Information sheet to for applying for a scholarship for a short-term study abroad within the framework of 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 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 may be granted for study at a partner university of BTU Cottbus-Senftenberg, located outside of Europe. The funding period may vary from two to four months. The size of the partial scholarship varies in accordance with the destination, and is calculated in line with the amount of the usual partial scholarship installments of the DAAD. The BTU Cottbus-Senftenberg does not cover travelling expenses.

APPLICATION REQUIREMENTS:

- Eligible to apply are BTU students of all study areas, who are currently enrolled at a partner university for the **winter semester 2017/18** under the BTU-own **exchange programme STUDEXA.**
- Applicants are expected to actively participate in the informational events or "Study Abroad Fair" at their future host university, to inform, to advise, and to share their own experience with prospective exchange students, and to advertise the BTU Cottbus-Senftenberg programme to the best of their abilities.

REQUIRED APPLICATION DOCUMENTS:

Part_1:

- The already submitted application documents for the STUDEXA programme will be considered for the selection. (These need not be submitted again.)

Part_2:

- A filled and signed application form.
- A copy of the updated academic performance summary (Transcript of Records) and an updated proof of language skills (if any).
- As the BTU students are considered "ambassadors" of BTU Cottbus-Senftenberg abroad, they should use every opportunity to advertise the programme, their home university and its location. The engagement of students from partner universities is of central importance, as it allows for offering places for BTU students in the DAAD PROMOS programme. Please, make a brief outline (max. two DIN A4 pages) of: which are the aspects / information that you consider to be particularly important for prospective incoming students; in what way can these be best communicated; and what would be your role as a BTU outgoing student in this regard.

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 Study abroad". 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 (study abroad in countries outside of Europe)

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.