PROMOS Scholarships 2021 - how to apply

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 doctoral students at Kiel University, who wish to take part in language or specialised courses abroad. The amount of the scholarship and travel allowance is based on DAAD rates (see PROMOS website "Funding rates").[http://www.international.uni-kiel.de/de/studium-im-land/promos-stipendien](http://www.international.uni-kiel.de/de/studium-im-land/promos-stipendien).

The programme addresses German and German equivalent students (or doctoral 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 doctoral students are eligible to apply, if they are enrolled at Kiel University 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.

**Supported Activities**

**Semester Scholarship – students only**

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, Northern Macedonia, Norway, Serbia, 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.

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.

Short-Term Scholarship for a Thesis – students only

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 4 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 the 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 3rd part (or the 2nd part in accordance with the new approbation regulations) of the medical examination (for doctoral thesis).

Short-Term Scholarship for an Internship – students only

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, Northern Macedonia, Norway, Serbia, 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 abroad should be made to the DAAD.

Teacher education students who want to complete a school internship abroad also submit their application directly to the DAAD (Program: Lehramt.International).

The internship should cover a period of not less than 6 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.
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 organisations can be identified:

- The UN with specialised and associated organisations as well as regional and functional commissions
- The Bretton Woods Institutions (World Bank Group)
- Other organisations, such as the OECD, OSCE, NATO and the IOM

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

Short-Term scholarship for a language course – students only

The objective of this program is to fund short stays for students and doctoral students to participate in a language course abroad. Students can apply to funding for language courses in all languages related to the enrolled study program. Doctoral students can apply to funding language courses in all languages - except English – related to a professional context with the doctoral project. With regard to the improvement of the English language, doctoral candidates have access to English courses offered by the education and training center of Kiel University (http://www.weiterbildung.uni-kiel.de/de). Students and doctoral students must plausibly explain the subject-related relationship between the language course and the study or doctoral subject in the letter of motivation.

The language course must last at least 3 weeks and can be funded for a maximum of 8 weeks. All language courses offered by universities or established language institutes with a minimum of 25 hours per week in Europe are eligible.

Short-Term scholarship for a specialised course - students and doctoral students

The programme aims to promote the participation of students of all disciplines as well as doctoral students in specialised courses worldwide. The specialised course must last at least 1 week and can be funded to a maximum of 6 weeks. Specialised 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 programmes of the DAAD. Neither can any excursions organised by Kiel University or other colleges be taken into account.

In this programme line, doctoral students can only apply for a travel grant and 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). Contact person at the Graduate Center: Dr. 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>Start of earliest Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Scholarship</td>
<td>3 to 5 months (from the earliest date of funding)</td>
<td>01.11.2020</td>
<td>01.01.2021</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>01.03.2021</td>
<td>01.06.2021</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>01.06.2021</td>
<td>01.09.2021</td>
</tr>
<tr>
<td>Language Course</td>
<td>3 to 8 weeks (at least 21 calendar days, from earliest date of funding)</td>
<td>01.10.2021 applies for all programme lines</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>01.01.2021</td>
<td>01.01.2022</td>
</tr>
</tbody>
</table>

Scholarship Value

The scholarship holder receives a monthly grant between € 350,- to € 550,- and in addition one country-specific payment for travel expenses (for more information see website of PROMOS). In 2021 the scholarship allowances were raised significantly compared to the previous year. To that, students receive a one-off course fee of € 500,- for language or specialised courses, if the course costs more than € 250,-. Doctoral students apply for the course fee for specialized courses as stated above at the Graduate Center. The travel allowance, one monthly scholarship 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 (tuition fees are covered by the DAAD annual scholarship programmes).

Valid for all funding lines

- The stay abroad may not have started at the time of application.
- The maximum funding period established for the programme line applies.
- The eligibility period always begins at the earliest 2 months after the respective application deadline. Periods of stay that start before the eligibility period cannot be considered.

**Example:** The application for a semester stay from 15.08. until 10.12. is submitted by 01.07. Since the funding period starts on 01.09., the days of stay in August cannot be considered, so that a partial scholarship is paid for 3.5 months. In order to receive funding for the entire duration abroad (4 months), the application has to be submitted on an earlier application deadline (01.03.).

- A mobility that begins in 2020 can be funded until 28.02.2021 at the latest. No mixed financing from two years of funding is possible.

**Example:** An internship abroad lasts from 01.10.2020 to 31.03.2021. Of the 6 internship months, only 5 can be funded, as the funding for the year 2020 can only be allocated until 28.02.2021 and mixed funding from two years is not permitted. Thus, the month of March cannot be considered.

Students and doctoral students with disabilities may receive additional financial support for overseas expenditures, if other competent bodies (such as social security funds) have rejected them.
The scholarships are calculated on the basis of 30 days, which are set for a full month. Half monthly installments are paid until the 14th day, full monthly installments from the 15th day. Arrival and departure are not counted to the dates of stay; relevant is the pure study or work stay on site.

**Calculation examples based on “PROMOS funding rates 2020”**

**Example 1:** Semester stay of 129 days in Australia  
Funding Period: 4 months (120 days), 9 days = 4.5 monthly installments  
Funding: partial scholarship = 4.5 x € 350,- = € 1,575,-  
travel allowance = € 1,975,-

**Example 2:** Thesis of 48 days in Iceland  
Funding Period: 1 month (30 days), 18 days = 2 monthly installments  
Funding: partial scholarship = 2 x € 350,- = € 700,-  
travel allowance = € 800,-

**Example 3:** Internship of 141 days in Ghana  
Funding Period: 4 months (120 days), 21 days = 5 monthly installments  
Funding: partial scholarship = 5 x € 350,- = € 2,250,-  
travel allowance = € 1,025,-

**Example 4:** Paid Internship (over € 1,200,-) of 49 days in Boston, USA (East)  
Funding period: 1 month (30 days), 19 days (the minimum period of 45 calendar days is given)  
Funding: no partial scholarship  
travel allowance = € 1,150,-

**Example 5:** Language course of 21 days in France with course fee of € 750,-  
Funding period: 21 days = 1 month  
Funding: partial scholarship 1 x € 350,- = 350,-  
travel allowance = € 300,-  
flat-rate course fee = € 500,-

**Example 6:** Specialised course (students) of 11 days in San Francisco, USA (West), course fee of € 900,-  
Funding period: 11 days = 0.5 month  
Funding: partial scholarship = 0.5 x € 350,- = € 175,-  
travel allowance = € 1,525,-  
flat-rate course fee = € 500,-

**Example 7:** Specialised course (doctoral students) of 19 days in San Francisco, USA (West), course fee € 900,-  
Funding period: 19 days = 1 month  
Funding: partial scholarship = 1 x € 350,- = € 350,-  
travel allowance = € 1,525,-  
Course fees of up to € 500,- can be applied for at the Graduate Center.

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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 dates of stay and/or the length of stay in the host country differs from the dates given in the application form and/or the scholarship acceptance letter. In extreme cases, an undisclosed change may result in the scholarship being revoked or reclaimed. Please note §3 of the scholarship agreement "Notification and cooperation obligations of the scholarship holder".
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:
- Upload a PDF file with all the application documents (max. 5 MB) in Mobility-Online
- Submit a certificate issued by a university teacher of Kiel University in a sealed envelope or directly via email to:

  CAU - International Center
  PROMOS – 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>Semester-Scholarship</th>
<th>Thesis</th>
<th>Internship</th>
<th>Language Course</th>
<th>Specialised Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form: Download Mobility-Online</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>min. 2 pages</td>
<td>min. 2 pages</td>
<td>max. 2 pages</td>
<td>max. 2 pages</td>
</tr>
<tr>
<td>Recommendation, issued by a university teacher of Kiel University *</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Language Certificate, attesting the knowledge of the language of instruction *</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Transcript of Records (online printout), copies of university degrees</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>X</td>
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<tr>
<td>Confirmation of the acceptance of the thesis topic (can also be given in the certificate)</td>
<td>X</td>
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<tr>
<td>Recommendation of the university department for an internship *</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation of the employer / institution offering the internship</td>
<td>X</td>
<td></td>
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<tr>
<td>Proof of successful registration on the language / specialised course</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Enrollment certificate, proof of doctoral status</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>

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<tr>
<th>after the mobility</th>
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<tbody>
<tr>
<td>Report (at the latest 1 month after return)</td>
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<tr>
<td>Confirmation of Attendance (at the latest 1 month after return)</td>
</tr>
<tr>
<td>Transcript of Records (at the latest 2 months after return)</td>
</tr>
</tbody>
</table>

All forms marked with * are available online:
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.

Recommendation issued by a university teacher of Kiel University
All reports - regardless of the programme line - are to be sent either in a sealed envelope or by e-mail (by the reviewer) to the International Center (promos@uv.uni-kiel.de). 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 an informal letter of acceptance from the main supervisor instead, which also confirms the status as a doctoral student.

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/certificate
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

The ERASMUS OLS language test is not valid.

Students staying in a foreign country, whose official language they study, 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. The same applies to students of the English Master's programmes whose language of instruction abroad is English. If the study and working language is not English, the application must be accompanied by a corresponding language certificate.

All language certificates are valid for 2 years.

A proof of the successful registration in the language/subject course shows that you have signed up to take part in the course.

**Confirmation of the employer/institution offering the internship**

The letter of invitation is an 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.

**Enrollment certificate**

You must prove that you are enrolled for the entire duration of the grant. If you apply at a time when the matriculation certificate cannot yet be submitted for the following semester, it must be submitted later. Doctoral students must provide proof that they are registered at the CAU or that the supervisor confirms the status as a doctoral candidate in the letter of acceptance.

**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 your 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/doctoral students? What are the monthly living expenses? 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 and timely applications. Incomplete documents will result in exclusion from the application process. Kiel University directly awards scholarships through a quality-orientated selection procedure (no personal interviews). A selection committee selects the scholarship holders on basis of defined application criteria: study achievement, motivation, recommendation of a university teacher, language skills, social commitment. All criteria are scored by points (1 to 5) and an average is calculated. On basis of the achieved score, a ranking list is created on which the scholarship holders are selected.

Additional criteria for the selection may be:
- the state of preparation, including previous knowledge of the foreign university - in particular 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.

Evaluation scheme

<table>
<thead>
<tr>
<th>Awarding 1 to 5 points per criterion, with 5 being the best credit rating</th>
<th>Study achievement</th>
<th>Motivation</th>
<th>Recommendation of a university teacher</th>
<th>Language skills</th>
<th>Social commitment, personal qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester scholarship / thesis</td>
<td>40%</td>
<td>20%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>Internship / language course / specialised course</td>
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<td>30%</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
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</table>

Applicants will be notified of the outcome of their application by e-mail at the earliest 4-5 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.

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 (doctoral students) and PROMOS
Doctoral students may combine both funds, if higher costs are incurred for a specialised course abroad.
Please ensure sufficient insurance cover during your stay in the host country (health insurance, accident insurance, liability insurance).

Please note the information on security precautions posted on the PROMOS website of the DAAD:


On the website you will also find a link to the security information and travel warnings of the Federal Foreign Office (Germany).

Questions?
Dr. Elisabeth Grunwald
Tel.: 0431-880-3022 (Tue-Thu 9am – 4 pm)
Email: promos@uv.uni-kiel.de