PROMOS Scholarship Announcement 2021

--------- 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 at 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) students and graduates without German nationality who are enrolled in a course of study at the University of Tübingen with the aim of obtaining a degree or doctorate.

Students without German citizenship are not allowed to be funded for a stay in their “home country”. Home country is the country in which the student/doctoral student has mainly been staying during at least the last five years.

Doctoral students may not be funded in the funding schemes “Scholarships for Thesis-Related Research Projects” and “Mandatory Internships”. Exception: Medical students who are doing their doctorate during their studies may be sponsored within the framework of these funding schemes.

Stays abroad in 2021 (from 1 January 2021) up to and including 28 February 2022 can be funded by PROMOS 2021 if the student starts their project abroad in 2021.

2. Fundable Projects

Within the frame of the internationalization strategy of the University of Tübingen, university leadership has decided to support the following types of projects with PROMOS scholarships:

2.1 Scholarships for Thesis-Related Research Projects

PROMOS supports stays abroad of a duration between one and six 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.

2.2 Mandatory Internships

PROMOS supports internships with a duration of at least six weeks up to six months outside of the Erasmus region if the internship is “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 funded by PROMOS in rare exceptions, i.e. in case that the applicant has already received the maximum amount of Erasmus funding (12 months) or that the internship is shorter than the minimum duration for Erasmus internships (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 funded by PROMOS.
- Internships that can be funded by other DAAD scholarship schemes cannot be funded by 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 Competition Trips

PROMOS supports excursions/field trips worldwide (except Germany) of students and PhD students as well as competition trips (e.g. Moot Courts, Model UN, debating competitions etc.) for a maximum of twelve days. The funding consists of a fixed rate per participant per day.
In addition 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 doctoral students) in Summer Schools/Workshops up to six weeks. The participation in conferences cannot be funded. For conference scholarships for PhD students please see the respective scholarship offers of the DAAD: https://www.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-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 six 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 six months but receive a funding for only five 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
As it is for thesis-related research projects and internships, students receive a monthly scholarship rate for the time of their summer school or workshop abroad (up to six weeks maximum). Travel grants will be awarded depending on the existing budget. In addition, summer schools/workshops can be supported with a fixed rate of 500 €. This depends on the participation fees of the summer schools/workshops as well as on the existing budget.

3.3 Rates for Academic Excursions and Competition Trips
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 twelve 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).
3.4 Subsequent Budget Approval by the DAAD

If the DAAD grants additional funds during the project year, rejected applicants may subsequently receive a scholarship or the approved scholarship of successful applicants may be subsequently increased (e.g. by granting a travel allowance). In these cases, a ranking of all applicants will be used, i.e. the best applicants will be considered first.

4. Application Documents for Individual Projects (Thesis-Related Research Projects, Mandatory Internships and Summer Schools/Workshops)

Please upload the following documents via the application system Mobility Online (the portal is open from 1 April). 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. **Confirmation of Matriculation**: The confirmation of matriculation can be downloaded from the Campus system.

2. **Transcript of Records of all grades**: = an authenticated list of all courses you have taken during your university studies. You have to upload a scan of the 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, you still need to upload an authenticated copy of the Transcript of Records from this university.

3. **Authenticated Copy of your Bachelor’s 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.

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

5. **Curriculum Vitae**

6. **Scan of the 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:

   - **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

   - **Spanish**:
     - DELE

   - **French**:
     - DAAD-Language Certificate, obtainable at the Romanisches Seminar (http://www.romanistik.uni-tuebingen.de/beratung.html)
     - DELF
Portuguese:
  - DAAD-Language Certificate, obtainable at the Romanisches Seminar (http://www.romanistik.uni-tuebingen.de/beratung.html) or at the Brasilienzentrum Tübingen (http://www.uni-tuebingen.de/de/9391)

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).

7. **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:

8. **Scan of the 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 regard 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 are 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:

9. **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.

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5. **Application Documents for Academic Excursions and Competition Trips**

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

Competition Trips: 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 regarding the academic content of the excursion as well as 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?

Please send the documents by the application deadline (see below) as a scan to birgit.juresa@uni-tuebingen.de
6. Application Deadlines

Application Deadlines for all individual projects as well as academic excursions and competition trips:

- **15 January 2021, 23:59 p.m., for projects in the first half of 2021**

Projects that begin (and end) in 2021 before this deadline can also be funded if the application is submitted before the end of the project.

- **15 May 2021, 23:59 p.m., for projects in the second half of 2021**
  - (earliest start of scholarship: 1 June 2021)

7. Selection Criteria Individual Projects

In the selection process the following criteria are applied:

- Academic performance (40 %)
- Motivational letter with a conclusive argumentation as to the relevance of the project for your studies (30 %)
- Proficiency in the working language (15 %)
- Extracurricular activities, e.g. social engagement (10 %)
- Formal correctness of the application (5 %)

In the case of medicine students, the average grade from the Transcript of Records and the grade from the first State Examination will be weighed 1:1.

8. Selection Process

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

9. Multiple funding by PROMOS and Combination with other Scholarships

The following applies to individual projects: Students may be sponsored by PROMOS for a maximum of 6 months per study period (Bachelor, Master, state examination). Receiving PROMOS and another scholarship simultaneously must be agreed upon with the PROMOS Project Coordinator. Simultaneous funding by PROMOS and Erasmus is not possible.

10. Contact

In case of questions, please contact Birgit Juresa, birgit.juresa@uni-tuebingen.de, International Office, Wilhelmstrasse 9, Upper Floor, Tel.: 07071 29 76448.