Information Sheet: Application for a PROMOS- Scholarship at Kiel University

The mobility programme of the German Academic Exchange Service (DAAD) supports temporary stays in foreign countries for academic education and training. The programme is funded by the German Federal Ministry of Education and Research (BMBF). The PROMOS programme aims to make an important contribution to the mobility of students. It is intended for students whose project or destination are not included in other scholarship programmes of the DAAD or ERASMUS + and offers such students the opportunity to spend a period abroad.

As a result of extending the programme lines, PROMOS will also focus on PhD students at the CAU, who wish to take part in specialised courses abroad, starting from the funding year 2019. The amount of the scholarship and travel allowance is based on the usual DAAD rates (see PROMOS website “Funding rates”). http://wwwinternational.uni-kiel.de/de/studium-im-ausland/promos-stipendien).

The programme addresses German and German equivalent students (or PhD students) who are fully enrolled in their second semester or higher at Kiel University. In addition, candidates must possess sufficient knowledge of the language of instruction.

Furthermore, non-German students and PhD students are eligible to apply, if they are enrolled at the CAU with the aim of obtaining a university degree or completing a doctorate. Stays in home countries are not allowed. We expressly welcome applications from students with disabilities (see “I. Application Dates and Duration of Scholarship” for information on financial support).

In cases in which the language of instruction is different to the official national language, it is advantageous if the applicant has a basic knowledge of the national language. Kiel University directly awards the scholarships based on a quality-related selection process. There is no legal claim to funding.

The Activities supported

1. Semester Scholarship - Students

The semester scholarship programme 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 enables students with a particularly outstanding academic record to participate in individually designed study visits at foreign universities for a duration of 3 to 5 months. The German university and the host university abroad make an agreement, in order to ensure the efficiency and benefits of a study semester abroad. This document determines the individual study plan abroad and ensures the recognition of study credits obtained abroad. We recommend that students complete a mandatory "learning agreement" in which the department (or the responsible examination office) makes a binding agreement regarding the crediting of the
selected courses, in advance. Please inquire about academic recognition of your planned courses, before the start of your stay abroad, at the relevant office of the university. (Students of pharmacy and medicine do not need such agreement for their medical internship.)

**Scholarship holders are obliged to submit the acceptance letter of the host institution to Kiel University at least one month before departure.**

Note: The awarding of a semester scholarship is limited to one time per training period, each of which ends with the completion of the Bachelor, Master, State Examination and Diploma degrees.

**2. Short-Term Scholarship for a Thesis - Students**

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

Applicants must also have an above-average qualification. They should generally fulfil the prerequisites for admission to the examination at the time of application. The student must substantiate the acceptance of the thesis topic. In cases where the examination regulations prohibit early knowledge of the subject, it is necessary to state the prospective thematic area or field of the thesis. The thesis supervisor must confirm this statement in writing. In addition, applicants are generally expected to familiarise themselves with the subject and to develop firm ideas concerning the writing of their theses. The report from academic supervisor of the thesis should include the qualifications of the applicant, with regard to the project and the relevance of the stay abroad for the completion of the thesis.

Students of medicine can also apply for this programme before the third part (or the second part in accordance with the new approbation regulations) of the medical examination (for doctoral thesis).

**3. Short-Term Scholarship for an Internship - Students**

The aim of the programme is to support the practical experience of foreign-related study courses. This includes mandatory as well as voluntary internships with a duration of 1.5 – 6 months (commencing from the earliest date of funding). The internship to be funded must be regarded as promoting studies according the university's study regulations. Activities that pursue the purpose of research, solely making money or preparing theses/dissertations are not eligible for funding. The programme can only fund internships outside the ERASMUS+ area (EU countries, Iceland, Liechtenstein, Norway, and Turkey).

All applications for internships at EU institutions, bodies and organisations that manage EU programmes, as well as German diplomatic organisations abroad, German humanities institutes and German schools abroad should be made to the DAAD.

**Note:** The internship should cover a period of not less than six weeks (45 calendar days, commencing from the earliest date of funding) which must be confirmed by a letter of acceptance.

Internships can also be funded in the period between the end of the Bachelor's degree and the beginning of the Master's programme. Students must present evidence of provisional admission to the Master's programme or a similar document from a German university.
If an internship fee (including material costs) of more than € 1,200 per month is paid (see point III.7.), students can only apply for the travel allowance.

What is a foreign study program?
The study program abroad must require the student to undertake a mandatory internship. The student must submit the appropriate form confirming that s/he has fulfilled the requirements and the document must be certified by the relevant department.

Which international organisations (outside the EU) are allowed?
International organisations are associations of states established by a treaty under international law, and the funding agencies are the individual member states. Three major groups of international organizations can be identified:

1. The UN with specialised and associated organisations as well as regional and functional commissions
2. The Bretton Woods Institutions (World Bank Group)
3. other organisations, such as the OECD, OSCE, NATO and the IOM

Note: The GTZ, political foundations, NGOs, etc. are not international organisations in terms of international law.

4. Short-Term scholarship for a language course - students

The objective of this program is to fund short stays for teachers of foreign languages to participate in a language course. The programme only supports language courses in the respective foreign language. At the CAU, this applies to the following languages: English, French, Spanish, Italian, Greek, Danish, and Russian.

The duration of the language course must be between 3 and 8 weeks. All language courses offered by universities or established language institutes with a minimum of 25 hours per week in Europe are eligible. Students of other disciplines cannot apply in this programme line.

5. Short-Term scholarship for a specialized course - students and PhD students

The programme aims to promote the participation of students of all disciplines as well as PhD students in specialised courses worldwide. The specialised course can last from one to a maximum of 6 weeks. Specialist courses include, for example, summer courses / schools, workshops at universities or similar events. Lectures and congresses cannot be funded, as they are already funded by other programs of the DAAD.

Note: In this programme line, PhD students can only apply for a travel grant and (for stays of 15 days and over) a partial scholarship. With regard to course fees, doctoral students can apply for a grant at the CAU's Graduate Center (grant for measures of personal profiling). Students must always apply to the Graduate Center, if the total cost of participation in a specialised course abroad does not exceed € 500.

Contact person at the Graduate Center: Dr. Ing. Sabine Milde (smilde@gz.uni-kiel.de)
Application deadlines and funding period:

<table>
<thead>
<tr>
<th>Funding Programme</th>
<th>Minimum and Maximum Period of Funding</th>
<th>Application Deadlines</th>
<th>Earliest Funding Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Scholarship</td>
<td>3 to 5 months (from the earliest date of funding)</td>
<td>01.02.</td>
<td>15.04.</td>
</tr>
<tr>
<td>Short-term Scholarship for a Thesis</td>
<td>1 to 6 months (at least 30 calendar days, from the earliest date of funding)</td>
<td>01.05.</td>
<td>15.07.</td>
</tr>
<tr>
<td>Internship</td>
<td>6 weeks to 6 months (at least 45 calendar days, from the earliest date of funding)</td>
<td>15.10.</td>
<td>01.01.</td>
</tr>
<tr>
<td>Language course</td>
<td>3 to 8 weeks (at least 21 calendar days, from earliest date of funding)</td>
<td></td>
<td>applies for all programme lines</td>
</tr>
<tr>
<td>Specialised Course</td>
<td>1 to 6 weeks (at least 6 calendar days, from earliest date of funding)</td>
<td></td>
<td>applies for all programme lines</td>
</tr>
</tbody>
</table>

Scholarship Value
The scholarship holder receives a monthly grant of € 300 (for a very few countries € 400 or € 500) and one country-specific payment for travel expenses (for more information see website of PROMOS). In addition, students receive a one-off course fee of € 500, - for language or specialised courses. The travel allowance, monthly scholarship rate to partly cover subsistence costs and, if applicable, the course fee will be paid in a lump sum at the beginning of the stay abroad. **This programme does not cover study fees** (Note: only the DAAD annual scholarship programmes cover study fees).

Example 1: **Semester stay** from 15.08. to 20.12. in Australia
Total: 127 days = 4 months (120 days) and 7 days = 4 monthly installments
Partial scholarship of 4 x € 300,- = € 1.200,- plus € 1.350,- travel allowance

Example 2: **Thesis** from 31.04. to 14.06 in Iceland
Total: 45 days = 1 month (30 days) and 15 days = 1.5 monthly installments
Partial scholarship of 1,5 x € 300,- = € 450,- plus € 300,- travel allowance

Example 3: **Internship** from 05.03. to 23.07 in Ghana
Total: 140 days = 4 month (120 days) and 20 days = 4.5 monthly installments
Partial scholarship of 4.5 x € 300,- = € 1.350,- plus € 975,- travel allowance

Example 4: **paid internship** (over € 1.200,-) from 05.03. to 23.07. in New York, USA (Ost)
Total 140 days (the minimum period of 45 calendar days must be adhered to)
No Partial scholarship, but travel allowance € 1.175,-

Example 5: **Language course** from 16.07. to 10.08. in France
Total 25 days = 0.5 Months
Partial scholarship 0,5 x € 300,- = € 150,- zzgl. € 225,- travel allowance and € 500,- flat-rate course fee
Example 6: Specilaised course (student) from 20.08. to 31.08. in San Francisco, USA (West)
Total 11 days = 0 months
No partial scholarship, but € 1.300,- travel allowance und € 500,- flat-rate course fee

Example 7: Specialised course (PhD student) from 20.08. to 07.09. in San Francisco, USA (West)
Total 18 days = 0,5 months
Partial scholarship 0,5 x € 400,- = € 200,- zzgl. € 1.300,- travel allowance The course fee is to be applied for at the Graduate Center.

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 required to inform your university (International Center) prior to your scholarship, if the length of stay in the host country differs from the dates given in the application form. In extreme cases, an undisclosed change may result in the scholarship being revoked or reclaimed.

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 have registered online, the portal will inform you about all the documents (from the application to the final report) that you have to upload. All our documents are managed digitally. Please save your created user ID and password, as you will need it during your stay abroad

Application:

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 or directly via email to:

CAU
International Center
PROMOS – Frau Dr. Grunwald(promos@uv.uni-kiel.de)
Westring 400
24118 Kiel

The International Center will add the certificate provided by your university lecturer to your application documents before they are sent to the panel of experts. The report and the PDF file must be submitted on time and in full.

The additional delivery of a hard copy is no longer necessary.
## Application documents:

<table>
<thead>
<tr>
<th></th>
<th>Semester Scholarship</th>
<th>Thesis</th>
<th>Internship</th>
<th>Language course</th>
<th>Specialised Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>application form – to be downloaded from the Mobility-Online portal</td>
<td>X</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>
<td>X</td>
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<tr>
<td>letter of motivation / schedule (courses)</td>
<td>X at least 2 pages</td>
<td>X at least 2 pages</td>
<td>X max. 2 pages</td>
<td>X max. 2 pages</td>
<td>X max. 2 pages</td>
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<tr>
<td>certificate issued by a university teacher of Kiel University *</td>
<td>X</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>
<td>X</td>
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<tr>
<td>transcript of records (online printout), if applicable also copies of university degrees or equivalent qualifications</td>
<td>X</td>
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<td>written confirmation of the supervisor / partner abroad (informal)</td>
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<tr>
<td>evidence for the acceptance of the thesis topic (informal)</td>
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<td>X</td>
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<td>recommendation of the university department for a short-term scholarship / travel expenses for internships *</td>
<td>-</td>
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<td>X</td>
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<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>
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<td>X</td>
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<tr>
<td>Proof of successful registration on the language / specialised course</td>
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<td>-</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>enrollment certificate</td>
<td>-</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>PhD Students: Letter of acceptance</td>
<td>-</td>
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<td><a href="#">after the mobility</a></td>
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<tr>
<td>report (at the latest 1 month after return)</td>
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<tr>
<td>document stating the length of the stay (at the latest 1 month after return)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Transcript of Records (at latest 2 months after return)</td>
<td>X</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

All forms marked with * are available online: [http://www.international.uni-kiel.de/en/study-abroad/promos-scholarships?set_language=en](http://www.international.uni-kiel.de/en/study-abroad/promos-scholarships?set_language=en)

## 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. You should include your planned schedule together with your letter of motivation. We recommend that you 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 provide description of previous preparation, a self-phrased, technically sound and detailed project description, which clearly explains both the content, concept and the methodological procedure (if you plan to conduct interviews, please submit questionnaires), information on relevant literature, timetable for completing the work abroad.

**Internship / language course / specialised course:** Please explain the connection between the internship/ language course/ specialised course and your academic studies as well as your expectations.

**Certificate issued by a university lecturer of Kiel University**
All reports - regardless of the programme line - are to be sent in a sealed envelope to the International Center. The International Center will add the report to your application.

**Theses:** The certificate must be written by the professor who sets the topic and supervises your thesis. It should include information on the realisation and necessity of the project as well as the deadline. It must also contain an assessment of the applicant's qualifications relating to the main course of study (in Bachelor programs: all previous studies).

**Doctoral students** may use the "letter of support from the main supervisor" form instead of the report, which also has to be submitted to the Graduate Center when applying for a "personal profiling grant".

**Transcript of records**
You can provide an online printout of your course achievements. It 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 required. You can take a language test at the relevant 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/tl_files/Englisches%20Seminar/Dokumente/certificate-of-proficiency](http://www.anglistik.uni-kiel.de/de/tl_files/Englisches%20Seminar/Dokumente/certificate-of-proficiency)
It is also possible to arrange individual appointments with lecturers, which are however subject to a charge (about € 20,-).

The following language certificates will be accepted as an alternative, as long as they are not older than 2 years: 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 with 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 of your application as it is the basis for potential funding. As a selection committee assesses the confirmation letter, it must meet certain criteria. The confirmation letter must be official and include a signature (if possible also an official stamp), your name, date of birth and the date of the internship dates. It should also provide information about the working language and payment. You may submit a copy of the internship contract signed by both parties or an equivalent document.

Proof of successful registration in the language / specialised course
This shows that you have bindingly registered for participation in the language / specialised course

Enrollment certificate
You must prove that you are enrolled for the entire duration of the internship / language course / subject course. If you apply at a time when the matriculation certificate cannot yet be submitted, for example, for the following semester, it must be submitted later.

Report (after returning)
You must upload a report (at least 3 DIN A4 pages) to Mobility-Online, at least 1 month after returning from the stay abroad.

The focus of the report should be on the academic benefits of your stay. It should also include 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 abroad in advance? How did you find out about your host institution and where did you acquire information about it? Was there a problem with the organisation?
- 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 plans work out or 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? How was the support of your host institution?
- local life: How did you arrange your accommodation? Do you have any advice for other students? How did you cope with the language requirements?
- general conclusion: How did the stay change you personally? What difficulties did you encounter? How could these be solved? What recommendations can you give future PROMOS holders?

Selection procedure
The International Center will only process complete applications. The absence of documentation will result in exclusion from the application process. The CAU directly awards scholarships with the help of a selection process based on quality. A selection committee selects the scholarship holders based on a defined application criterion (performance, motivation, reports, language skills, social commitment). Additional criteria for the selection may be: the amount of preparation, including previous knowledge of the foreign university, particularly, their teaching and research possibilities; individual extracurricular qualifications and the personal characteristics of the applicant, such as, involvement in academic self-administration and higher education policy; the ability to communicate and interact beyond one’s own specialised field, as well as other political, social, cultural interests and commitments.
Applicants will be notified of the outcome of their application by e-mail at the earliest six weeks after the application deadline.

In exceptional cases, the PROMOS selection committee reserves the right, to reduce the funding period or to grant only partial scholarships or a travel allowance when there is a high number of applications. Please note that there is no legal claim to a PROMOS scholarship.

If students attain academic credits, it is recommended that students complete a mandatory "learning agreement" in which the department (or the responsible examination office) makes a binding agreement regarding the crediting of the selected courses, in advance. It must be ensured that students inform themselves about the academic recognition of their planned courses, before the start of their stay abroad, at the relevant office of the university.

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

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

### Rules for combinations and different payments

**PROMOS and PROMOS**
In principle, different PROMOS scholarships can be combined with each other, as long as the total funding period does not exceed six months within a training/study period (which ends with the completion of the Bachelor, Master, Diploma, Master, State Examination etc.). Students are also eligible for funding from PROMOS at the same German university within a new training/ study period. For example, it would therefore be possible to combine four months of funding for a semester and two months of funding for a thesis in the same training/study period.

**ERASMUS and PROMOS**
ERASMUS and PROMOS funding may not be obtained at the same time.

**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. However, you are required to notify the relevant BAföG office of the amount of your scholarship. Please note that the recipients are only allowed to obtain a partial scholarship of € 300,- per month. As the PROMOS scholarship programme provides a travel allowance, it is no longer required that students apply to the BAföG office for travel expenses. The offsetting of the scholarship with “AuslandsbaföG” (BAföG loans for stays abroad) is carried out by the BAföG office, where students have to declare all income (including the PROMOS grant).
DAAD-individual scholarships and PROMOS
DAAD individual scholarships and PROMOS funding may not be used at the same time.

“Deutschlandstipendium“ and PROMOS
It is possible to simultaneously receive funding from the “Deutschlandstipendium“ and PROMOS.

Other scholarships and PROMOS
There is no restriction on combining PROMOS with funding provided by private organisations.

Furthermore, there is no restriction on combining PROMOS with public funds as long as they are not directly related to the planned stay. Second grants (except ERASMUS) are allowed up to the amount of 1.200,- €. Higher payments will be deducted from the scholarship. Whereas funding from foundations to support a stay abroad is not allowed, funds for books are permitted. Other scholarship providers must be notified of the PROMOS grant.

For medical students the following applies: They are not eligible to apply for a faculty scholarship and PROMOS funding at the same time.

Gainful employments and PROMOS
Internship allowances (including benefits in kind) as well as allowances directly related to the study project (e.g. "Teaching Assistantship") are deducted from the PROMOS grant, if they exceed the exemption limit of € 1.200,-. Funds received during the stay abroad, which are not related to the study or internship project, need not be taken into account. However, paid work, during the duration of the scholarship, may only be carried out with the consent of the university. Taking on an additional activity should not affect the purpose of the funded stay abroad.

Grants from the Graduate Center (PhD students) and PROMOS
Doctoral students may combine both funds, if higher costs are incurred for a specialised course abroad.