# The ABB Jürgen Dormann Foundation (JDF) for Engineering Education

**Stipend application deadline: 31/01/2021**

# The JDF for Engineering Education is committed to supporting excellence in education for students of engineering. Stipends are available for students applying for degree study at one of the selected engineering schools as defined by the foundation (see website for details).

# To apply for a JDF stipend, please read the accompanying criteria and application instructions.

# Instructions for Applicants

# Eligibility

Applicants wishing to pursue first degree study at one of the selected universities who are nationals domiciled in one of the university partner countries (see website for details) are eligible to apply.

Please ensure that you read and understand our detailed eligibility criteria.

# Selection criteria

Applicants must be above average high school graduates with a clear motivation to study engineering who meet the respective university’s entrance requirements.

Applicants from the list of predefined countries must be nominated through a selected university; unsolicited applications will not be considered.

Applicants will be judged according to the following criteria:

* recommendation from a selected university
* means test; financial need
* high school leaving certificate incl. grades and/or university certificate
* letters of recommendation by a high school teacher or principal
* Curriculum Vitae (CV) and personal motivational letter
* interview (in final selection round)
* extracurricular activities and awards

Successful applicants will be expected to attend local ABB events, an international symposium in Switzerland upon invitation and be actively involved in a series of JDF activities. Furthermore, applicants will be assigned an ABB mentor and are requested to submit a brief quarterly report on their experiences and progress throughout their degree study.

# What costs are covered?

# The amount of the yearly stipend will be a fixed amount allowing to cover reasonable expenses, such as tuition fees, accommodation, books/personal computer, meal allowance, transportation and household expenses.

**How to apply**Please complete the Stipend Application Form you will get from your university and e-mail or fax it to your ABB Country JDF Responsible as indicated on the form.

Applications close on **31/01/2020**

**What to enclose**

Applications should be accompanied by your final grades/report from high school and/or university certificate, a motivational letter as well as a letter of recommendation from a teacher, professor or principal.

The **motivational letter** should contain the following information:

* a brief description of your background/personal circumstance;
* the reasons why you feel the JDF should support your degree study;
* your motivation for studying engineering

The **letter of recommendation** should contain the following information:

* a brief description of your relationship with the referee, including the duration of your involvement;
* the reasons why the referee is interested in supporting your application
* any active participation in a specific event or activity which highlights your eligibility for a JDF stipend

*Please note*: the letter of recommendation must be included in the application documentation and be submitted in a sealed envelope, addressed specifically to the ABB Country JDF Responsible.

Please send your full application documentation by post to the ABB Country JDF Responsible by using the following contact details:

**ABB office address: ABB Country JDF Responsible:**

ABB Name: Phone:

 E-mail:

**What happens next?**

Receipt of applications will be acknowledged by email. Applications will then be screened and those meeting the eligibility criteria will be considered by a committee convened by the ABB Country JDF responsible and the JDF Foundation Management Organisation (FMO).

Applicants will be informed by **15/03/2021** if their application has been successful.

**Further help**

If you require assistance with completing and/or submitting your application, please contact either the designated contact at your university or the ABB Country JDF responsible.

For further information please visit the foundation website: <http://new.abb.com/foundation>

# Stipend Application Form

### The ABB Jürgen Dormann Foundation for Engineering EducationApplications welcome between 1/12/2020 and 31/01/2021

Please read the accompanying instructions and eligibility and selection criteria before completing your application. Applications close on **31/01/2021** and applicants will be notified by **15/3/2021.** Please answer all questions and remember to complete the section on estimated costs.

Applications should be filled in block letters using a blue ballpoint pen.

Alternatively, you may e-mail your complete application package to the local JDF Responsible specified above.

Receipt of applications will be acknowledged promptly.

The ABB Jürgen Dormann Foundation for Engineering Education (ABB JDF), acting as data controller, processes your personal data in accordance with the **Annex 1 Privacy Notice** for processing your application and performs these activities as part of pre-contractual measures and as further specified in the Privacy Notice, as applicable. The Annex 1 Privacy Notice describes further the recipients with whom ABB JDF shares your personal data, for how long the personal data is stored and the data protection rights that you have and how you can exercise these rights with regard to the personal data we process from you, such as the right to access or receive a copy of your information or to request deletion or correction of your information.

1. **Confirmation of recommendation of application by university
(to be filled in by university staff only)**

 [ ]  No [ ]  Yes

|  |  |
| --- | --- |
| Name of University |  |
| Postal address |  |
| Name of student |  |
| Name of degree |  |
| Duration of degree study |  |
| Name of university officer (in print) |  |
| Signature / Date |  |
| Official university stamp |  |

**The remainder of the form is to be filled in by the student:**

1. **Contact details**

|  |  |
| --- | --- |
| Full Name |  |
| Nationality  |  |
| Country of permanent residence  |  |
| Date of birth  |  |
| Postal address |  |
| Tel. or mobile(incl. country & area code) |  |
| Fax (incl. country & area code) |  |
| E-mail |  |

1. **Have you enclosed a motivational letter as specified under our selection criteria?**

 No: [ ]  Yes: [ ]

1. **Schooling background**

|  |  |
| --- | --- |
| Name of high school |  |
| Postal address |  |
| Average grades |  |
| Award of excellence (if applicable) |  |

1. **Have you enclosed your high school leaving certificate incl. grades/reports and/or university certificate?**

 No: [ ]  Yes: [ ]

1. **Involvement in extracurricular activities?**

 No: [ ]  Yes: [ ]

*Please describe the nature of your involvement and indicate the duration of your involvement.*

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| --- |
|  |

1. **Have you previously attended higher education at university level?**

 No: [ ]  Yes: [ ]

*If yes, please specify including dates and name of institution as well as (if applicable) reason for withdrawal*

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|  |

1. **Have you requested a letter of recommendation from a teacher, professor or principal to accompany your application?**

 No: [ ]  Yes: [ ]

*If yes, please give the name of the referee:*

*Please give the contact Tel. of the referee:*

1. **Are you employed (undertake paid work) on a regular basis?**

 [ ]  No [ ]  Yes

*If yes, please give details of which entity, how many hours/days you work and when you started your employment.*

|  |
| --- |
|  |

1. **Estimated yearly income**

Please provide an estimate of your ability to contribute towards and/or collect other contributions to fund your studies.

|  |  |
| --- | --- |
| **Item** | **Amount in ….** |
| **Yearly income parents/legal guardian** |  |
| **Yearly parental/legal guardian contribution to studies** |  |
| **Yearly personal savings (earnings, student loan)** |  |
| **Other (yearly social scholarship, award of excellence)** |  |
| **TOTAL** |  |

1. **Can you document parental income and personal savings if required?**

 No: [ ]  Yes: [ ]

**Annex 1. Privacy Notice**

**Privacy Notice**

1. **Introduction**

This Privacy Notice ("**Notice**") applies to processing of your personal data by the ABB Jürgen Dormann Foundation for Engineering Education and ABB Group of companies, which means ABB Ltd, Switzerland and each entity in which ABB Ltd, Switzerland, directly or indirectly, has a majority holding or owns or controls the majority of voting rights (affiliates). ABB Jürgen Dormann Foundation for Engineering Education (referred to as "**ABB JBL**" or "**we**"), is responsible for the processing of your personal data and controls how it is used, in accordance with this Notice.

At ABB JBL, respecting your data protection rights is a top priority. This Notice explains how we use personal data about you, how we process such data, and what rights you have regarding your personal data.

1. **Who is responsible for the processing of your personal data?**

ABB JBL is responsible for your personal data. ABB Group of companies may also receive and process your personal data, either in the capacity of controller or processor and this Notice applies equally to them.

1. **The types of information we collect and use?**

We collect and use personal data that concerns you in connection with the scholarship application and agreement with you.We collect the following categories of personal data as applicable:

* **Identification data and contact information, you share with us** such as full name (including first name and last name), nationality, country of residence, personal/business email address, personal/business address, telephone number, mobile telephone number, telefax number, gender, age, date of birth, citizenship number.
* **Data necessary for the assessment of the application** such as motivational letter, schooling background including records of education and work achievements, job/position/title, interview assessment/feedback, background check, family data, resume/CV, extracurricular activities, letters of recommendation, income data.
* **Data necessary for the scholarship contract conclusion and onboarding process of the successful candidates only and additional information you provide to us in the course of the scholarship program** such as dataconcerning the fulfilment of our contractual obligations and pre-contractual measures including job/position/title, records of education and work achievements, training records, travel visa information, tax number, bank account details, photos/images.
* **Electronic identification data and information collected by the communications systems, IT applications and website browser** such as posts in discussions/social media.

In some countries, we may further need to process special categories of data namely data concerning your race or ethnicity (only when required by the applicable employment or social protection law or where this is used to secure equal opportunity and treatment for all candidates, in accordance with the local law). You may also voluntarily provide us with other personal data not listed above, which is not requested and required in the application process or otherwise not collected from you.

* **To the extent necessary to fulfil our obligations, data legitimately transmitted by the partner university** such as identification data, contact information and data necessary for the assessment of the application as listed above.
1. **Why we use your personal data?**

We use your personal data as described above for the following purposes as applicable:

* process your application of the ABB Jürgen Dormann Foundation for Engineering Education scholarships to electrical engineering students,
* conduct background assessment of potential candidates,
* manage the scholarship including payments and compensation and benefit programs,
* travel and expense management,
* enrolling the student for language program, and
* based on your consent inform you about ABB JDF alumni events and activities.

We collect only the personal data from you that we need for the purposes described above. For statistical purposes, improvement of our services and testing of our IT systems we use as much as reasonably possible anonymized data. This means that these data can no longer (in)directly identify you or single you out as an individual.

1. **What happens if you do not provide us with the information, we had asked you for or if you ask us to stop processing your information**

Where it concerns processing operations related to your application and the agreements with you (as described above), ABB will not be able to adequately assess your application or establish, manage or terminate the agreement with you and generally perform the purposes described above without certain personal data. Although we cannot obligate you to share your personal data with us, please note that this then may have consequences which could affect the scholarship in a negative manner, such as not being able to process your application, to enter into a contract with you or to establish and continue providing the scholarship and the benefits based on the agreement with you.

1. **The legal basis we rely on**

We use your personal data for the purposes described in this notice based on one of the following legal bases, as applicable:

* We process your personal data for the **fulfilment of contractual obligations resulting from contracts with you or your company, or as part of pre-contractual measures** we take; and
* We will request your consent for the activities described in this privacy notice, namely to inform you about ABB JDF alumni activities.

With regard to special categories of personal data we will only process such data in accordance with applicable law and:

* when necessary for exercising rights based on employment, social security or social protection law or as authorized by collective agreement or where this is used to secure equal opportunity and treatment for all candidates, in accordance with the local law.

For the purposes to process your personal data further, we may ask your consent or explicit consent at the time of collecting the personal data, for example for events. If we ask you for consent in order to use your personal data for a particular purpose, we will remind you that you are free to withdraw your consent at any time and we will tell you how you can do this.

1. **Parties we share your personal data with (in and outside the EU and EEA** **or outside the country where the ABB JDF or ABB company that controls your data is located)**

We only share your personal data with ABB affiliates or third parties as necessary for the purposes described in the table below. Where we share your personal data with an affiliate or third party so that it is transferred to or becomes accessible from outside the European Union (**“EU”)** andthe European Economic Area ("**EEA**") or outside the country where the ABB company that controls your data is located, we always put adequate safeguards in place to protect your personal data. Examples of these safeguards are an adequacy decision of the European Commission ([read more here](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en)), Standard Contractual Clauses ([read more here](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en)), Privacy Shield certification ([read more here](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/eu-us-privacy-shield_en)), and the Binding Corporate Rules that some of our suppliers have adopted ([read more here](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/binding-corporate-rules_en)). We have taken additional measures for the transfer of data from within to outside the EU, EEA and outside the country where the ABB company that controls your data is located to protect your personal data. If you would like an overview of the safeguards which are in place, please submit a request at [www.abb.com/privacy](http://www.abb.com/privacy).

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| --- | --- | --- |
| **Recipient category**  | **Recipient location** | **Purpose** |
| ABB affiliates and subsidiaries | See the [list of ABB subsidiaries](https://new.abb.com/privacy-policy/subsidiaries) | The purposes described in this privacy notice |
| ABB business partners, distributors, and agents | EU/EEA and non-EU/EEA (global) | The purposes described in this privacy notice |
| Service providers such as IT services, payment processors, language course provider including English First and other advisors or service providers working on ABB’s behalf | EU/EEA and non-EU/EEA (global) | For enrolment to a language training program and other purposes described in this privacy notice |
| Potential or actual acquirers of ABB businesses or assets | EU/EEA and non-EU/EEA (global) | For the evaluation of the business or assets in question or for the purposes described in this privacy notice |
| Recipients as required by applicable law or legal process, to law enforcement or government authorities, etc. | EU/EEA and non-EU/EEA (global) | Where required by applicable law or a legitimate request by government authorities, or a valid legal requirement |

You may obtain a copy of the safeguards which we use to protect your personal data by submitting a request at [www.abb.com/privacy](http://www.abb.com/privacy).

1. **How long we keep your personal data**

Based on mandatory legislation, ABB JDF must keep certain personal data for a minimum period of time. We only keep your personal data for as long as necessary for the purposes described in this privacy notice or as applicable, until you withdraw your consent. In general, personal data of applicants not selected for the scholarship will be returned to the applicant and deleted after the application process. Personal data of selected scholars is generally kept for the duration of the contractual relationship and the financial data for a minimum period of 10 after the termination of the contract.

At the same time, applicable data protection laws require that we do not keep personal data in an identifiable form for any longer than is necessary for the purpose for which the personal data is being processed. Through the setting of IT applications and policies we ensure that our keeping of your personal data is deleted when we no longer need it.

1. **Your data privacy rights**

Depending on the jurisdiction in which you are located and in which your personal data is processed, you may have the following rights:

|  |  |
| --- | --- |
| **Data privacy rights** | **What it means** |
| The right to access your data | You are entitled to ask ABB for an overview of or to obtain a copy of the personal data we hold about you. |
| The right to have your data corrected | You may request immediate correction of inaccurate or incomplete personal data we hold about you.  |
| The right to have your data erased | You may request that personal data be erased when it is no longer needed, where applicable law obliges us to delete the data or the processing of it is unlawful.  |
| The right to restrict data processing | You have the right to restrict the processing of your personal data in specific circumstances.  |
| The right to data portability | You have the right to receive your personal data in a structured, machine-readable format for your own purposes, or to request us to transfer it to a third party.  |
| The right to object to data processing | You have the right to object to our processing of your personal where we rely on our legitimate interests as the basis for our processing, where your data protection rights outweigh our reasoning for legitimate interests.  |
| The right to withdraw consent | Where ABB has asked for your consent to process personal data, you may withdraw your consent at any time. |

Please note that the rights described above are not absolute, and that your request cannot always be met entirely. For example, sometimes we cannot delete or restrict the processing of your personal data as we may have legal obligations or contractual obligations to keep certain such personal data.

You may request to enforce your data privacy rights at [www.abb.com/privacy](http://www.abb.com/privacy).

1. **Contact and further information**

If you want to access your personal data, make use of any of your other rights mentioned above or if you have any questions or concerns about how ABB processes your personal data, please contact our Group Data Protection Officer at privacy@abb.com, or submit your complaint at [www.abb.com/privacy](http://www.abb.com/privacy).

Should you not be satisfied with our response or believe we are processing your personal data against the law, you may also have the right to file a complaint with the Data Privacy Authority in your country of residence, or seek a remedy through the courts where you believe an infringement of data privacy laws may have taken place.

# JDF Stipend Scoring Form – for internal ABB use only

|  |  |
| --- | --- |
| **Applicant name:** |  |
| **Applicant ID No.:** |  |
| **ABB Country:** |  |
| **Country JDF Responsible:** |  |

#### Prequalification

*If those conditions are not fulfilled, then further examinations are not needed and the applicant will drop out of the selection process.*

[ ] Has proven financial need (i.e. total yearly income is < Country currency code X amount)

[ ] Is first time undergraduate

#### Detailed screening of eligible students (only to be filled-out if above pre-qualification is fulfilled)

#### Personal motivational letter

*The applicant needs to enclose a motivational letter with his application documentation which needs to contain the following points.*

Background description

[ ] Add 2 points for coherent text.

Argumentation for stipend

[ ] Add 2 points for coherent text.

[ ] Add 2 points per convincing argument.

Motivation for engineering degree study

[ ] Add 2 points for coherent text.

[ ] Add 3 points per convincing argument.

#### Schooling background

*The applicant needs to enclose a motivational letter with his application documentation which needs to contain the following points.*

[ ] Applicant’s grades are above average *(3 points)*

[ ] Applicant’s grades are first-rate *(6 points)*

[ ] Applicant received award of excellence or similar *(5 points)*

#### Involvement in extracurricular activities\*

*Applicants will be expected to participate actively at JDF activities. Therefore, previous extracurricular engagement may be seen as an indicator of motivation, enthusiasm, responsibility and determination.*

[ ] Involved in a club, society, musical, sports team, specific meeting, event or activity *(2 points)*

[ ] Significant Achievements in a club, society, musical or sports team *(3 points)*

[ ] Participation at scientific presentation/workshop/seminar *(3 points)*

Other significant contribution

[ ] Add 2 points per activity

# \* award points in each category (if applicable).

####  Letter of recommendation

*One letter of recommendation from independent referee specifying why the applicant is particularly eligible for a JDF stipend (as a person) needs to accompany each application.*

[ ] Applicant is strongly recommended *(7 points)*

[ ] Applicant is recommended *(1 point)*

[ ] Referee’s relationship with applicant is > 1 year *(5 points)*

[ ] Referee’s relationship with applicant is < 1 year *(2 points)*

#### Recommendation by Country JDF Responsible

Special comments or development needs to mention (done by Country JDF Responsible, e.g. after interviewing the pre-selected candidates):

**Total score\***

# \* the higher the more eligible an applicant becomes.