PROMOS Scholarship Announcement 2018

-------- English version. In case of disputes, the German version prevails --------

PROMOS – Program for the Increase of the Mobility of Students at German Universities

PROMOS, the mobility program of the German Academic Exchange Service (DAAD), aims to contribute to the increase of international mobility of students at German universities by providing scholarships for short stays abroad (up to six months). The program seeks to give the opportunity to realize a stay abroad to those students whose projects or country of destination cannot be funded by any other structurized scholarship program. The PROMOS scholarships are awarded by the universities themselves through a quality-oriented selection process. Projects are not allowed to be funded in case that during the funding period the Federal Foreign Office of Germany (“Auswärtiges Amt”) declares a travel warning (“Reisewarnung”) for the country or region of destination. If the travel warning is declared after the start of the project in the host country, the scholarship awardee must be requested to leave the country and the funding of the project must be stopped.

PROMOS is a scholarship for projects outside of Germany only.

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1. Prerequisites for Application
Eligible to apply are regularly enrolled students of the University of Tübingen, who:

a) have German nationality
b) are equated with German nationals according to § 8 Paragraph 1 Item 2ff., Paragraph 2, 2a and 3 in the German Federal Law on Training and Education Promotion ("BAföG"). In this context, the exact wording of the law applies, which can be found here: www.das-neue-bafoeg.de

c) non-German students and graduates, as long as they are enrolled at the University of Tübingen to obtain a degree.

The group of persons described in b) and c) are not eligible to apply for projects in their home countries. Home country is defined as the country the student has lived in during the past five years, not as the nationality.

With PROMOS 2018, projects within the calendar year of 2018 until max. 28 February 2019 can be funded, as long as the departure to the host country takes place in 2018.

2. Fundable Projects
Within the frame of the internationalization strategy of the University of Tübingen, university management has decided to support the following types of projects with PROMOS scholarships:

2.1 Scholarships for Thesis-Related Research Projects
With PROMOS, the University of Tübingen supports stays abroad of a duration between 1 and 6 months that are related to the completion of a thesis (Bachelor or Master thesis, PhD students are excluded). PROMOS does not cover any tuition fees.

Thesis-related stays abroad can be supported under the following conditions:
- The stay abroad must be motivated by the goal to do research for the Bachelor or Master thesis
- If the research is done at a university, it is not allowed to take any classes at this university

2.2 Mandatory Internships
PROMOS supports internships of a duration between 6 weeks to 6 months outside of Germany that are "mandatory" or "strongly recommended" according to the examination regulations ("Prüfungsordnung") of the applicant's study program. The following conditions apply:
- Internships within the Erasmus region (most countries of Europe) can only be supported by PROMOS in rare exceptions, i.e. in the case that the applicant has already received the maximum amount of Erasmus funding (12 months) or the internship is shorter than minimum for Erasmus funding, i.e. 2 months. Internships in the Erasmus region can be funded by Erasmus+, see https://www.hs-karlsruhe.de/erasmus-praktika/
- PhD students are excluded from this scholarship category
- Clinical clerkships of medical students ("Famulatur") are excluded from this category. Elective periods of medical students ("Praktisches Jahr"), however, can be supported with PROMOS.
- Internships that can be funded by other DAAD scholarship schemes cannot be supported with PROMOS, e.g. internships at international organizations (UN), EU institutions, German embassies and consulates, the German humanistic institutes, Goethe Institutes, German Archaeological Institutes or German schools abroad (DAS).

2.3 Academic Excursions and Travels of Groups for Competitions
PROMOS supports excursions/field trips worldwide (except Germany) of students and PhD students as well as trips for competitions (e.g. Moot Courts, Model UN, debating competitions etc.) for a maximum of 12 days. The funding consists of a fixed rate per participant per day:
- within the EU, Iceland, Liechtenstein, Norway, Switzerland and Turkey: 30 € per participant per day
- all other countries: 45 € per participant per day
Additionally to the participating students, one university faculty member who accompanies the excursion can be funded. For excursions/field trips, the following conditions apply:

- The excursions must be accompanied by at least one faculty member
- The application for PROMOS must be handed in by a faculty member. Individual students cannot apply.
- The excursions must have an academic focus and concentrate on the exchange between students and researchers. Excursions with a touristic focus cannot be supported.
- Travels for conferences cannot be funded.

2.4 Summer Schools/Workshops
PROMOS supports the participation of students (including PhD students) in Summer Schools/Workshops with a fixed rate of 500 €. The participation in conferences cannot be funded. For conference scholarship for PhD students please see the respective scholarship offers of the DAAD: https://www.daad.de/ausland/studieren/stipendium/de/70-stipendien-findern-und-bewerben/

3. Scholarship Rates

3.1 Scholarship Rates for Thesis-related Research Projects and Internships
The projects mentioned above can be supported by two different scholarship categories:

Monthly scholarship rate
If your application is successful, you will receive a monthly scholarship rate for a maximum of 6 months. The scholarship rates are dependent on the country you will do your project in. For most countries, the rate is 300 € per month. The exact rates can be taken from the DAAD Table. In case we receive a high number of excellent applications, the maximum number of months funded might be reduced (e.g. you apply for 6 months but receive a funding for 5 months).

Travel grant
Different from the monthly scholarship rate, the travel grant is not guaranteed if your application is successful. It depends on the budget we receive from the DAAD if and how many successful applicants can additionally be supported by travel grants. The amount of the travel grant is dependent on the country the applicant will do her/his project in. The exact rates can be taken from the DAAD Table.

Students who apply successfully for PROMOS and receive German governmental financial aid („Auslands-BAföG“) during their project abroad, must inform the BAföG office that they receive the PROMOS scholarship. A monthly PROMOS scholarship of 300 € per month does not influence the BAföG rate. In case the PROMOS scholarship is higher than 300 € per month, the BAföG rate might be reduced.

Scholarship awardees are allowed to receive the scholarship for internships even if the internship is paid.

3.2 Scholarship Rate for Summer Schools/Workshops
Summer Schools/Workshops are supported with a fixed rate of 500 €.

3.3 Rates for Academic Excursions and Travels for Competitions
The funding consists of a fixed rate of 30 € per day per participant (within the EU, Iceland, Liechtenstein, Norway, Switzerland and Turkey), or 45 € per day per participant (all other countries), for a maximum of 12 days. In case we receive a high number of excellent applications, the number of days funded might be reduced (e.g. the excursion lasts 12 days, but only 10 days will be funded).
4. Application Documents for Individual Projects (Thesis-related Research Projects, Mandatory Internships and Summer Schools/Workshops)

Please hand in the documents **on time, in one complete set** and in the correct order at the info desk of the Department of International Affairs, Wilhelmstrasse 9, upper floor (opening hours are every day except Wednesdays from 9-12). We do not accept incomplete and incorrect applications! Please check before the day of the deadline if you have all your documents and if they are correct. It is **not possible** to hand in documents after the deadline.

1. **Application Form, signed**: Please apply online via the application system Mobility Online. After you have registered and given all your information, you can print out the application form and sign it. This is the cover letter of your application.

2. **Confirmation of Matriculation**: The confirmation of matriculation can be printed out from the Campus system.

3. **Transcript of Records of all grades**: = an authenticated list of all courses you have taken during your university studies. You can hand in an original, stamped Transcript of Records from your Examinations Office ("Prüfungsamt"). In case you are a graduate student and received your Bachelor's degree at a different university, we still need an authenticated copy of the Transcript of Records from this university. The info desk in our office (International Office) can authenticate copies as long as you bring and show an original document. You can have your documents authenticated during office hours, i.e. every day, except Wednesdays, from 9-12 am. Please do not wait until the last day of the deadline with the authentication of your documents!

4. **Authenticated Copy of your Bachelor Degree Certificate (only for graduate students) or your "Staatsexamen" degree (medical students)**: The certificate can be an authenticated copy from the university at which you received your Bachelor degree. Copies can also be authenticated by our office as long as you bring and show the original (see point 3.)

5. **Authenticated Copy of your High School Certificate**: The certificate can be an authenticated copy issued by your former High School. Copies can also be authenticated by our office as long as you bring and show the original (see point 3.)

6. **Motivational Letter**: Please use the linked template.

7. **Curriculum Vitae**

8. **Proof of language proficiency in the working language** and – if available – of the language spoken in the host country. You need to hand in an original or an authenticated certificate. **Only** the following certificates are accepted:

   o **English**:
     - DAAD Language Certificate, obtainable at the “Englisches Seminar” = Institute of English Languages and Literatures (http://www.uni-tuebingen.de/de/3575) or at the Deutsch Amerikanisches Institut Tübingen (https://www.dai-tuebingen.de/sprachkurse/sprachtests.html)
     - TOEFL
     - IELTS
     - Cambridge Certificate

   o **Spanish**:
     - DELE
For English, it is not sufficient to hand in a proof that you are studying in English or that you are a student in the subject program English and American Studies. If the working language is your native language, you do not need to hand in a certificate, but a copy of your passport showing your nationality.

If the working language is not one of the languages above and there are no official tests and certificates for this language, you can hand in other proofs of your language proficiency (e.g. an attestation that you took language classes).

9. **Signed acceptance letter** of the institution at which you want to do your research / internship / summer school with the exact date of your stay. It does not need to be an original document. A print out or a copy is also acceptable.

Only for Internships and Thesis-related Research Projects:

10. **Evaluation Form**, filled out and signed by the Tübingen professor from your subject program who supervises your thesis / who can evaluate your internship academically and confirm that it is mandatory. Please contact this professor as early as possible and provide her/him with details in regards to you and your intended project (e.g. send your CV and the PROMOS motivational letter). You must hand in the original of this Evaluation Form (copies not accepted) and it must be signed and stamped. Medical students need to use the Recommendation Letter Form from the Deanery of the Medical Faculty instead of the Evaluation Form.

Only for Thesis-related Research Projects:

11. **Detailed time plan of your research project** to clarify questions like: Does your research project abroad have different phases? When do you begin with writing the thesis? When do you plan to finalize your thesis? Do you conduct field research, if yes, when and where exactly? In case interviews are part of your research: Who will you interview and when? The time plan should have the form of a table.

5. **Application Documents for Academic Excursions and Travels of Groups for Competitions**

Excursions: The application must be handed in by the professor leading the excursion.

Travels for competitions: The application can be handed in by a student participating in the competition.

Please hand in a detailed program description including:

1. Itinerary
2. Information in regards to the academic content of the excursion and the focus on the exchange between researchers and students; or: invitation letter from the host institution/organizer of the competition
3. Description of the current status of preparation of the participants
4. Financing Plan: How much does the excursion/competition trip cost in total and for each participant, and do you receive funding from other sources?
6. Application Deadlines

Application Deadline for Thesis-related Research Projects, Mandatory Internships and Summer Schools/Workshops:

**16 November 2017** for projects in the first half of 2018
**15 May 2018** for projects in the second half of 2018 (earliest start of scholarship = 1 June 2018)

Application Deadline for Academic Excursions and Travels of Groups for Competitions:

**15 December 2017** (for the whole year 2018)

7. Selection Criteria Individual Projects

In the selection process the following criteria are applied:
- very good or good academic performance
- motivational letter with a conclusive argumentation as to the relevance of the project for your studies
- proficiency in the working language
- support by your subject program (proven with the evaluation form)
- extracurricular activities, e.g. social engagement
- formal correctness of the application

8. Selection Process Individual Projects

Scholarship recipients are selected on the basis of the application documents by a selection committee chaired by Prof. Dr. Monique Scheer, Vice-President for International Affairs, until approximately the end of January (first application deadline) and until approximately the end of June (second application deadline).

9. Contact

In case of questions, please contact Bastian Salmen, bastian.salmen@uni-tuebingen.de, Department of International Affairs, Tel.: 07071 29 77736. Office Hours: Tuesdays and Thursdays from 9-12 am.