

Privacy Information regarding the processing of personal data within the scope of application for a graduation scholarship for international students at Bielefeld University

(Version 1.0 of 07.09.2026)

With this privacy notice, the Bielefeld University fulfils its information obligations under Articles 13 and 14 of the EU General Data Protection Regulation (GDPR) concerning the processing of personal data mentioned above. For definitions of key terms such as "personal data", "processing", "controller", "third party", and others, please refer to Article 4 of the GDPR

1. Contact Details

The controller responsible for data processing is Bielefeld University, a public law institution with legal capacity established by the state of North Rhine-Westphalia. It is represented by the Rector.

1.1. Contact details of the controller

Bielefeld University
Universitätsstraße 25
D-33615 Bielefeld
Phone: +49 (0)521 / 106 – 00
Email: post@uni-bielefeld.de
Web: <https://www.uni-bielefeld.de>
Contact for subject-related inquiries
E-Mail: io-foerderprojekte@uni-bielefeld.de
Tel.: 0521 106 3679
Web.: www.uni-bielefeld.de/international/come-in/organisation/finanzierung/studienabschluss-stipend/

Contact details of the data protection officer
You can reach the Data Protection Officer by post at the controller's address.
Phone: +49 (0)521 106-5225
Email: datenschutzbeauftragte@uni-bielefeld.de

2. Processed Personal Data and Purposes

Personal data is processed in connection with applications for a graduation scholarship to verify eligibility and compliance with the selection criteria, as well as for the purpose of awarding and disbursing the scholarship.

In this context, your personal data is collected and processed for the following purposes:

2.1 For the administration of the application and selection processes, including the review of applications

- Personal identification data: Last name, first name, date of birth, place and country of birth, nationality
- Contact information: Address (home), email address (university)
- Personal data related to your studies, such as degree program/major, number of semesters completed, number of (outstanding) credit points, grade point average, intended degree, participation in the double-degree program, and, if applicable, a stay at a foreign partner university during the intended funding period
 - Personal data in uploaded supporting documents
 - Current semester certificate
 - Academic record/interim transcript
 - Evaluation by a thesis advisor
 - Scholarship report (only for renewal applications)
 - Personal data, if applicable, in the thesis work plan and timeline
- Personal data related to the financing of your studies at Bielefeld University, such as information on other scholarships you have applied for or that have been awarded, the existence of a blocked account, income during your studies from savings, part-time job earnings, family contributions, loans, or similar; if applicable, additional details regarding financial circumstances and difficulties may be provided in the free-text field of the form
- Personal data in the uploaded resume
 - Any sensitive personal data in the resume, such as information regarding health status, severe disability, religion, ethnicity, etc.

2.2 Bank and tax information for scholarship disbursement

- Bank account information: IBAN, BIC, financial institution
- Tax identification number

3. Legal Basis for Data Processing

Applying for a graduation scholarship is voluntary. If you wish to apply for a graduation scholarship, applicants are required to provide the information necessary to assess academic performance and eligibility requirements and to submit the corresponding supporting documents. The legal basis for this is the Funding Framework for the Scholarship and Support Program for International Students and Doctoral Candidates: STIBET I of the German Academic Exchange Service (DAAD), as of May 2026, through which DAAD funding is allocated to Bielefeld University for scholarships and support for international students. In the case of a scholarship awarded from funding provided by the Bielefeld University Association (UGBI) or from funding provided by the Association for the Support of International Students in Bielefeld e.V. (ViSiB), the funding purposes and requirements specified in the respective association's bylaws or in the guidelines of the respective funding program shall apply.

The graduation scholarship serves to promote young international researchers as part of the university's public-law mandate pursuant to Section 3(6) of the Higher Education Act of North Rhine-Westphalia (DSG NRW). The processing of personal data for the purpose specified in section 2 is necessary for Bielefeld University to fulfill its public-interest mandate. The legal basis for this is Article 6(1)(e) of the GDPR in conjunction with Section 3(1) of the Data Protection Act of North Rhine-Westphalia (DSG NRW) and Section 3(6) of the Higher Education Act of North Rhine-Westphalia (HG NRW).

If the data processing described in section 2.1 involves sensitive data as defined in Article 9(1) of the GDPR (e.g., health data in a resume or entered in the free-text field under "Personal Information"), the legal basis for this is Article 9(2)(a) of the GDPR.

The legal basis for processing bank details as mentioned in section 2.2 for the purpose of disbursing the scholarship is Article 6(1)(b) of the EU GDPR (implementation of pre-contractual measures).

4. Data Transfers

Personal data of applicants processed by Bielefeld University for the purposes listed in point 2 is used to evaluate submitted applications and conduct the selection process, and is forwarded internally within the university to the elected members of the following committees:

- Selection Committee of the International Office at Bielefeld University, consisting of the Director of the International Office, the Team Leader for Grant Projects at the International Office, and a staff member from the Grant Projects Team

The university is required to disclose certain personal data to external entities, such as funding agencies.

This includes, for example:

- Data on scholarship recipients, consisting of first name, last name, email address, nationality, information on academic progress, and details regarding the thesis project, the funding period, and the amount, to the **Universitätsgesellschaft Bielefeld e.V.** for the purpose of verifying that funding is used in accordance with the association's bylaws, pursuant to § 2 of the bylaws of the Universitätsgesellschaft Bielefeld e.V.
- Non-personally identifiable data to the **DAAD**, consisting of a report on the activities carried out during the funding period, including proof of expenditure
- Data on scholarship recipients in the form of initials of first and last names, field of study, level of study, type of funding, and amount of funding to the **Association for the Support of International Students in Bielefeld e.V. (ViSiB)**

With regard to scholarship payments, Bielefeld University is legally required to transmit your personal data (payment information) to the relevant tax authority in accordance with the applicable regulations. The legal basis for this is Article 6(1)(c) of the GDPR (processing to fulfill a legal obligation) in conjunction with the German Fiscal Code (AO) and the Reporting Regulation (MV).

In individual cases, however, data may be transferred to third parties on the basis of a legal provision, for example, to law enforcement authorities for the investigation of criminal offenses in accordance with the provisions of the German Code of Criminal Procedure (**StPO**).

We use an external service provider as a data processor who processes personal data on our behalf. A contract has been concluded for this purpose in accordance with Article 28 of the GDPR:

- XIMA Media GmbH, Sudhausweg 9, 01099 Dresden, Germany, is used to provide web-based digital forms. In this context, the data entered and files uploaded as part of the application for a degree completion scholarship, as well as the form's metadata and log data, are processed.

Your personal data will not be transferred to countries outside the European Union (so-called third countries).

5. Data Retention and Deletion Periods

Data processed for the purpose specified in section 2.1 will be deleted or—if the data is in the form of paper documents—destroyed five years after the end of the scholarship. Data from rejected applicants will be deleted or destroyed 13 months after the rejection notices are sent.

Payment receipts for the grant disbursed (see 2.2) are retained for eight years in accordance with legal requirements and are subsequently deleted or destroyed.

The metadata and logging data from the digital application form are automatically deleted seven days after submission.

6. Your Rights as a Data Subject

As a data subject, you have the following rights under the EU General Data Protection Regulation (GDPR), which you may exercise at any time:

- The right to obtain information about whether and which of your personal data is being processed (Article 15 GDPR),
- The right to request the correction or completion of inaccurate or incomplete personal data concerning you (Article 16 GDPR),
- The right to request the deletion of your personal data in accordance with Article 17 GDPR,
- The right to request the restriction of processing under the conditions set out in Article 18 GDPR
- The right to object to the future processing of your personal data, under the conditions set out in Article 21 GDPR

In addition to the rights listed above, you also have the right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR), for example with the authority responsible for the University:

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia
Kavalleriestraße 2-4
D-40213 Düsseldorf