



## **Dr. Poland Memorial Music Scholarship**

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## **Guidelines for Granting the Scholarship**



<b>Scholarship is awarded by:</b> in co-operation with:	JFKS Berlin Alumni e.V. Elizabeth Poland and family
<b>Title of the Scholarship:</b>	Dr. Alan Poland Memorial Music Scholarship
<b>Focus:</b>	Supporting post-secondary education with the focus on music/music education
<b>Target Group:</b>	Graduates of the John F. Kennedy School Berlin of each current graduation class, and the two graduation classes prior to the current one, who plan to acquire post- secondary education at a university/college, respectively are already studying in the field of music.
<b>The scholarship is awarded:</b>	at the Honors Ceremony of each year
<b>Duration of Scholarship:</b>	Onetime payment of €1,000 (one thousand) to be paid out within the calendar year of granting the award or when the study begins, at the latest in the following calendar year. If the recipient has not started his post-secondary education by the end of the following calendar year, the scholarship will be forfeited and the money will not be paid out.
<b>Committee and Application Period:</b>	At the beginning of each year, the board of the JFKS Berlin Alumni e.V. announces the composition of the committee and the application period for the scholarship.
<b>Application Period:</b>	The application period should encompass at least four weeks.



## **Application:**

Applicants can apply independently for the scholarship.

Application forms are available for download from the Alumni website [www.jfks.net](http://www.jfks.net) or can be requested by e-mail [alumni@jfks.net](mailto:alumni@jfks.net)

The procedure consists of two steps.

### **Step 1)**

The application has to be submitted by the published due date in writing and with all required documentation. It must either be mailed (date postmarked) to:

JFKS Berlin Alumni e.V.  
c/o John-F.-Kennedy-Schule  
Teltower Damm 87-93  
14167 Berlin

or e-mailed to: [alumni@jfks.net](mailto:alumni@jfks.net)

### **Step 2)**

Accepted applicants will be invited to a personal interview with two weeks' written notice.

Note: Submitting an application does not guarantee an invitation to a personal interview.

The applicant needs to prepare a short (max 10 minute) vocal or instrumental presentation.

## **Languages:**

German and English are valid languages for the application.



### **Application Requirements:**

The applicant intends to begin/or is already enrolled in a post-secondary education in the field of music or music education.

The applicant composes an essay (max. one DINA4 page in length) covering the following aspects:

1. The motivation to study music (what does music mean to him/her)
2. The applicant's short and long term goals with respect to a career in music or as a music educator
3. Description of his/her preparations taken to prepare for a professional music career or as a music educator

Applicants need to prepare a short (max. 10 minute) vocal or instrumental presentation for the personal interview. Application forms need to be submitted on time and fully completed and signed.

### **Interview:**

Accepted applicants will receive a written invitation with a week's notice and be informed about the date, time, and location of the interview. The personal interview encompasses a short vocal or instrumental presentation. If the applicant is not willing to give such a presentation, his/her application is void.

### **Guidelines for the Committee:**

When weighing the criteria for awarding this scholarship, all three parts: motivation, preparation and talent (instrumental/vocal presentation) shall be weighed equally.



**The Committee consists of:**

- a) a board member of the JFKS Berlin Alumni e.V.
- b) a member of the family of Dr. Alan Poland
- c) a member of the JFKS Berlin Alumni e.V. who is professionally working in the field of music or a music educator
- d) a member of the JFKS Music Department

Every member of the committee can appoint a substitute in case of illness or emergency.

**Committee obligations:**

The committee keeps a protocol of their decision-making and appoints a committee member as a secretary. A simple majority of votes passes decisions.

After the committee has completed the decision-making process, applicants will receive the result of their application in writing (by e-mail or post) within one week.

**Announcement:**

The result is announced at the Honors Ceremony of each year.

**Notes:**

Being a recipient of the Dr. Alan Poland Memorial Music Scholarship establishes no obligations towards the JFKS Berlin Alumni e.V.

Thus, the scholarship constitutes a tax-free income and is not subject to social duties.

The scholarship does not have to be repaid. It is not a loan.



## Payment Requirements:

Prerequisite for the payment of the scholarship is the submission of a valid enrollment certificate by the scholarship holder.

The funds will be paid to the scholarship recipient once a valid certificate of study in the field of music/music education has been submitted to the JFKS Berlin Alumni e.V. Should the recipient decide to pursue studies in a different field or not attend university at all, the scholarship will not be paid, as it is intended to support education in the field of music.

If the scholarship money is to be transferred to a bank account outside of Germany at the request of the scholarship holder, all costs incurred will be borne by the scholarship holder.

## Renewed Application:

A recipient of the Dr. Alan Poland Memorial Music Scholarship cannot apply again. Unsuccessful applicants can reapply once.

Note regarding re-scheduling the interview:

In case of

a) Prevention/Illness

If an applicant is prevented for compelling reasons and informs the jury at least 24 hours prior to the appointment, a replacement date can be agreed once.

In case of an illness, the applicant needs to provide a doctor's certificate. The jury has to be informed prior to the scheduled interview.

A new appointment for an interview can only be arranged under these conditions.

If the applicant cannot do this, he or she will be eliminated from the selection process.

Notices shall be sent to [alumni@jfks.net](mailto:alumni@jfks.net)

b) No-show

If an applicant does not show up for the interview, he or she will be eliminated from the selection process.