

**Information sheet for applying for a grant  
for an internship outside of 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 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 **study-related internships outside of Europe. The funding period may vary from two to three months.** The size of the partial scholarship is calculated according to the rates of the DAAD. The BTU Cottbus-Senftenberg does not cover travelling expenses.

**WHO CAN APPLY?**

Applications are open to all students of the BTU Cottbus-Senftenberg. There is no age limit.

**APPLICATION REQUIREMENTS:**

- Eligible to apply are BTU students of all study areas, who are to make a study related internship outside of Europe, within winter semester 2017/18.
- 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.
- An list of academic grades (Current Transcript of Records, a proof of successfully cleared exams)
- A proof of enrolment.
- A confirmation of the planned internship abroad.
- A proof of language skills (certificate, confirmation of participation in a language course, etc.)
- An application letter with the following information:
  - objectives of the placement abroad;
  - a written motivation for choosing the selected country / the selected internship;
  - Tasks and fields of activity;
  - Relevance of the internship for the study at the BTU Cottbus-Senftenberg.

**ADDITIONAL NOTES:**

- 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 Internship". 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).

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**Application for a grant under the DAAD PROMOS program  
at BTU Cottbus – Senftenberg  
(Internships outside Europe)**

<b>Personal data</b>			
Internship:			
Country:			
Last name, First name:			
Course of studies:			
Matriculation number:			
<b>Correspondence address during the stay abroad (for example, parents / relatives)</b>			
Street:		Post box number:	City:
c/o:		Country:	
E-mail:			
<b>Duration of the internship</b>			
From:	(Day/Month/Year)	To:	(Day/Month/Year)
<b>Has a scholarship during the time of the stay already been awarded?</b>			
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
If yes			
<b>Has a BAFöG scholarship for studies abroad (Auslands-BAFöG) already been awarded?</b>			
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
<b>I receive / expect to receive a grant of:</b>			
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.*