

Paul-Hindemith-Gesellschaft in Berlin

Society for the promotion of music and performing arts at the Berlin University of Arts

### **Terms of Reference for Granting Scholarships and study allowances**

1. The Paul-Hindemith-Gesellschaft in Berlin (PHG) awards scholarships and single study allowances

- to students of the colleges of music and performing arts at the Berlin University of Arts,
- who are in their musical or acting capabilities highly talented, and
- economically in a difficult situation.

2. No legal claim exists to get a scholarship or a study allowance.

3. About the allocation of a scholarship or a study allowance and its amount, solely the managing board decides by majority vote. Reasons for the decisions of the managing board will not be disclosed.

4. The amount of a granted scholarship is fixed by the sole discretion of the managing board, taking into account the financial situation of the applicant; there is no right of other applicants to get the same amount of a scholarship.

5. The duration of the grant follows generally the prescribed period of study. The precondition is the admission to a bachelor's or master's study.

6. The promise of a scholarship is always granted for only one semester. There exists no legal claim to renew a scholarship.

By taking a holiday semester, no scholarship will be paid. Possibly paid scholarships for such a holiday period must be paid back.

7. To the application for a scholarship shall be attached:

- a voluntary disclosure about the financial situation filled in a form which can be downloaded from the website of the PHG. The PHG has the right to request proof to this from the applicant.
  - a curriculum vitae with artistic history,
  - a professional opinion of the teacher of your principal subject, and
  - another professional opinion of a professor at the Berlin University of Arts,
- both opinions original, with date and signature.

8. The application documents shall be submitted in a **written letter** up to the date indicated on the website of the PHG, to the address stated over there.

Applications arriving after the indicated date at the PHG, as a general rule, will not be treated. Exceptions can be, for example, a change of teacher, illness, or technical problems of communication.

9. If the financial situation of a student changes after the closing date for applications, in **well-founded cases** a scholarship application may be submitted after the closing date.

10. If the financial situation improves substantially after the filing of the application, the PHG shall be informed **in writing immediately**. Then the grant of a scholarship may be revoked, or the scholarship may be cut back.

11. At the first application of a scholarship, the applicant has an audition before the managing board at a date fixed by PHG.

At a renewed application, the managing board may abstain from an audition, or ask for a new audition without further justification.

If an applicant does not observe a date for an audition without cancellation, the application will be refused without further examination. A renewed application for a scholarship or a study allowance then will be excluded, also for the future.

12. Study allowances may be granted especially for participating in master classes or competitions. Generally, a study allowance will be paid only in the amount as granted, not exceeding the costs which are proven by payment documents, and normally only after the event took place.

Study allowances shall be applied for in time, before participating in the event, and with meaningful documents. Applications after the conclusion of the event are not possible.

Berlin, May 1, 2017