Scholarships for Study Visits Abroad

Issued by Bielefeld University’s International Office
Certain scholarships are no longer offered directly by the German Academic Exchange Agency (DAAD) since changing its programme structure in 2010. Instead, the Universities receive funds and can now award scholarships themselves (“PROMOS Programme”).

Apart from the PROMOS partial scholarships Bielefeld University’s International Office is also able to award scholarships through the further programme: the Rectorate Partial Scholarship.

Applications for these programmes can be submitted using the following links:

**PROMOS Partial Scholarships:**

https://www.service4mobility.com/europe/BewerbungServlet?identifier=BIELEFE01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=PROMOS&sprache=de

**Rectorate Partial Scholarships:**

https://www.service4mobility.com/europe/BewerbungServlet?identifier=BIELEFE01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=REKTORAT&sprache=de

1. The application deadline for going abroad between January and July (incl.) is 31.10. of the previous year for all scholarships.

2. The application deadline for going abroad between July and February (incl.) is 31.05. of the same year for all scholarships.

3. There is also a third application deadline for stays relating to internships (worldwide), research visits/thesis preparation (worldwide) and language courses. For the funding period February to July (incl.) the application deadline is 15.01. of the same year.

Please note that applications may only be submitted for one of the two scholarships. It is essential that any additional scholarships provided by the Faculty or by other sources during the period abroad are stated. Reference must also be made in the application to any student loan for abroad (Auslands-BAföG) awarded for studying abroad during the period!
There are three deadlines for applications to Bielefeld University’s International Office, depending on the plans for the stay abroad (see also Points 1-3 on the previous page):

**Application Deadline: 15.01.**
Internships, research, thesis work, language course, specialist course between 01.02. and 31.07.

**Application Deadline: 31.10.**
• All purposes (studying, internship, research, thesis work, language course, specialist course, etc.) between 01.01. and 31.07.

**Application Deadline: 31.05.**
• All purposes (studying, internship, research, thesis work, language course, specialist course, etc.) between 01.07. and 28.02.

The following pages provide information regarding application requirements and eligibility, a list of the application documents to be submitted as well as further useful information. The staff of the International Office will be pleased to assist with any queries (auslandsaufenthalt@uni-bielefeld.de; https://www.uni-bielefeld.de/studium/studierende/international/go-out/).
PROMOS Partial Scholarships

1. German students from all courses as well as international students* who are currently completing a full-time course of study at Bielefeld University and
   ✓ have not yet completed their degree
   ✓ have not already been awarded scholarship support (in particular from the DAAD or ERASMUS+) for the stay abroad
   ✓ have already firmly committed to their stay abroad.

2. Funding is available for the following visits:
   ✓ Study periods abroad (1 months to 6 months) to Universities worldwide, no one-year scholarships (such applications are to be made directly to the DAAD)
   ✓ Short-term scholarships for thesis work and research visits worldwide (4 weeks to 6 months), excluding PhD students
   ✓ Language courses (excluding English) at Universities worldwide (3 weeks to 6 months) and specialised courses (e.g. Summer Schools) worldwide (5 days to 6 weeks), including PhD students
   ✓ Short-term scholarships for internships (6 weeks to 6 months) outside the ERASMUS area* and inside the ERASMUS area (6 weeks to 2 months), excluding PhD students
   (Applications for internships at EU institutions and organisations conducting EU Programmes, at German Diplomatic Missions and German Humanities Institutes as well as German Schools abroad can be made to the DAAD on an individual basis)

3. PROMOS Partial Scholarship Payments
   • consist of a monthly payment depending on the country in question (350€/450€/550€) and/or a travel expenses allowance depending on the country in question,
   • do not cover course fees.
   • The International Office reserves the right to determine the duration of any funding of a partial scholarship (either for the full period of the stay or for a number of months only) and the awarding of any additional travel expense allowance.

* International students will not be considered for visits to their country of origin.
* The ERASMUS Programme includes all states of the European Union, the EFTA countries Iceland, Liechtenstein and Norway, as well as United Kingdom, North Macedonia (FYROM) and Turkey.
Rectorate Partial Scholarships

1. Applications may be made by international students currently attending a regular course of study at Bielefeld University as well as German students, regardless of their course of study (excluding PhD students) who
   ✓ have not yet completed their degree
   ✓ have not already been awarded scholarship support (in particular from the DAAD and ERASMUS+) and are therefore strongly dependent on additional funds to manage their stay abroad
   ✓ have already firmly committed to their stay abroad.

2. Funding is available for the following:
   ✓ Study periods abroad (1 to 2 semesters) at Universities worldwide
   ✓ Internships outside (min. 6 weeks) and within (6 weeks to 2 months) the ERASMUS area*
   ✓ Scholarships for thesis work and research visits worldwide (4 weeks to 6 months)
   ✓ Language courses (excluding English) at Universities worldwide (at least 3 weeks)
   ✓ Specialised courses (e.g. Summer Schools) worldwide (up to 6 weeks)
   ✓ Plans for visits abroad which cannot be given repeated support by the DAAD or PROMOS Programme

3. Rectorate Partial Scholarship Payments
   • consist of a single, lump-sum payment, determined on the basis of the application documents. Maximum funding amounts to 1,000 € per semester,
   • do not cover course fees or parts thereof.

* The ERASMUS Programme includes all states of the European Union, the EFTA countries Iceland, Liechtenstein and Norway, as well as United Kingdom, North Macedonia (FYROM) and Turkey.
Application Documents

Please ensure the complete set of either German or English documents as listed below is uploaded using the relevant link (see page 2) by the relevant application deadline.

✓ Letter of motivation regarding the stay abroad and statement on the benefit to the course objective.
✓ CV in tabular form (no photo)
✓ Confirmation of the host Institution (University, internship company, etc.) with details of exact period of stay and working language
✓ Confirmation of semester enrolment
✓ (Non-certified) copy of the Bachelor certificate (where the Bachelor degree has not yet been completed, a school-leaving qualification entitling entrance to university) and a copy of the transcript from the Examinations Office stating current average grade.
✓ Proof of knowledge of foreign languages (DAAD language certificate: www.uni-bielefeld.de/fachsprachenzentrum/tests_and_certs/daad.html; no proof necessary for English)
✓ A finance plan* - only for Rectorate partial scholarships
✓ Learning Agreement for Free Movers* - only for PROMOS partial scholarships (when the planned stay relates to studying, a research visit or final thesis)
✓ A letter of recommendation by a lecturer of the course subject, to be sent either by the lecturer to the International Office or handed in (letter box outside D0-120 or e-mail to Auslandsaufenthalt@uni-Bielefeld.de).

Please also note

• The relevant language course must already be organised before applying (a binding confirmation of registration by the University is required).
• After returning from the stay abroad, the following documents must be uploaded within the following 6 weeks:
  - confirmation of participation
  - a report covering the stay abroad
  (information at https://uni-bielefeld.de/studium/studierende/international/go-out/downloads/)
  - transcript of records (only in case of study period abroad)

Particular attention is drawn to the fact that recipients must repay the scholarship if these documents are not uploaded!
• The staff of the International Office will be pleased to assist with any further questions.
  (auslandsaufenthalt@uni-bielefeld.de; https://www.uni-bielefeld.de/studium/studierende/international/go-out/)
Eligibility and Application Procedure

Eligibility:

✓ Course performance. For an application for a DAAD PROMOS partial scholarship the average grade must be 2.5 or higher
✓ Benefit of the period abroad in relation to the course of study, including recognition of the achievements (credit points)
✓ Necessary knowledge of foreign languages
✓ Written assessment by the lecturer
✓ Letter of motivation
✓ Formal requirements relating to submitted documents
✓ Finance plan (only for applications for partial scholarships from the Rectorate)
✓ Learning Agreement for Free Movers (only for applications for PROMOS, when the planned stay relates to studying, a research visit or final thesis work)

Application Procedure:

Two members of International Office staff assess each application and reach a joint decision.

Applicants will be informed of the outcome of their application in writing at the latest 8 weeks subsequent to the application deadline.

Further Information:

"Grant holders are advised, in particular when planning to travel to regions with a critical security situation, to register on the website of the German Foreign Office (electronic registration: "Elefant") and to ensure they receive regular updates on the situation.

Health insurance cover abroad: The grant programs do not include insurance cover.

As a rule, the European Health Insurance Card (EHIC) will provide health insurance cover in the European member states for acute cases of illness or emergency treatment. Please check with your respective health insurance company whether additional insurance can be taken out if necessary. Privately insured persons should clarify all questions regarding insurance abroad with their health insurance company before departure. It is recommended that you also take out accident and liability insurance for your stay abroad. For those going abroad for an internship, liability insurance at least is compulsory. The DAAD offers outgoing students combined health, liability and accident insurance:"