First name, Last name
- Permanent address
- Date and place of birth, nationality
- Email address
- Enrollment status
- Name and type of degree program, TUM School, semester of enrollment in current program
- Student status to date
- Family circumstances (marital status, residence with parents or spouse, number of siblings up to 14 years of age, own children in own household indicating age, disability of siblings or parents)
- own financial circumstances (assets, employment, scholarships, other income) in the last 18 months
- Income of parents and spouse in the last 18 months
- Curriculum vitae
- Explanation of living situation
- Proof/documentation of the above information
 - o Complete proof of assets (own)
 - o Bank statements (own, spouse's) for the last 18 months (current/savings/blocked account, PayPal, etc.) including the account balance at the end of each month with account spreadsheet in which all incoming payments of 25 euros or more are entered and explained for each account
 - o Income tax statements or equivalent for the last 18 months (own, parents', spouse's)
 - o Pension statements or equivalent for the last 18 months (own, parents', spouse's)
 - o If applicable, birth certificates (of siblings, own children)
 - o If applicable, residence registration certificates
 - o If applicable, certificates of disability (of parents, siblings)
 - o If applicable, death certificates (of parents, spouse)
 - o If applicable, school attendance certificates (of siblings, own children)
- Other relevant information according to the call for applications

⁸The required documents must be attached electronically to the online application form in the designated location and in the required file format; upload options are provided accordingly.

⁹Foreign-language documents must be submitted with a certified German or English translation in the application form before the end of the application period.

¹⁰If the electronic document is not uploaded at the designated location, it will be deemed not attached. ¹¹If required documents are created by the scholarship applicant themselves, this must be indicated on the first page of the respective document. ¹²If this is not indicated, the document will be deemed not attached.

¹³The electronically attached ranking certificate of newly enrolled students must be submitted as an original no later than two weeks after the end of the application period (June 14 for the winter semester, January 29 for the summer semester) to the TUM Center for Study and Teaching – Fees and Scholarships; otherwise the ranking certificate is deemed not attached.

¹⁴The date of receipt is the relevant date for meeting the deadline.

4.2 Application Period

¹Scholarship applications can only be submitted within the relevant application period for the start of funding in the following academic year.

²For merit-based waiver scholarships, the application period for newly enrolled students is January 1 to May 31 for the following winter semester and November 1 to January 15 for the following summer semester; the application period for current students is May 31 to June 30 for the following winter semester and November 30 to December 31 for the following summer semester.

³The application period for need-based waiver scholarships is from May 15 to July 15 for the following winter semester for bachelor's degree programs and from January 1 to May 31 for master's degree programs and from November 1 to January 15 for the following summer semester for bachelor's and master's degree programs.

⁴As a rule, the application period for waiver scholarships is before the enrollment period.

⁵Prospective students are required to obtain information in good time and to adhere to published application deadlines.

5. Number of Scholarships to be Awarded

5.1 General

¹In accordance with § 5 (2) of the *University Tuition Fees and Charges Statutes*, the number of waiver scholarships awarded per academic year is determined by resolution of the TUM Board of Management in consultation with the TUM Extended Board of Management.

²This number is divided between winter and summer semesters as well as between merit-based and need-based scholarships by resolution of the TUM Board of Management.

5.2 Allotment of Merit-Based Waiver Scholarships

¹The number of merit-based waiver scholarships will be divided among Professional Profiles as well as bachelor's and master's degree programs. ²Within these allotments, a certain number of scholarships will be reserved for newly enrolled and currently enrolled students.

5.3 Allotment of Need-Based Waiver Scholarships

¹The number of need-based waiver scholarships per semester equals the allotment for newly enrolled students. ²Need-based waiver scholarships that become available in the course of the award period (e.g. when a recipient finishes the degree program before the end of the award period) form the allotment for currently enrolled students.

6. Award Procedure and Determination of Merit and Need

6.1 General

¹There is one award procedure per application period; there are no waiting lists.

²False statements by the scholarship applicant, in particular regarding need, may lead to their exclusion from the award procedure.

6.2 Award Criteria

6.2.1 Merit-Based Waiver Scholarship

The following criteria apply to determine merit:

- Currently enrolled students: Best academic achievement based on the submitted TUM transcript of records from among all scholarship applicants in a given Professional Profile; for this group, academic achievement is based on the grades and credits earned to date in relation to the semester of enrollment in the current degree program,
- Currently enrolled students: Founding of a start-up recognized by the Senior Vice President – Research and Innovation and the Senior Vice President – Academic and Student Affairs,
- Newly enrolled students in master's degree programs: Belonging to the top five percent in the ranking of the university where the qualifying degree for application to the master's program was obtained,
- Compliance with the maximum funding period in accordance with No. 3.

6.2.2 Need-Based Waiver Scholarship

The following criteria apply to determine need:

- Insufficient financial means to pay the required tuition fees; income and assets of the scholarship applicant as well as their parents and spouse in accordance with Appendix 1 are decisive,
- Scholarship applicants must not be older than 45 years of age at the start of their studies at TUM,
- Compliance with the maximum funding period in accordance with No. 3.

6.3 Award Procedure

6.3.1 Award of Merit-Based Waiver Scholarships

There is a separate ranking for newly enrolled and currently enrolled students.

6.3.1.1 Newly Enrolled Students

¹Among the newly enrolled students who meet the award criteria according to 6.2.1, a rank order will be drawn by lot at the Professional Profile level. ²Scholarship applicants at the top of the list will be offered waiver scholarships to the extent of the allotment for newly enrolled students.

6.3.1.2 Currently Enrolled Students

¹Among the currently enrolled students who meet the award criteria according to 6.2.1, the TUM Center for Study and Teaching – Fees and Scholarships will determine a rank order. ²The ranking is based on the score calculated according to the formula from the *Deutschlandstipendium*, which takes into account the semester of enrollment in the current program, credits, grades, and a bonus for founding a start-up, if applicable.

³Scholarship applicants at the top of the list will be offered waiver scholarships to the extent of the allotment for currently enrolled students. ⁴If several people are ranked equally eligible for funding but there are not enough scholarships available, the decision to award a scholarship will be made by drawing lots.

6.3.2 Award of Need-Based Waiver Scholarships

¹The allotments of need-based waiver scholarships are awarded among all scholarship applicants who meet the requirements. ²If more scholarship applicants meet the requirements than there are scholarships available, the scholarships are awarded by drawing lots.

³Priority will be given to scholarship applicants who are nationals of member states of the Organization of African, Caribbean and Pacific States (ACP states). ⁴In a second step, the remaining scholarships will be awarded by drawing lots from among the remaining scholarship applicants. ⁵Gender equality aspects are taken into account in this process.

⁶Need-based waiver scholarships are awarded for the remaining standard duration of study of the degree program in which the applicant is enrolled at the beginning of the award period. ⁷If the standard duration of study is exceeded, an informal application can be made to extend the award period up to the maximum funding period.

⁸Any need-based waiver scholarships that become available during the award period will be re-awarded in the next application period, primarily to currently enrolled students who have not yet received a need-based waiver scholarship.

7. Award Decisions

¹Award decisions are made by TUM at its own discretion in accordance with these guidelines.

²Decisions will be announced in writing or electronically.

³As a rule, scholarship applications will be rejected if the applicant does not meet the eligibility requirements according to No. 2, the application requirements according to No. 4, the award criteria according to No. 6.2, or if the applicant is not ranked within the allotment of scholarships to be awarded according to No. 6.3.

⁴A positive award decision (approval) is contingent upon admission and enrollment in the pertinent semester at TUM. ⁵The award of a scholarship defines the award period. ⁶Funding will only be granted if the scholarship applicant accepts the award within two weeks of notification and confirms knowledge and agreement to these guidelines (acceptance); failure to do so will result in the award lapsing, and the scholarship may be awarded to another applicant.

⁷Changes that could result in the discontinuation of funding must be reported immediately to the TUM Center for Study and Teaching – Fees and Scholarships. ⁸In this case, the factors used to determine the award in the application form are decisive. ⁹The TUM Center for Study and Teaching – Fees and Scholarships retains the right to inquire during an ongoing award period whether need still exists and request corresponding proof. ¹⁰If the award criteria are no longer met, funding will be terminated at the end of the semester in which the change is ascertained.

¹¹In all other respects, the termination of an award is governed by Art. 48 and 49 of the Bavarian Administrative Procedures Act.

8. Responsibility:

Unless otherwise stipulated in the *University Tuition Fees and Charges Statutes*, in these guidelines, or in other regulations, responsibility for all decisions and measures concerning waiver scholarships lies with the TUM Center for Study and Teaching – Fees and Scholarships in accordance with the decisions of the TUM Board of Management.

9. Entry into force

¹These regulations enter into force on 1 March 2024.