# Information sheet for applying for a specialised course (e.g. summer school) scholarship under the DAAD-PROMOS Programme at BTU Cottbus-Senftenberg

# Exchange period 2021

In the context of the Bologna Reforms, increasing the mobility of students is one of the main demands of all stakeholders in the field of higher education. The mobility programme PROMOS, aims to provide important partial scholarships for short-term stays abroad, and enable a considerable increase in the mobility of German students.

### What is funded?

The scholarship may be granted for **specialised courses (e.g. summer school) at partner universities of the BTU Cottbus-Senftenberg outside and inside of Europe**. **The funding period may vary between five days to four weeks.** The amount of the partial scholarships depends on the country of destination and is calculated according to the rates of the DAAD.

**Application requirements:**

* All BTU students of all study courses are eligible to apply.

**Application documents to be submitted:**

* 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. Only if we gain students of the partner university for a study at the BTU Cottbus-Senftenberg, we can offer places for BTU students. 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.

**Selection Criteria:**

* Academic performance
* Purpose and aim of the planned stay for the further course of studies
* Relevant language skills
* Extra-academic criteria (commitment to academic autonomy, university politics as well as other political, social and cultural interests)

**Additional Information:**

* Please follow the PROMOS programme guidelines provided on the website
* The selection decision will be made no later than six weeks after the application deadline

### APPLICATION LOCATION: Application deadline as announced on the website. The completed application documents must be submitted via post (Main Campus, International Relations Office, PO Box no. 4, ground floor, main building), with the heading "PROMOS Study Abroad". Late or incomplete applications will not be considered. Please digitally fill out all application documents, and submit them without clips.

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# Scholarship Application under the DAAD-PROMOS Programme at the BTU Cottbus-Senftenberg(Participation in a specialised course)

|  |
| --- |
| ***Personal Data*** |
| Host University: | Please fill |
| Country: | Please fill |
| Surname, First name: | Please fill |
| Study Programme: | Please fill |
| Matriculation number: | Please fill |
| ***Correspondence address during the stay abroad (for example, parents / relatives)*** |
| Street: | Please fill | Postcode:  | 00000 | City: | Please fill |
| c/o: | Please fill | Country: | Please fill |
| E-mail: | Please fill |
| ***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: Please fill |
| ***Has a BAFöG scholarship for studies abroad (Auslands-BAFöG) already been awarded?*** |
| Yes: |[ ]  No: |[ ]
| ***I receive / expect to receive a grant of:*** |
| Scholarship(s)*:* | Please fill |
| Duration of the scholarship(s): | Please fill |
| Monthly amount of the scholarship(s): | Please fill |

**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 am obligated to promptly inform the International Relations Office at the BTU Cottbus-Senftenberg in writing about any changes in the hereby declared circumstances.**

Date and Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Attachments: application documents to be submitted - see Information Sheet.*