



**Application for a grant for a study-related
stay abroad (Short Term Mobility)**

Application deadline: Winter semester June 15 – Summer semester January 15

Name of Student:

Home Address:

Email:

Bank Details: IBAN: BIC:

Name of Bank:

Date of Birth: m f d

Tax ID No.: Study Semester:

Study Program:

Guest University:

Duration of Stay Abroad:

I already receive BAföG yes no

I receive BAföG abroad yes no

I applied for BaföG yes no

I receive another scholarship yes if yes, which no

Please enclose a short written statement (one page) to your application including

- **information on the benefits of staying abroad and**
- **information on your financial situation (personal contribution, living costs at the place of study, expenses, etc.)**
- **information on other grants such as BAföG, support from parents, own remuneration / jobs**

Please send the application in one PDF document to
outgoing@haw-landshut.de



HOCHSCHULE LANDSHUT
HOCHSCHULE FÜR ANGEWANDTE WISSENSCHAFTEN

In case I receive the scholarship, I commit myself to:

- use the grant exclusively to cover travel, subsistence and language preparation costs incurred by me during the planned period of the short term mobility;
- reimburse all or part of the grant if I do not commence or prematurely terminate my studies at LUAS or do not complete the required examination results;
- submit a report to the International Office of Landshut University of Applied Sciences within one month after the end of the period abroad containing, among other things, useful information for prospective students;
- provide sufficient insurance cover themselves.

I declare that for the duration of the study grant I will not receive any grant from other organizations or authorities that exceed the annual limit of EUR 15000 (or 23000 Euro for students with children).

Information on data protection in the award procedure and in the implementation of the grant and at the same time information in accordance with Art. 13 DSGVO (data collection from the affected person):

The application process and selection in the study program of the Bavarian State Ministry are carried out in a decentralised and independent manner at Landshut University of Applied Sciences as an administrative process. For this purpose and, if applicable, for the realisation of the scholarship (payment), we process the data provided by you or attached to your application. Landshut University of Applied Sciences passes on a list of those receiving grants (name, first name, date of birth, target country) to the funding organisation which provides the university with financial resources, i.e. the Bavarian State Ministry of Education and Culture, Science and Arts, D-80327 Munich.

The legal basis of our data processing is the implementation of the scholarship procedure upon your application within the framework of our tasks as a university in accordance with Art. 2 BayHSchG, in particular Art. 2, Paragraph 2, Sentence 1 BayHSchG (promotion of particularly talented students) and Art. 2, Paragraph 3, Sentence 1 BayHSchG (social promotion). We process your data in accordance with Art. 4 Paragraph 1 BayDSG to fulfil our tasks and transfer your data to fulfil our legal obligation to the funding organisation in accordance with Art. 5, Paragraph 1, Sentence 1 No. 2 BayDSG (transmission to a non-public authority) or, if a legal provision obliges us to do so, in accordance with Art. 6, Paragraph 1, Letter c DSGVO. The recipient may only use the data to prove the use of the funding (Art. 5, Paragraph 1, Sentence 2 BayDSG).

Your data is required for the purpose of processing your application. They are collected by Landshut University of Applied Sciences as the responsible authority, processed at the university and forwarded to the Bavarian State Ministry of Education and Culture, Science and Arts in accordance with the finding guidelines. Your personal data will be deleted or your documents will be returned to you if they are no longer required and no legal provisions are in conflict.

According to the general data protection regulation you are entitled to the following rights:

In case your personal data is processed, you have the right to receive information about the data toed about you (Art. 15 DSGVO).

In case incorrect personal data are processed, you have the right of rectification (Art. 16 DSGVO).

In case the legal requirements are met you can request the deletion or restriction of the processing and file an object to the processing (Art. 17, 18 and 21 DSGVO).

In case you have agreed to the processing of your data or if a contract for data processing exists and the data processing is carried out by means of automated procedure, you may be entitled to data transferability (Art. 20 DSGVO).

In case you exercise your above rights, the public authority will check whether the legal requirements are met.

There is also a right of appeal to the Bavarian State Commissioner for Data Protection:

Postfach 22 12 19, 80502 Munich
Wagmüllerstraße 18, 80538 Munich
Tel.: 089 212672-0
Fax.: 089 212672-50
Mail: poststelle@datenschutz-bayern.de

End of information on data protection

.....
(Place, Date)

.....
(Signature)

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To be filled in by the scholarship provider / decision-making authority:

scholarship approved

yes amount of scholarship
justification.....
.....

no
justification.....
.....