Information Sheet:
Application for a PROMOS- Scholarship at Kiel University
(updated March 2017 – funding year 2017)

The mobility programme of the German Academic Exchange Service (DAAD) supports temporary stays in foreign countries for academic education and training. Its budget is derived from the German Federal Ministry of Education and Research (BMBF). The PROMOS programme is supposed to make an important contribution to the mobility of students. It offers the possibility to stay abroad for those students whose projects or destinations are not included in other scholarship programmes of the DAAD or ERASMUS. The monthly subsidy rates and the travel expenses are country-specific (more information can be obtained from the PROMOS website: http://www.international.uni-kiel.de/de/studium-im-ausland/promos-stipendien).

The programme addresses German and German equivalent students who are fully enrolled in their second semester or higher at Kiel University. In addition sufficient knowledge of the language of instruction is required.

Since the beginning of 2015 the application has been opened to more persons: For a trial period of two years even non-German students and graduates, who are enrolled at a German university to reach a German degree, are eligible to apply. Stays in home countries are excluded from funding.

In cases in which the language of instruction deviates from the official national language it is of advantage if the applicant has a basic knowledge of the official national language. Kiel University directly awards the scholarships by a quality-oriented selection committee. There is no legal right to receive funding.

I. The following activities may be supported:

1. Semester Scholarship:

The semester grant applies to students of all faculties and to all host institutions outside the geographical scope of ERASMUS (i.e. EU countries, Iceland, Liechtenstein, Norway and Turkey). It supports individually organized study visits of excellently qualified students for up to five months. To ensure the efficiency and success of a semester abroad an obligatory learning agreement between the home and the host institution is highly recommended. The examination office of the respective faculty should make a commitment to the recognition of credits achieved at the host institution. It constitutes the individual timetable in accordance with the curriculum of the home institution. Please inquire about academic recognition in advance. (Students of pharmacy and medicine do not need such agreement for their medical internship.)

The scholarship holders are obliged to submit the acceptance letter of the host institution to Kiel University at least one month before departure.
A semester scholarship may be awarded once per educational section. (each section ends with a degree, i.e. Bachelor´s / Master´s degree, State Examination or Diploma.)

2. Short-Term Scholarship for a Thesis:

Kiel University awards short-term grants (1 to 6 months) for all countries to accomplish theses of a Bachelor/Master degree, State Examination or Diploma. They are not intended for participation at courses of a foreign university. The stay abroad must be justified exclusively by the writing of the thesis. The stay has to cover at least a period of four weeks (30 calendar days, from earliest date of funding).

Applicants are supposed to have an above-average qualification. They should fulfil the prerequisites for admission to the examination at the time of application. The student has to proof evidence for the acceptance of the thesis topic. In cases, in which the examination regulations prohibit the early knowledge of the topic, it is necessary to state the prospective thematic field of the thesis. This statement must be confirmed by the supervisor in writing. In addition, applicants are generally expected to familiarize themselves with the subject and to develop firm ideas concerning the accomplishment of their theses. The personal reference of the academic supervisor is supposed to focus on the qualification with regard to the project and on the relevance of the stay abroad for the implementation of the thesis.

Medical students may apply for the programme before the third part (or before the second part in accordance with the new regulations for the licensing of doctors) of the medical examinations (also for the dissertation).

3. Short-Term Scholarship for an Internship and
4. Travel Expenses for an Internship:

The aim of the programme is to support the practical experience of foreign-related study courses; this includes mandatory as well as optional internships with a duration of 1.5 – 6 months. The internship has to be recommended in accordance with the study regulations of the University. The responsible faculty has to certify the requirement in an appropriate form.

Activities that pursue the purpose of research, acquiring money or preparation of theses/dissertations are excluded from funding. Therefore, doctoral students are not allowed to apply for this programme. In general, worldwide internships of students are considered as eligible (excluding countries covered by the ERASMUS programme).

Internships that meet the criteria of certain programmes of the DAAD, cannot be funded through PROMOS - here, a direct application to the DAAD is required. This concerns the following institutions: International organizations (e.g. the UN), EU institutions, bodies and organisations that manage EU programmes, German missions abroad, German humanities institutes abroad, Goethe-Institutes, the German Archaeological Institute and German schools abroad (DAS).

Internships at the GTZ, the political foundations as well as at NGOs, etc. are not international organisations in the sense of international law and can therefore be funded.

The internship should cover a period of not less than six weeks (45 calendar days, from earliest date of funding) which has to be proved by a letter of acceptance.
It is not allowed to apply for a scholarship for an internship (inclusive travel grant) and in addition for a single travel grant for the same internship at the same time. Students who receive funding for their internship get paid singularly for travel expenses at the beginning of the stay. If students receive an internship remuneration exceeding 800,- € per month an application for travel expenses can be submitted only (see point III.7.).

II. Application deadlines and funding period:

<table>
<thead>
<tr>
<th>funding lines</th>
<th>minimum and maximum period of funding</th>
<th>application deadlines for all lines of funding</th>
<th>earliest funding for all funding lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Scholarship</td>
<td>3 to 5 months (from earliest date of funding)</td>
<td>01.03.</td>
<td>01.06.</td>
</tr>
<tr>
<td>Short-term Scholarship for a Thesis</td>
<td>1 to 6 months (at least 30 calendar days, from earliest date of funding)</td>
<td>01.06.</td>
<td>01.09.</td>
</tr>
<tr>
<td>Internship</td>
<td>6 weeks to 6 months (at least 45 calendar days, from earliest date of funding)</td>
<td>15.10.</td>
<td>01.01.</td>
</tr>
<tr>
<td>Travel Expenses for an Internship</td>
<td>6 weeks to 6 months (at least 45 calendar days, from earliest date of funding)</td>
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</tbody>
</table>

Scholarship Value

The scholarship holder receives a monthly subsidy rate of currently 300,- € (for a very few countries 400,- or 500,- €) and one country-specific payment for travel expenses (for more information see website of PROMOS). Travel expenses will be paid at the beginning of the stay. Enrolment and study fees are not covered by the programme (FYI: only one-year scholarships of the DAAD include study fees).

The calculation of the grant is based on the amount of full months (30 calendar days) and half months (at least 15 calendar days). The days of arrival and departure do not belong to the length of the stay.

Example 1: Semester stay from 15.08. to 20.12. in Singapore
Total: 127 days = 4 months (120 days) and 7 days = 4 monthly subsidy rates
Partial scholarship of 4 x 300,- € = 1,200,- € plus 825,- € travel expenses

Example 2: Internship from 05.03. to 23.07 in Toronto, Canada (East)
Total: 144 days = 4 months (120 days) and 24 days = 4.5 monthly subsidy rates
Partial scholarship of 4.5 x 300,- € = 1,350,- € plus 1,450,- € travel expenses

Example 3: Thesis from 31.04. to 14.06 in Iceland
Total: 45 days = 1 month (30 days) and 15 days = 1.5 monthly subsidy rates
Partial scholarship of 1.5 x 300,- € = 450,- € plus 300,- € travel expenses

The PROMOS selection committee reserves the right to reduce the funding period or to exclude travel expenses if necessary due to a very high number of applications. There is no legal claim to a PROMOS scholarship.

You are obliged to inform your university (International Center) about any changes concerning your stay prior to taking the grant. In extreme circumstances incorrect provided dates may lead to withdrawal or reclaim of the scholarship.
III. Application

Please submit your PROMOS application via our online portal "Mobility-Online":
http://www.international.uni-kiel.de/en/study-abroad/promos-scholarships?set_language=en

After you registered online, you will be informed concerning all documents you have to upload from the application to the final report (after the mobility) through the portal. Our document management is performed digitally. Please back up your created user ID and password, because you will need it throughout your stay abroad and beyond.

1. Upload a PDF file with all the application documents (max. 5 MB) in Mobility-Online

2. Submit a certificate issued by a university teacher of Kiel University in a sealed envelope to:

University of Kiel
International Center
PROMOS - Dr. Grunwald
Westring 400
24118 Kiel

Before the application documents are sent to the panel of experts, the certificate of the university teacher will be added to your application by the International Center. The certificate may be sent by mail (postmark) or delivered personally (during the opening hours in the information room of the International Center). The report and the PDF file must be on time and submitted completely.

The additional delivery of a hard copy is no longer necessary.

Application documents:

<table>
<thead>
<tr>
<th>Application documents</th>
<th>Semester Scholarship</th>
<th>Thesis</th>
<th>Internship</th>
<th>Travel Expenses for an Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>application form – to be downloaded in the Mobility-Online portal</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>curriculum vitae (tabular form)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>letter of motivation / schedule (courses)</td>
<td>X</td>
<td>X</td>
<td>max. 2 pages</td>
<td>X</td>
</tr>
<tr>
<td>1 certificate issued by a university teacher of Kiel University*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
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<tr>
<td>language certificate / language equivalence certificate (for students of foreign languages) attesting knowledge of the instruction language*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>transcript of records (online printout), if applicable also copies of university degrees or equivalent qualifications</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>written confirmation of the supervisor / partner abroad (informal)</td>
<td>-</td>
<td>X</td>
<td>-</td>
<td>-</td>
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<tr>
<td>evidence for the acceptance of the thesis topic (informal)</td>
<td>-</td>
<td>X</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>recommendation of the university department for a short-term scholarship / travel expenses for internships*</td>
<td>-</td>
<td>-</td>
<td>X</td>
<td>X</td>
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<tr>
<td>confirmation of the employer / institution offering the internship</td>
<td>-</td>
<td>-</td>
<td>X</td>
<td>X</td>
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<tr>
<td>enrollment certificate</td>
<td>-</td>
<td>-</td>
<td>X</td>
<td>X</td>
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<tr>
<td>after the mobility</td>
<td></td>
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</tbody>
</table>
Further information on the application documents:

Curriculum vitae (tabular form)
Please also include your hobbies, interests, social commitment, knowledge and special skills in a separate category.

Letter of motivation / schedule (courses)
Semester scholarship:
Please give reasons for the choice of the country and the host institution. Describe how you have already prepared your stay abroad, especially information on the courses you are going to attend and their recognition at your home institution. Your planned schedule should be enclosed to your letter of motivation. It is recommended to create a table (similar to the “ERASMUS learning agreement”) that contains the courses as well as a signature of a professor or the examination office of the home faculty. Additionally, outline the relevance of your stay for the progress of your studies and your subsequent career.

Thesis: Please hand in an own detailed project description containing your previous work, your timetable for the implementation, the concept with regards to content (e.g. include the bibliography you want to use) and methodological proceeding (e.g. if you wish to conduct interviews, enclose the questionnaire).

Internship / travel expenses for an internship: Please explain the connection between the internship and your academic studies as well as your expectations.

1 Certificate issued by a university teacher of Kiel University
The certificate shall only be submitted in a sealed envelope, enclosed to the paper version of your application (it will be added to the pdf-document by the International Center).

Thesis: The certificate has to originate from the university teacher who sets the topic and supervises your thesis. It is supposed to include information on the realisation and necessity of the project as well as the deadline. Of course, the certificate should focus on the qualification of the applicant with regards to the previous studies.

Transcript of records
You can just add an online printout of your course achievements. This paper does not have to be certified by the examination office or the International Center. If you need a bilingual transcript of records for your host institution, you can use the form on our website.

Certificate attesting knowledge of the instruction language
A language certificate is always necessary. The language test can be taken at the responsible language institute of Kiel University.
Dates for the central language tests of the English Seminar are available online: http://www.anglistik.uni-kiel.de/de/f_files/Englisches%20Seminar/Dokumente/certificate-of-proficiency
(It is also possible to set an individual appointment with a lecturer against payment of a fee).

All forms marked with * are available online:
http://www.international.uni-kiel.de/en/study-abroad/promos-scholarships?set_language=en
The following certificates are equally acceptable:
English: TOEFL, Cambridge Certificate, IELTS, UNI-Cert, UCLES, TOEIC
French: DELF, DALF

All language certificates are valid for 2 years.

**Students** staying in a foreign country, whose official **language** they are studying, do not need a certificate. It is sufficient to attest the level by an **equivalence certificate** (in accordance with the “Common European Framework of Reference for Languages”). The form is available for download on the PROMOS website.

**Confirmation of the employer/institution offering the internship**
The letter of invitation is the most important document as it is the basis for potential funding. Therefore, the confirmation must withstand several assessment criteria of the selection committee. The formal commitment has to include signatures of both parties (if possible also an official stamp), your name and date of birth, the exact dates of your internship, the working language and information about potential payment.

You may submit a copy of the internship contract or an equivalent confirmation.

**Enrollment certificate**
You have to prove your enrolment for the entire period of your internship. If you apply at a time when you do not have the certificate of the following semester, you have to hand it in later.

**Report**
At least **8 weeks** after returning from the stay abroad you have to submit a report (of at least 3 pages) to the International Center.

The focus of the report should be on the **academic benefits** of your stay. Additionally, it is supposed to contain the following information:

- **name, e-mail address, length of stay, host country and host institution**
- **preparation of the stay**: How did you organise your stay in advance? How did the host institution call your attention and how did you get information on this institution? Which difficulties did you have during the preparation?
- **academic benefits**: How would you evaluate the range of courses offered by the host institution? Did you receive recognition for the courses / internship in Kiel? Would you recommend the host institution? How did your stay abroad contribute to your studies? Did you have unexpected difficulties? Will you be able to use the experience you had for your future studies / employment? Did you improve your language skills? Was the support of your host institution satisfying?
- **local life**: How did you organize your accommodation? Have you got a piece of advice for other students? How high are the monthly costs of living? Did you get along with the national / instruction language?
- **general conclusion**: How did the stay change you personally? Which were severe difficulties during your stay? In which way did you solve them? Which recommendations could you give to future PROMOS scholarship holders?

**Selection procedure**
The International Center processes **complete applications** only. Missing documents may lead to an exclusion from the selection procedure. Kiel University awards the scholarships with the help of
a quality-oriented selection procedure. A committee chooses the students for funding based on five criteria (academic performance, motivation, certificate, language skills, social commitment). Additional criteria for the selection may be: the degree of preparation including the previous knowledge about the foreign university (especially the possibilities of teaching and research), individual extracurricular qualifications and personal traits of the applicant in general, e.g. commitment in the self-administration or in political affairs of the university, the ability to communicate and interact even beyond the field of the own department as well as the commitment to political, social and cultural interests.

All applicants receive an e-mail concerning the outcome of the selection procedure at the earliest six weeks after the application deadline.

The PROMOS selection committee reserves the right to reduce the funding period or to exclude travel expenses from scholarships if necessary. There is no legal claim to a PROMOS scholarship.

Contact:
Frau Dr. Elisabeth Grunwald
telephone: 0431-880-3717
fax: 0431-880-1666
e-mail: promos@uv.uni-kiel.de

Counselling:
Mon 1-3 pm (not during semester break)
Tue 1-3 pm
Thu 9-12 am

IV. Rules for combinations and accountings of different payments:

1. PROMOS and PROMOS
In principle it is allowed to combine different PROMOS scholarships as far as the total funding period does not exceed six months within one educational section. (Each section ends with a degree, i.e. Bachelor’s / Master’s degree, State Examination or Diploma.) Students are allowed to receive another PROMOS scholarship when they enter a new educational section. Therefore, it would be possible to combine four months of funding for a semester and two months of funding for a thesis in the same educational section.

2. ERASMUS and PROMOS
ERASMUS and PROMOS fundings may not be obtained at the same time.

3. Student loans granted under Germany’s Federal Education Assistance Act (BAföG) and PROMOS
Student loans supporting education in the home country (“Inlands-BAföG”) do not have an effect on PROMOS funding. If student loans for a foreign country (“Auslands-BAföG”) are accessed, PROMOS grants need to be declared at the responsible authority. It is to be noted that these recipients are allowed to obtain a partial scholarship of 300,- euros per month only. Because the PROMOS scholarship programme includes travel expenses, there is no need to request such funding from the “BAföG” authority.

The charging of the scholarship with the student loan is carried out by the “BAföG” authority as students have to declare their total income (including the PROMOS grant) there.

4. DAAD-individual scholarships and PROMOS
DAAD individual scholarships and PROMOS fundings may not be obtained at the same time.

5. “Deutschlandstipendium“ and PROMOS
It is possible to receive funding from the “Deutschlandstipendium“ and PROMOS at the same time.

6. Other scholarships and PROMOS
There is no restriction to combine PROMOS with fundings provided by private organizations.

Furthermore, there is no restriction to combine PROMOS with public means as long as they do not support the stay abroad. Second grants (except ERASMUS) are allowed up to the individual contribution of 800,- €. Higher payments will be credited against the funding. Whereas allowances for a stay abroad are prohibited, book allowances by foundations are permitted without charging.

Please note that PROMOS grants have to be declared at other scholarship providers by all means.

7. Gainful employments and PROMOS
Remunerations linked directly to the stay abroad (e.g. “teaching assistantship”) are deducted from the PROMOS grant if they exceed the exemption limit of 800,- €.
It is not necessary to declare payments that do not have a direct connection to the planned study project / internship. But during the run time of the scholarship the university has to agree to gainful employments to ensure that the purpose of the funded stay abroad is not jeopardized.