



PROMOS Scholarship Announcement 2024

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

PROMOS – Program to Increase the Mobility of Students from German Universities

PROMOS, the mobility program of the German Academic Exchange Service (DAAD), aims to increase the international mobility of students at German universities by providing scholarships for shorter stays abroad (up to six months). The program offers students the opportunity to spend a period of time abroad when their project or destination is not eligible for funding under any of the structured programs. The scholarships are awarded by the universities themselves in a quality-oriented selection procedure. Funding is only granted if there is no travel warning issued by the Federal Foreign Office for the country or region in question during the funding period specified in the scholarship commitment (www.auswaertiges-amt.de). If a travel warning is issued after the start of the stay, the scholarship holder will be asked to leave the country and the funding may not be continued.

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1. Prerequisites for Application

Eligible to apply are regularly enrolled students of the University of Tübingen, who:

- a) have German citizenship or are equivalent to Germans according to § 8(1), no. 2ff, § 8(2), (2a) and 8(3) BAföG (in this context, the wording of the law applies, to be found at www.das-neue-bafoeg.de);
- b) are – as students and university graduates without German nationality – enrolled in a course of study at the University of Tübingen with the aim of obtaining a degree or a doctorate.

Students without German citizenship are not allowed to be funded for a stay in their “home country”. Home country is defined as the country in which the student or doctoral candidate has predominantly resided for the least five years.

Doctoral students cannot receive funding in the funding schemes “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.

2. Fundable Projects

PROMOS 2024 can be used to fund stays abroad in 2024 (from January 1, 2024) up to and including February 28, 2025, as long as the students start the project abroad in 2024.

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

2.1 Scholarships for Thesis-Related Research Projects (one to six months): Funding is available for stays abroad that are related to the completion of a final thesis (Bachelor or Master thesis). Stays abroad that take place within the frame of one of the exchange programs of the University of Tübingen cannot be funded. Doctoral students are not eligible to apply for this program. Tuition fees cannot be covered.

2.2 Mandatory Internships (one to six months): Funding is available for internships outside of the Erasmus area if the internship is **compulsory** as per the examination regulations or is **strongly recommended**. Doctoral students cannot be funded under this funding measure. Clinical traineeships are not eligible for funding either.

PROMOS only funds internships in the Erasmus area (<https://goo.gl/33wnR3>) in the following exceptional cases:

- If you have already received funding via Erasmus (e.g. semester abroad) and have reached the maximum funding period of twelve months. Note: Internships in the Erasmus area can be funded via Erasmus+. A central coordination office at Karlsruhe University of Applied Sciences is responsible for the universities in Baden-Württemberg: <https://www.h-ka.de/koor/erasmus-praktikum>
- If your internship is shorter than the minimum duration for Erasmus internships (two months), but is longer than one month.

Internships that can be funded by the specific internship programs of the DAAD are not eligible for PROMOS funding. Information on this can be found at: [Internship Placement – DAAD](#).

Internships can also be funded in the period between the Bachelor's degree and the start of the Master's program. A preliminary admission to the Master's program or a similar document from a German higher education institution must be available.



2.3 Academic Excursions: Funding is available for academic excursions of students worldwide (except Germany) for a duration of up to twelve days. Additionally, a maximum of one accompanying person (e.g. lecturer or professor of the university) can be sponsored. The excursion must be accompanied by at least one university representative. The application for PROMOS must be handed in by the university representative. 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 funded. Conferences or congresses are not eligible for funding either.

2.4 Group Trips for Competitions: Funding is available for group trips for competitions of students for a duration of up to twelve days. Additionally, a maximum of one accompanying person (e.g. lecturer or professor of the university) can be sponsored. The competition between the students should be the focus of the trip.

2.5 Summer Schools/Workshops: Funding is available for the participation of students or doctoral candidates in summer schools/workshops of up to six weeks. Language learning courses cannot be funded. Conferences and congresses are not eligible for funding.

Note: For conference scholarships for PhD students, please see the respective scholarship offers of the DAAD.

3. Scholarship Rates

3.1 Scholarship Rates for Thesis-Related Research Projects and Internships

PROMOS funds thesis-related research projects and compulsory internships through different scholarship categories:

- Monthly Partial Scholarship Rate
If the application is successful, the scholarship holders receive a monthly partial scholarship rate for the duration of their project abroad (max. six months). The payment of half monthly rates is possible if the project lasts e.g. two and a half months. The amount of the monthly scholarship rates depends on the destination country. An overview of the partial scholarship rates can be found in the DAAD table.
- Travel Grant
Different from the monthly scholarship rate, travel grants are not guaranteed if the application is successful. The awarding of travel grants depends on the budget allocated to the University of Tübingen by the DAAD. If travel grants can be awarded, they are generally only given to the best applicants, who thus receive partial scholarship rates and travel grants. The travel grants also depend on the destination country and can be found in the DAAD table.

Additional information: 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. An extension of the scholarships beyond six months is not possible. PROMOS funding can also be obtained for paid internships.

3.2 Summer Schools/Workshops

Students receive a partial scholarship rate for the duration of the project abroad (max. six weeks). Travel grants are awarded depending on the available budget. In addition, summer schools/workshops can be funded with an additional allowance of 500 EUR. This is dependent on both the participation fee for the summer school/workshop and the available budget.



3.3 Academic Excursions and Group Trips for Competitions

The funding consists exclusively of a fixed rate per participant and day for a maximum of twelve days. The fixed rate per day is 45 EUR for all countries. If more eligible applications are received than funding are available, the number of funded days may be reduced.

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](#). We do not accept incomplete and incorrect applications! Late submissions **cannot** be considered.

1. Enrolment Certificate
2. Transcript of Records of all courses attended: a list of all courses you have taken during your university studies (including minor courses and previous studies at other universities); please upload a scan of the transcript of records issued and **stamped by your examination office with current grade point average**.
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. Scan of your Bachelor Degree Certificate (only for graduate students) or your first State Examination (for medical students).
4. Letter of Motivation. Please use the template found under the link.
5. Scan of the Evaluation Form from your Department at the University of Tübingen (does not apply to workshops). Please use the form found under the link. Contact your supervisor regarding the evaluation and let them know in advance your letter of motivation and curriculum vitae so that they can evaluate the project. The document must be signed and stamped. Medical students must submit a Letter of Recommendation from the Dean's Office instead of the evaluation form.
6. Detailed Time Plan for your Research Project (only for thesis-related research projects), free form. The time plan may address the following questions: Will your research work be divided into different phases? When will you start writing the thesis and when are you planning to complete it? Are you conducting field research, and if so, when and where?
7. Scan of Proof of Language Proficiency in the Working Language and (if available) of the national language. **Only** the following certificates are accepted:
 - English: DAAD Language Certificate (available at the [Institute of English Languages and Literatures](#) or the [German-American Institute Tübingen](#)), TOEFL, IELTS or Cambridge Certificate
 - Spanish: Language Certificate (available at the [Romance Studies Department](#) or the [German-American Institute Tübingen](#)), DELE
 - French: Language Certificate (available at the [Romance Studies Department](#)), DELF
 - Portuguese: Language Certificate (available at the [Romance Studies Department](#) or the [Baden-Württemberg Center for Brazil and Latin America](#))



For the proof of English language skills, it is **not sufficient** (!) to submit a confirmation that your own studies are conducted in English or that you are studying English Studies/American Studies. For working or national languages for which there are no standardized language tests, you may submit certified copies of proof of language courses.

8. Signed acceptance letter of the institution at which you will do your research / internship / summer school with the exact date of your stay or internship contract.
9. Curriculum vitae

5. Application Documents for Academic Excursions and Group Trips for Competitions

1. Detailed program description (including 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. List of participants
4. Description of the preparation of the participants for the excursion
5. Financing plan (please also indicate whether a university excursion grant and/or funds from other donors/foundations/university federation etc. are requested).

Applications must be submitted by the deadline via email to Franziska Waschek: franziska.waschek@uni-tuebingen.de

6. Application Deadlines

Application Deadline for Individual Projects:

October 31, 2023, 11:59 p.m., for projects in the first half of 2024

**April 30, 2024, 11:59 p.m., for projects in the second half of 2024
(earliest start of the scholarship: June 1, 2024)**

Application Deadline for Academic Excursions and Group Trips for Competitions:

Dezember 1, 2023, for the whole year 2024



7. Selection Criteria for Individual Projects

Scholarship recipients are selected based on the following criteria:

- Academic performance (40%)
- Letter of motivation with a conclusive argumentation as to the relevance of the project for your studies (30%)
- Language skills (15%)
- Extracurricular activities, e.g. social commitment (10%)
- Formal correctness of application documents, completeness, compliance with formal standards, grammar and spelling (5%)

For human medicine students, the average grade of the transcript of records and the grade of the first state examination are weighted in a ratio of 1:1.

8. Selection Process

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 and Diversity, by the end of December (first application deadline) and by mid-June (second application deadline). There will be no selection interviews.

9. Multiple Funding with PROMOS and Combination with other Scholarships

The following applies to individual projects: Students may be funded with PROMOS for a maximum of six 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 with PROMOS and Erasmus is not possible.

10. Contact

If you have any questions, please contact Franziska Waschek, franziska.waschek@uni-tuebingen.de, International Office, Wilhelmstraße 9, Room 18, Tel.: +49 7071 29 77736.