### Application Information sheet for a non-European internship grant

### under the DAAD PROMOS programme

# at BTU Cottbus – Senftenberg

**Exchange period 2022**

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 supports **study-related internships outside of Europe. The funding period may vary between two to four months.** The amount of the partial scholarship depends on the country of destination and is calculated according to the rates of the DAAD.

**Application requirements:**

* Eligible to apply are BTU students of all study areas, who will undertake a study related internship outside of Europe.
* Applicants are expected to have demonstrated a good to very good academic performance.

**Application documents to be submitted:**

* Filled and signed application form
* Tabular CV
* Grading of students (Current Transcript of Records, completeness of stored exams)
* Study certificate
* Internship commitment from abroad
* Proof of language skills (certificate, confirmation of participation in a language course)
* Application letter with the following information:

### Objectives of the placement abroad

### Motivation to the selected country / the selected internship

### Tasks and fields of activity

### Relevance of the internship for the study at BTU-Senftenberg

### 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), OR in person at Mrs. Marina Lewandrowski (Main Campus, main building, room 4.06), with the heading "PROMOS Internship". Late or incomplete applications will not be considered. Please digitally fill out all application documents, and submit them without clips

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**Application for a grant under the DAAD PROMOS program**

# at BTU Cottbus – Senftenberg

# (Internships outside Europe)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Personal data*** | | | | | | | | | |
| Internship placement: | | | Please fill | | | | | | |
| Country: | | | Please fill | | | | | | |
| Last name, 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 the internship*** | | | | | | | | | |
| From: | | (Day/Month/Year) | | | | To: | (Day/Month/Year) | | |
| ***Has a scholarship during the time of the stay 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: | | | | 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.*