

One Year scholarship program sponsored by the Free State of Bavaria for graduates of Central, Eastern and Southeastern European states



- Important advice for first time applications -

PLEASE NOTE:

We can only accept applications **that arrive by the set deadline** and that are **complete** (see list of documents needed in the application form). **Mail postage only** (not email or fax!).

A. As an applicant for a one year scholarship by the Free State of Bavaria you need to:

- have the citizenship of one of the following countries: Bulgaria, Croatia, Poland, Romania, Russia, Slovakia, the Czech Republic, Hungary, Serbia or Ukraine.
- be living full-time in your home country at the time of application.
- be no older than 30 in the first year of your scholarship (i.e. on the 01.10.2016).
- be needy, meaning that you are not able to finance your studies at a Bavarian university yourself, nor through the funds of a third party (for example through a scholarship from another institution).
- provide evidence of your German language skills, which should be at a level that you can master seminars and accordingly academic papers in German without difficulty. **Note:** when studying a master that is conducted in English or researching at an institute, where the working language is English, it is sufficient to send evidence of your English language skills. In addition (for research sojourns only), your supervisor at the Bavarian university has to confirm that your English language skills are sufficient for the planned research project.
- be able to give evidence at the time of application that you have achieved/ or will achieve a distinctly above-average university degree.
- be matriculated in a Master- or PhD-program at a Bavarian University, University of Applied Sciences or Art Academy of your choice during the period of your granted scholarship.

B. Criteria of selection:

- previous academic achievements (i.e. grades, scholarships or prizes, publications, talks at conferences etc.)
- letter of motivation: make it clear from your application that your postgraduate-studies are a continuation of your previous studies to a certain extent and will bring you closer to your professional goal
- description of your project (for PhD proposals only): convincing description of your research project and the academic relevance of your topic of research
- very good knowledge of the German and/or English language (see above)
- practical experience (e. g. internships, voluntary work, part-time jobs)
- international experience (e. g. studies or internships abroad)

- participation at conferences / non-curricular seminars / other advanced training etc.
- foreign languages
- voluntary work and commitments (e. g. student representation, theatre groups, sports associations, political clubs)
- In addition, please indicate whether there is any kind of scientific cooperation in your field of studies between the university where you graduated and the Bavarian university of your choice. Please note that this is not mandatory for your application. Nevertheless, the annual scholarship program is supposed to enhance international scientific cooperation of Bavarian universities.

C. Basic conditions for the awarding of the scholarship

- Sponsorship is initially given for one year and can – by application – be extended at most twice (to a total of three years).
- The scholarship holders are responsible themselves for their arrival at the respective place of study. Visa modalities have to be arranged and clarified beforehand at the German embassy or consulate in the home country by the scholarship holder. Travel costs are not accorded.
- The scholarship is paid in twelve monthly instalments of 700,- €. Scholarship holders with at least one child can apply for family allowance (160,- € per month).
- The scholarship is paid out by your Bavarian university. Please contact the International Office or the scholarship department (“Stipendienreferat”) of your university upon receipt of scholarship regarding the payment modalities of your scholarship.
- Scholarship holders are obliged to attend the scholarship holders meetings (i.e. the annual weekend seminar for BAYHOST scholarship holders).
- Scholarship holders are obliged to provide BAYHOST with evidence of their current immatriculation (i.e. copy of immatriculation card).
- Your study program has to take place in Bavaria.
- Funding can only be given for study programs conducted at Bavarian state universities and church universities (Katholische Universität Eichstätt-Ingolstadt, Katholische Stiftungsfachhochschule München and Evangelische Fachhochschule Nürnberg).
- One-year study sojourns in Bavaria as part of a Ph.D. in your home country can also be funded, however, the funding period is in this case restricted to one year.
- You may not receive funding from other scholarship-awarding organizations (e.g. DAAD) at the same time as you are receiving the scholarship of the Free State of Bavaria.
- In general, funding can only be given for study programs, that do not charge any additional course fees (administration fees are exempted here).

D. Time frame: selection of scholarships for the academic year 2016/2017

deadline for first time applications (date of receipt!)	1st December 2015
first inspection and evaluation of the applications	December 2015 - March 2016
expert committee meetings	April - May 2016
dispatch of notification letters to the selected candidates	May 2016
regular application deadline at Bavarian universities (Please note <u>varying deadlines</u> of certain masters programs!)	15th June (HaW) / 15th July (Uni)
start of the scholarship program	1st October 2016

E. List of documents needed in the application form (first time applications)

Please adhere to this order of documents! You hereby shorten the process of selection, as the sent documents do not have to be reorganized. Please don't use plastic foils or folders for your application documents!

1. an **online application form** that is filled-in completely (see www.bayhost.de → "Scholarships", it is not needed to send a printed version of the online application form by post)
2. a **letter of motivation** (1-2 DIN A4 pages)
3. **proof of your German skills** through an *authenticated* copy (this is not necessary, if your studies will be conducted in English. In that case, please submit an *authenticated* copy of your English proficiency and see the FAQ)
4. an *authenticated* copy along with an authenticated German or English translation of your **university diploma**

In case you will finish your studies until July 2016, please add confirmation from your university that you are registered for the final exams and that you are expected to graduate successfully by 31st July 2016. Further, please include an overview of your previous grades (i.e. university transcript)
5. **proof of citizenship** (copy of your passport or identity card)
6. **Letter of endorsement** ("Betreuungsusage") from a professor (or alternatively from the course coordinator of a Masters-program) of a Bavarian university or academy. A letter of endorsement is an informal letter in which a Bavarian professor confirms that he or she will supervise you (i. e. your dissertation or academic work). The letter has to be signed and written on the official paper of the department. Sending the signed letter as a scanned attachment by email is possible. **Should you encounter difficulties getting a letter of endorsement please contact us immediately via doeppe@bayhost.de or info@bayhost.de**
7. a **tabular CV** in German (or English) with a recent photo

A possible model format can be found at:

<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

8. optional: **additional documents** on volunteering, internships, publications etc. (maximum of ten, simple copies without translations)
9. For **postgraduate dissertations**: a **two-page outline** and **time schedule** of your entire research project.
10. **Birth certificate of the child and if applicable, marriage certificate** (only in case you are applying for a family allowance) both as an authenticated copy and authenticated German (or English) translation.

First time applications have to reach BAYHOST by the **1.12.2015** (date of receipt!).

This date is a cut-off period! Late applications cannot be considered and will be excluded from the selection process. The same applies to applications that are incomplete or do not comply with the set formalities.

Please send your documents to the following address:

BAYHOST, UNIVERSITÄTSSTR. 31, 93053 REGENSBURG, DEUTSCHLAND

Application documents sent to us by fax or email will not be considered!

Please note that we are unable to return application documents that were sent to us.

F. Useful advice for the compilation of a good application

DO's

The **letter of motivation** offers you the chance to give your application a personal touch and of convincing us of your research project. You have to assume that your fellow applicants have similarly good or even better academic results, language skills and international experiences than you. Through your letter of motivation you can persuade us that you deserve a scholarship.

- Explain why a study visit at the Bavarian university of your choice is important for your studies or the realization of your project.
- Place your study project within an **academic or professional context** by elaborating your future plans.
- Elucidate how your **qualifications and practical experience** suit your study project and convince us that you are well prepared to conduct your study or research project successfully.
- Illustrate an evident relation between your project and your motivation.
- Tell us what you expect from your participation in the scholarship program. What do you hope to gain from this international experience? How will you apply the knowledge that you gained and the experiences that you made in Bavaria on your return to your native country? And how could you later contribute furthermore to our alumni network?

Please use the **project outline** (for PhD proposals only) to describe the most important aspects of your research project and try to have a logical and clear structure. Considering the multitude of applications sent in, the essential aspects of your research project should quickly become clear. A clearly worded question, precisely defined objectives as well as the illustration of your methodical approach to research make it apparent that you have been deeply involved with your object of investigation and hence can provide a

concept that can be realistically realized in the time and scope proposed by you. Point out the significance of your project for research and your own professional development.

Basic Points:

- The separate parts of your application should form a whole. Hereby, a **clear and logical structure of your application** is crucial: your skills and knowledge will already be mentioned in the document of application, moreover documented in your Curriculum Vitae and confirmed through copies of diplomas etc. The letter of endorsement shows us that you are in contact with a Bavarian university and that the person responsible deems your project deserves to be supported.
- Remember to **take charge** of your search for a supervisor and with that the **letter of endorsement very early on**. The curricular rhythm of the Bavarian universities can vary from the academic curriculum in your home country, so that you have to anticipate delays, in case your contact is not there or does not have time for you immediately.

DON'Ts

- When describing your project try to use language that is understandable without unnecessary expert terminology. The members of the expert commission are from different fields; hence your project description needs to be understandable to all. Please note that a project description, which is not worded clearly, is hard to judge.
- Avoid vague and elusive phrasing. A frequent mistake is an unclear project description or a poorly conceived plan that lacks a clearly distinguishable concept.
- Remember that the letter of motivation ought to illustrate why you want to study or conduct your research at a Bavarian university. The fact that you like the country and its people is not a convincing argument.