

# Scholarships for Study Visits Abroad 2019

Issued by Bielefeld University's International Office

**DAAD** Deutscher Akademischer Austausch Dienst  
German Academic Exchange Service  
wandel durch **austausch** • change by **exchange** •



GEFÖRDERT VOM

Bundesministerium  
für Bildung  
und Forschung

## DAAD PROMOS Programme

Universität Bielefeld

## Rectorate Scholarship



## Information on the Awarding of Scholarships by the International Office for Study Visits Abroad

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

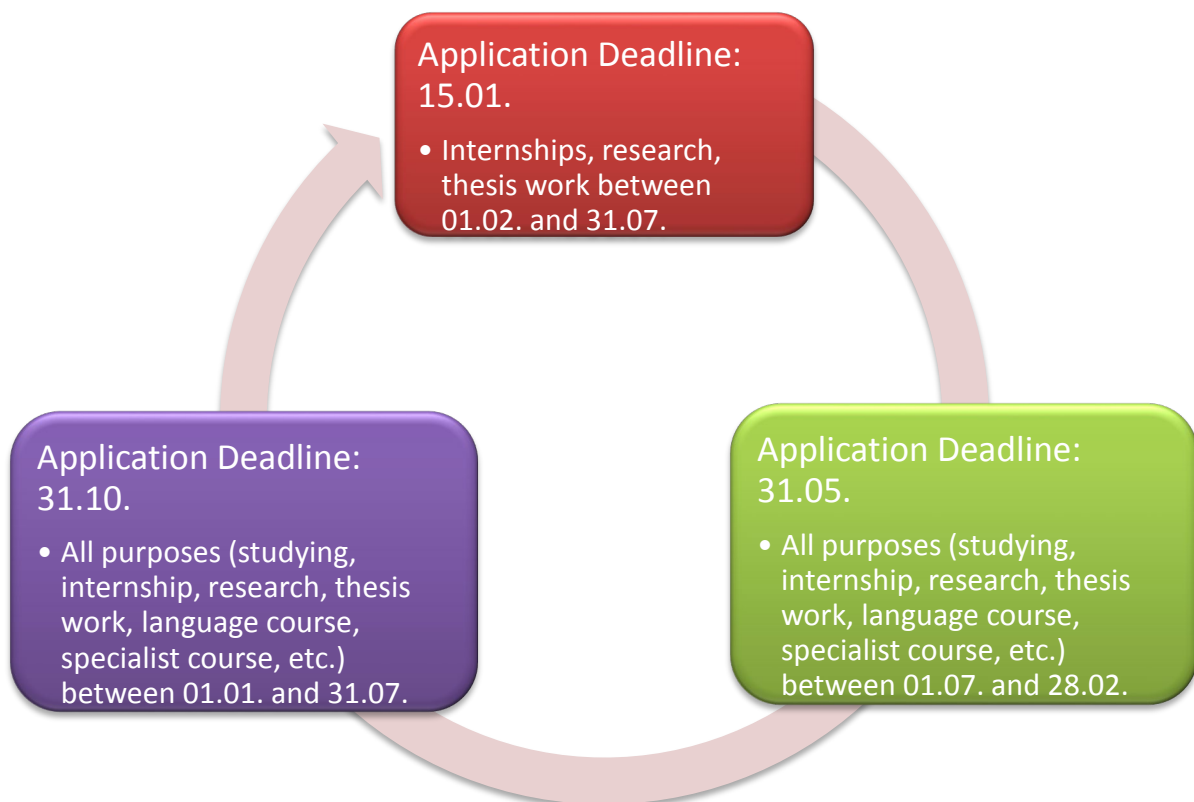
Please note that in the case of research visits and thesis work "Study" must be stated under "Type of Stay".

1. The application deadline for going abroad between January and July is 31.10. of the previous year for all three scholarships.
2. The application deadline for visits between July and February is 31.05. of the same year for all three scholarships.
3. There is also a third application deadline for stays relating to internships (worldwide) or research visits/thesis preparation (worldwide). 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!

## A Summary of Application Deadlines

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):



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 GoOut office will be pleased to assist with any queries ([auslandsaufenthalt@uni-bielefeld.de](mailto:auslandsaufenthalt@uni-bielefeld.de); [www.uni-bielefeld.de/io](http://www.uni-bielefeld.de/io)).

# PROMOS Partial Scholarships

\* see final page for selectioncriteria

## 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 week 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\*, 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 (300€/400€/500€) 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 the 28 states of the European Union, the EFTA countries Iceland, Liechtenstein and Norway, as well as 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 the 28 states of the European Union, the EFTA countries Iceland, Liechtenstein and Norway, as well as 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
- ✓ 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](http://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).

### Please also note

- When applying via the Mobility Online Portal please state "Study" in the case of research visits and final thesis work abroad when asked about the "Type of Stay".
- 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 the host University
  - a report covering the stay abroad (information at [www.uni-bielefeld.de/International/outgoing/dokumente/Erfahrungsbericht.pdf](http://www.uni-bielefeld.de/International/outgoing/dokumente/Erfahrungsbericht.pdf))Particular attention is drawn to the fact that recipients must repay the scholarship if these documents are not uploaded!
- The staff of the GoOut office will be pleased to assist with any further questions.  
([auslandsaufenthalt@uni-bielefeld.de](mailto:auslandsaufenthalt@uni-bielefeld.de); [www.uni-bielefeld.de/io](http://www.uni-bielefeld.de/io))

\* Please see the download centre: <http://www.uni-bielefeld.de/International/outgoing/downloads>

## 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.