Information sheet to apply for a grant for carrying out a thesis at a university outside Europe under the DAAD PROMOS programme at BTU Cottbus – Senftenberg

Exchange period - winter semester 2017/18

In the context of the Bologna Reforms, the increase in the mobility of both under-graduate and graduate students is one of the central demands of all stakeholders in the field of higher education. The mobility programme PROMOS aims at providing important partial scholarships for short-term stays abroad, and enables an increased mobility of German students.

WHAT IS FUNDED?

The scholarship **supports theses (bachelor and master level)** at universities in countries outside Europe. Students of all study areas are encouraged to work on challenging subjects, even when this entails additional associated costs throughout the research period, costly experiments, etc.
The size of the partial scholarships calculated according to the rates of the DAAD. **The duration of a scholarship may vary from two to four months.** The BTU Cottbus-Senftenberg does not cover travelling expenses.

WHO CAN APPLY?

Applications are open to all students of BTU Cottbus-Senftenberg, who are at least in the 5th semester of their Bachelor's degree, or in the 3rd term of their master programme during the time of their stay abroad. There is no age limit.

APPLICATION REQUIREMENTS:

- Eligible to apply are BTU students of all study areas, who had written their thesis at a university, outside of Europe.
- Applicants are expected to have demonstrated a good to very good academic performance.

REQUIRED APPLICATION DOCUMENTS:

- A filled and signed application form.
- A tabular CV.
- A list of academic grades (current Transcript of Records, a list of expected exams for the completion of the degree programme).
- A proof of enrolment.
- A confirmation from an academic supervisor(s) at the foreign host university
- A proof of language skills (certificate, confirmation of participation in a language course, etc.).
- An academic Reference (e.g. by the supervisor of the thesis).
- An application letter with the following information:
  - a short description of the subject of the proposed thesis;
  - task and evaluation of the expected result,
  - statements on the chances of implementation;
  - a written motivation for choosing the selected country / the selected university.

ADDITIONAL INFORMATION:

- If you are a BAföG scholarship holder, the following applies: the new BAföG regulations no longer allow any increase in the grants for stays abroad, but only a credit freedom of up to EUR 300 per month. Any surplus will be credited by the BAföG office.
- Further information and contact details of all exchange programme offices can be obtained from the German Student Union (Studentenwerk).
- In principle, a scholarship is possible only if your stay does not take place in a region for which the Foreign Office has issued a travel warning.

APPLICATION DEADLINES: The application documents must be received by **May 26th, 2017**, AND be submitted in paper by post (Central Campus, International Relations Office, PO Box no. 4, ground floor main building), OR email (marina.lewandrowski@b-tu.de), OR in person at Mrs. Marina Lewandrowski (Central Campus, main building, room 4:06), under the heading "PROMOS Thesis". Late or incomplete applications will not be considered. Please fill out all application documents using a computer, and submit them in a single page format (without any clipping).

Application for a grant under the DAAD PROMOS programme at BTU Cottbus - Senftenberg (Thesis)

Personal data					
Host University:					
Country:					
Last name, First name:					
Course of studies:					
Matriculation number:					
Correspondence address during the stay abroad (for example, parents / relatives)					
Street:		Post box number:		City:	
c/o:		Country:			
E-mail:					
Duration of studies at the host university					
From:	*(Day/Month/Year)*	To:	*(Day/Month/Year)*		
Has a scholarship for the time of the stay at the host institution already been awarded?					
Yes:	☐	No:	☐		
If yes:					
Has a BAFöG scholarship for studies abroad (Auslands-BAFöG) already been awarded?					
Yes:	☐	No:	☐		
I receive / expect to receive a grant of:					
Scholarship(s)*:*					
Duration of the scholarship(s):					
Monthly amount of the scholarship(s):					

I assure the accuracy and completeness of my statements. I am aware that in the case of any incorrect or erroneous information, the grant may be reclaimed even retrospectively. I undertake to promptly inform in writing the International Relations Office at the BTU Cottbus-Senftenberg about any change in the hereby declared circumstances.

Date and signature _____

Attachments: application documents to be submitted - see Fact Sheet.