

**Information
on applying for an extension of financial support in the framework
of the Deutschlandstipendium Programme starting in the winter semester**

General information

Every Deutschlandstipendium scholarship recipient with a year-long scholarship who fulfils the requirements may apply for an extension at the BTU office responsible for the scholarship programme. This applies to:

1. An extension within the normal study period (**normal study period = maximum period of financial support**);
2. An extension of the maximum period of financial support in accordance with §7 of the "Law for the creation of a national scholarship programme (Scholarship Programme Law – StipG)";
3. An extension within the normal study period if prolonged due to involvement in student government;
4. A leave of absence for a study-related foreign residency, such as ERASMUS or STUDEXA.

Information on extending the maximum period of financial support according to §7 StipG

If the period of study is extended due to a serious reason, such as a handicap, pregnancy, caring for or raising a child, or participating in a study-related residence abroad, then the maximum period of financial support may be extended upon application.

Filing an application

The application is formless. Required is the filing of a written explanation by the **15th of April** (the date on the postmark) with the reason for requesting an extension. Late and incomplete applications will not be considered. Applications absent of the original signature of the applicant will not be accepted.

Documents to be included in the application:

1. a written explanation with the reason for requesting an extension
2. your current Transcript of Records and Enrolment Certificate
3. filing of your Enrolment Certificate for the following winter semester at the BTU Cottbus-Senftenberg **no later than the 15th of August** of the year in which the application is filed
4. if applicable, a confirmation from **Student Services** that the normal study period is being extended due to involvement in student government
5. certificate for a residency abroad, such as through the ERASMUS or STUDEXA programmes.
6. other certificates if applicable, such as the confirmation of a handicap, pregnancy or parental leave

Note

Applicants receive written responses no later than September of the year in which the application for extensions was filed (financial support begins in October). Extensions are permitted **up to a maximum of 2 semesters** if all of the requirements are met, and on the condition that the necessary funds are authorized. It is possible to re-apply for an extension in the case one still fulfils the requirements. The extension comes into effect at the start of the following winter semester. A scholarship ends in any case with the completion of a degree programme. Students who intend to join a master programme after completing the Bachelor degree will have to reapply for the Deutschlandstipendium.

Please direct your applications to:

Department of Academic Affairs

Office of Quality assurance

Ms. Astrid Buse

Platz der Deutschen Einheit 1

03046 Cottbus

In case of any questions please feel free to contact me.

E-Mail: deutschland-stipendium@b-tu.de

Phone: 0355/69 3511

Main Building 1.20 (Office hours every Thursday, 9 – 11 a.m.)