

PROMOS - Programme Promoting Mobility of Students at German Universities - 2020 Call for Applications -

1. Aim of the PROMOS programme

Through the PROMOS mobility programme, Magdeburg-Stendal University of Applied Sciences facilitates shorter study visits abroad (of up to six months) using funds provided by the Federal Ministry of Education and Research (BMBF) and the German Academic Exchange Service (DAAD). Through the scholarships, the university is seeking to increase the international mobility of students and support high quality projects abroad.

2. What can be funded?

• Study visits (1 to 6 months)

Both short-term scholarships (e.g. for final theses) and scholarships up to six months, e.g. for students to spend a semester abroad, are funded. Semester grants in the ERASMUS+ region (EU countries, Switzerland, Norway, Iceland, Liechtenstein, North Macedonia, Serbia, Turkey) are only available where there is no existing ERASMUS+ cooperation. An exception is students who are not entitled to any further ERASMUS+ funding.

Final theses/study projects may be funded under the following conditions: The reason for the study visit is to complete the final thesis and no regular university courses will be attended. Final theses that are undertaken neither at a university nor in a company, may, under exceptional circumstances, be funded, if the corresponding department supports the project unreservedly and a detailed timetable for the completion of the thesis is submitted, which can also be used to monitor its success.

• Internships (6 weeks to 6 months)

In principle, student internships can be funded worldwide. Internships in the ERASMUS+ region (see study visits) cannot be funded, due to overlaps with the ERASMUS+ internship programme. An exception is students who are not entitled to any further ERASMUS+ funding.

Internships, for which specific DAAD internship programmes can be accessed, cannot be funded via PROMOS. These are: internships in international organisations, EU institutions, bodies and organisations administered by EU programmes, German missions abroad, the German Humanities Institutes, the Goethe Institutes, the German Archaeological Institute and the German Schools Abroad (DAS). Further information is available [here](#).

• Language Courses (3 weeks to 6 months)

Language courses at state universities or established language schools abroad that are relevant to the student's specialist course of study may be funded worldwide. In principle, only whole day language courses (at least 25 hours per week) can be funded. The funding of several language courses during an educational phase is possible taking into account the maximum funding period of six months in total.

• Specialist courses (up to 6 weeks)

Participation in specialist courses, e.g. summer courses, summer schools and workshops that are offered by universities or scientific organisations abroad can be funded worldwide. Lecture and conference trips are not funded.

If there is any uncertainty about whether or not a foreign project can be funded, please get in touch with the relevant contacts in the International Office (see point 8) prior to making an application to discuss.

3. Application deadlines and funding period

The funding period begins on 1 January 2020 and ends on 31 December 2020.

Application deadlines:

- **15 November 2019 for projects starting from 1 January 2020**
- **15 May 2020**

Projects can be funded within the above stated funding period for the entire duration of the project up to the maximum possible funding period according to the call for PROMOS with a scholarship rate for the stay residence grant and/or a travel expense lump sum, provided that the application of the later PROMOS scholarship holder has been received before the end of the project.

This means that a project can also be supported if the applicant has left before the application deadline or the decision of the PROMOS commission provided that the application was **submitted by the deadline of 15.11.2019 or 15.05.2020 and before the end of the stay.**

4. Application Requirements

The programme is targeted at qualified students of all subjects who are properly enrolled at Hochschule Magdeburg-Stendal *and*

- a) who are German citizens *or*
- b) who are equivalent to German citizens pursuant to § 8 paragraph 1 number 2 et seq., paragraphs 2, 2a and 3 BAföG [Federal Education Assistance Act] (in this connection, the wording of the law applies, which can be found at: www.das-neue-bafoeg.de) *or*
- c) foreign students, if they are enrolled on a programme of study with the aim of obtaining a degree at Hochschule Magdeburg-Stendal.

For the categories of person described in b) and c), stays in the home country are excluded.

If enrolled in a Bachelor's degree programme applications are possible from the 2nd semester of study; for language courses and Master's programmes, it is possible to apply from the 1st semester of study.

Travel warning

Funding may only be awarded if there is no travel warning for the relevant region from the Federal Foreign Office (www.auswaertiges-amt.de). If a travel warning is issued by the Federal Foreign Office after the start of the stay, the scholarship holders must leave the country. Scholars should register on the website of the Federal Foreign Office (electronic registration: "Elefand" <https://elefand.diplo.de>).

5. Selection criteria

The main selection criteria for the awarding of a scholarship are:

- study achievements and progress
- subject-related justification for the purpose of the stay
- coherence of the statement of motivation
- level of foreign language skills
- report from the university lecturer

- community / extra-curricular involvement

Study visits to partner universities where there are already good working contacts at departmental level (with the exception of ERASMUS partner universities), and study visits for which, under the study and examination regulations, credits are awarded, are particularly eligible for funding.

Furthermore, individual projects by students are especially eligible for funding.

The selection of grant recipients is undertaken by the university's own PROMOS committee by mid-June or mid-December.

6. The Application

● Report from Lecturer

A report from a lecturer of the Hochschule regarding the suitability of the applicant and the relevance of the planned stay abroad is a crucial part of the application. Please notify the International Office **in good time before the application deadline** of the name of the lecturer who will write your report. Please check in advance the consent of the lecturer regarding the writing of your report. The International Office will provide the lecturer with the necessary documents. The report is to be submitted directly to the International Office by the lecturer until 15 November 2019 or 15 May 2020.

● Application portal

Please submit your application solely via the Mobility Online application portal. Please do not submit a paper copy of any of your documents. The [Application Portal](http://www.h2.de/promos) can be found on our website: www.h2.de/promos

After you have filled in and sent the application form for the first time, you will receive an e-mail asking you to register. The application can only be processed after a successful registration and after filling in all necessary data.

● Application documents

Every PROMOS application must contain the following information and documents. Complete applications only can be considered for the awarding of the scholarship.

The [PROMOS checklist](#) can be of use in assembling the relevant documents.

You will find the following form sheets on the website www.h2.de/promos

- Language certificate
- Proof of income
- Application for reimbursement for language test

Please upload the following documents to the online portal in the order indicated and in ONE file.

1. The signed [PROMOS application form](#) (to generate after the successful registration in the application portal)
2. Letter of motivation of at least one and no more than two DIN A4 pages.

Where possible, please include the following points in your letter of motivation:

What objectives (study-related, vocational) are you pursuing with your intended trip abroad?

What subject-related and personal benefits do you anticipate?

What professional skills and abilities do you possess that will be of use during your stay abroad?
Explain your choice of host institution and host country.

Is a lecturer from Magdeburg-Stendal University of Applied Sciences involved in your project (preparation or execution)?

How are you preparing yourself for your stay abroad in terms of your knowledge of the country?

Which literature and media are you using for this purpose?

It is expected that the letter of motivation will clearly show that the applicant has taken steps to familiarise himself/herself with the culture, history and economy of the host country.

3. Curriculum vitae in tabular form: Please include the following, where applicable: voluntary/social work, special skills and abilities (e.g. special IT skills, social or intercultural competences, artistic abilities or similar)
4. Transcript of records with an indication of the student's average grade¹ and academic progress². The transcript of records must be confirmed by the examination office (signed and stamped).
5. University entrance qualification certificate if enrolled in a Bachelor's degree programme or the Bachelor's degree certificate if enrolled in a Master's programme.
6. Proof of adequate knowledge of the language of the host country or the relevant working language with a DAAD language certificate.

Where can you obtain a language certificate?

In Stendal: Ms Zierenberg, English lecturer and foreign language training coordinator,
angret.zierenberg@h2.de

In Magdeburg:

If you are currently undertaking a relevant foreign language course at Magdeburg-Stendal University of Applied Sciences, you can have a certificate issued by the course leader. The language certificate should contain information about your proficiency in the main language.

Should you possess a language certificate such as TOEFL, DELE or similar, **obtained within the last 2 years**, you can also submit this with your application.

Any student not covered by this may take an English, French or Spanish language test at the Berlitz Language School in Magdeburg: <http://www.berlitz.de/de/magdeburg/>

This test costs 55 euros, which you will need to pay yourself in the first instance and then apply for reimbursement. To have the cost reimbursed, please submit the following to the International Office:

- reimbursement form
- receipt for the language test
- proof of the reason for having the language certificate issued. The PROMOS application itself, or reference to a PROMOS application that has already been submitted, will be accepted as proof.

¹ If not included in any case in the transcript of grades, a note from the examination office

² Proof that all requirements in accordance with the study and examination regulations have been met up to the date of the application; in the form of a statement by the examination office on the transcript of grades

7. Statement of income during the stay abroad and previous funding of visits abroad.
8. Proof of nationality (copy of ID card or passport)
9. Current certificate of enrolment
10. proof of social or extra-curricular commitment

In addition to the above-mentioned application documents, further documents must be submitted for the various funding types:

● **Study visits – additional documents:**

1. Notice of admission (*or in advance informal confirmation from the host university regarding admission*)
2. A detailed, structured study plan for the semester abroad with reasons for the choice of host university and a description of the reasonable integration of the stay abroad in the programme of study at the home university. This part can be included in the letter of motivation under the heading “study plan”
3. Learning agreement. Indicate here which classes you wish to attend and ask your [ECTS representative](#) to confirm by signing.

The Learning Agreement form can be found on the website: www.h2.de/promos

● **Internships – additional documents:**

1. Confirmation of the internship acceptance with precise details of
 - Start and end dates of internship (date/month/year)
 - Name and job title of local supervisor and contact details
 - Short description of tasks
 - All information on a letter head from the company/institution providing the internship with signature and stamp

Internship confirmations that do not contain all of this information cannot be considered. This also applies to internship agreements.

● **Language and specialist courses – additional documents:**

1. Confirmation of registration with the following information:
 - exact course title
 - country and website of the course provider
 - course fees
 - start and end date of the course
 - number of teaching hours per week
 - In case of a language course, the language level of the course, preferably with reference to the Common European Framework of Reference for Languages (see e.g. DAAD website).
 - In case of a specialist course, please attach the detailed course programme.

- Language certificate: please state whether as part of the course you wish to complete a generally recognised language test (e.g. for English TOEFL, IELTS, Cambridge ESOL; for French DELF, DALF; for Spanish DELE, CELU etc).

If you do not yet have received a confirmation of registration, please attach a document about the planned course containing the above-mentioned information to your application.

7. Types of assistance

Country-specific travel and subsistence costs are funded (see PROMOS funding rates from page 7).

Depending on the destination country and duration of stay, the following scholarship benefits may be awarded:

- Scholarship rate for the stay (Teilstipendium Aufenthalt)
The funding is based on the minimum and maximum time periods mentioned in point 2 for the individual types of visit. Within these limits you will receive a full scholarship rate for the stay per full month (30 days), a half scholarship rate for 8-22 days, and a full scholarship rate for 23 days or more, e.g.:
Stay of 60 days = 2 scholarship instalments
Stay of 68 days = 2.5 scholarship instalments
Stay of 83 days = 3 scholarship instalments

In variation from this, for specialist courses of up to 10 days in length, only the travel costs and lump sum course fees will be funded. Scholarship instalments will only be awarded for specialist courses lasting 11 days or more.

- Travel expense lump sum (Teilstipendium Mobilität)
- Where applicable, course fee lump sum

In the case of language and specialist courses, a one-off award of €500 per person for course fees may be paid (course fee lump sum).

Tuition fees are not reimbursed.

- Please note that the PROMOS committee reserves the right to award only partial funding (e.g. only travel expense lump sum or only subsistence lump sum). There is no entitlement to receive the maximum amount possible.

• Combination with other subsidies

Erasmus+ and PROMOS: Study visits and work placements **cannot** be supported through PROMOS if support through "Erasmus+" is possible.

Support for study stays in the ERASMUS area (EU countries, Switzerland, Norway, Iceland, Liechtenstein, Northern Macedonia, Serbia, Turkey) is only possible where there is no ERASMUS cooperation. Exceptions are students for whom further ERASMUS+ funding is excluded.

BAföG benefits and PROMOS: The current BAföG regulations mandate that performance and aptitude-related scholarships, including PROMOS, shall be disregarded up to a level of €300 / month. Any funding in excess of this amount may be offset against any "Auslands-BAföG" payments (state funding for studying abroad) that are received. Declare the PROMOS funding awarded to you to the responsible "Auslands-BAföG" authority.

Scholarship Deutschlandstipendium and PROMOS: The German Scholarship and the PROMOS grants can be obtained simultaneously without restriction.

DAAD Individual Scholarships and PROMOS: DAAD Individual Scholarships and PROMOS Scholarships **cannot** be used at the same time.

German public scholarships and PROMOS: Double funding from German public funds is not eligible. If stays abroad are funded by German public funds, the purpose is decisive. This means that PROMOS funding is not possible if the same purpose is already being pursued with German public funds. Funded persons must notify other public German scholarship providers of PROMOS funding.

8. Contacts and further information

International Office, Magdeburg

Breitscheidstrasse 2
Julia Krumm
Building 4, Room 2.21
Telephone: +49 (0)391 886 4119
email: julia.krumm@h2.de

Consultation hours:
Monday and Thursday: 11 am - 12 noon
Tuesday: 2- 3 pm
and by appointment

International Office, Stendal

Osterburger Strasse 25
Mandy Mattke
Building 2, Room 2.23
Telephone: +49 (0)3931 2187 4836
email: mandy.mattke@h2.de

Consultation hours:
Monday, Tuesday, Thursday, Friday: 10 - 11.30 am
Tuesday: 2 - 3 pm
and by appointment

PROMOS funding rates 2020

Below is a list of all scholarship rates for your stay and lump-sum travel allowances (mobility) by country.

For Canada, Russia and the USA two different lump-sum travel allowances apply. The east/west border for mobility funding is as follows: USA - the course of the Mississippi; Canada - the border between Manitoba and Ontario; Russia - the Ural mountain range.

Please also note the different lump-sum travel allowances for North and South Korea.

Please note that there is no reimbursement of tuition fees.

Änderungen der Fördersätze gegenüber dem Vorjahr sind grau hinterlegt.	Teilstipendiendium Aufenthalt in Euro	Teilstipendium Mobilität in Euro	Aufenthalts- pauschale in Euro	Teilstipendium Studiengebühren (Höchstsatz) in Euro
Afghanistan	300	1.200	45	1.250
Ägypten	300	775	45	3.000
Albanien	300	525	45	1.250
Algerien	300	600	45	1.250
Andorra	300	350	45	1.250
Angola	500	1.350	45	1.250
Antigua und Barbuda	300	2.650	45	1.250
Argentinien	400	1.875	45	1.250
Armenien	300	950	45	1.250
Aserbaidshjan	300	625	45	1.250
Äthiopien	300	1.200	45	1.250
Äquatorialguinea	300	1.350	45	1.250
Australien	300	1.975	45	6.000
Bahamas	300	1.800	45	1.250
Bahrain	300	825	45	1.250
Bangladesch	400	700	45	1.250
Barbados	300	1.475	45	1.250
Belarus	300	450	45	1.250
Belgien	300	250	30	1.250
Belize	300	1.675	45	1.250
Benin	300	950	45	1.250
Bhutan	300	850	45	1.250
Bolivien	300	2.650	45	1.250
Bosnien-Herzegowina	300	525	45	1.250
Botswana	300	1.550	45	1.250
Brasilien	400	1.575	45	2.250
Brunei	300	1.225	45	1.250
Bulgarien	300	375	30	1.250
Burkina Faso	300	1.350	45	1.250
Burundi	400	1.125	45	1.250
Chile	300	2.175	45	2.250
China, VR	400	850	45	1.250
Costa Rica	400	1.975	45	1.250
Dänemark	300	250	30	1.250
Dominikanische Republik	300	1.800	45	1.250
Dschibuti	400	825	45	1.250



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Ecuador	300	2.125	45	1.250
El Salvador	300	1.850	45	1.250
Elfenbeinküste	300	1.175	45	1.250
Eritrea	300	850	45	1.250
Estland	300	425	30	1.250
Fidschi	300	1.075	45	1.250
Finnland	300	450	30	1.250
Frankreich	300	300	30	1.250
Gabun	400	1.250	45	1.250
Gambia	300	1.425	45	1.250
Georgien	300	525	45	1.250
Ghana	300	1.025	45	1.250
Grenada	300	2.000	45	1.250
Griechenland	300	475	30	1.250
Großbritannien	300	275	30	3.050
Guadeloupe (frz.)	300	2.650	45	1.250
Guatemala	300	1.675	45	1.250
Guinea	400	1.350	45	1.250
Guyana	400	1.475	45	1.250
Guyana (frz.)	300	1.475	45	1.250
Haiti	400	1.800	45	1.250
Honduras	400	1.850	45	1.250
Hongkong	400	1.000	45	4.500
Indien	300	1.050	45	1.250
Indonesien	300	1.300	45	1.250
Irak	300	775	45	1.250
Iran	300	850	45	1.250
Irland	300	400	30	1.250
Island	300	400	30	1.250
Israel	400	650	45	2.500
Italien	300	400	30	1.250
Jamaika	400	1.800	45	1.250
Japan	500	1.250	45	3.850
Jemen	300	650	45	1.250
Jordanien	300	650	45	1.250
Kambodscha	300	1.125	45	1.250
Kamerun	400	1.250	45	1.250
Kanada (Ost)	300	1.250	45	4.500
Kanada (West)	300	1.275	45	4.500
Kap Verde	300	1.025	45	1.250
Kasachstan	300	825	45	1.250
Katar	300	1.100	45	1.250
Kenia	300	1.375	45	1.250
Kirgisistan	300	725	45	1.250
Kolumbien	300	1.825	45	1.250
Komoren	300	1.200	45	1.250
Kongo, Demokratische Republik	500	1.050	45	1.250
Korea, DVR Nord	400	1.625	45	2.050
Korea Süd	400	1.125	45	2.050
Kosovo	300	500	45	1.250
Kroatien	300	450	30	1.250
Kuba	400	1.975	45	1.250



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Kuwait	300	675	45	1.250
Laos	300	1.125	45	1.250
Lesotho	300	1.725	45	1.250
Lettland	300	300	30	1.250
Libanon	400	875	45	1.250
Liberia	500	1.350	45	1.250
Libyen	300	1.025	45	1.250
Liechtenstein	300	275	30	1.250
Litauen	300	300	30	1.250
Luxemburg	300	150	30	1.250
Macao (port.)	300	1.000	45	1.250
Madagaskar	300	900	45	1.250
Malawi	300	1.550	45	1.250
Malaysia	300	1.375	45	1.250
Malediven	300	1.050	45	1.250
Mali	300	1.350	45	1.250
Malta	300	250	30	1.250
Marokko	300	775	45	1.250
Martinique (frz.)	300	2.650	45	1.250
Mauretanien	300	650	45	1.250
Mauritius	300	1.725	45	1.250
Mazedonien	300	550	45	1.250
Mexiko	300	1.800	45	1.250
Moldau	300	550	45	1.250
Monaco	300	525	45	1.250
Mongolei	300	1.200	45	1.250
Montenegro	300	550	45	1.250
Mosambik	300	1.725	45	1.250
Myanmar	300	1.125	45	1.250
Namibia	300	1.550	45	1.250
Nepal	300	850	45	1.250
Neukaledonien	300	1.800	45	1.250
Neuseeland	300	1.975	45	1.500
Nicaragua	300	2.000	45	1.250
Niederlande	300	250	30	1.250
Niger	300	1.350	45	1.250
Nigeria	300	1.350	45	1.250
Norwegen	300	300	30	1.250
Oman	300	825	45	1.250
Österreich	300	275	30	1.250
Pakistan	300	500	45	1.250
Palästinensische Gebiete	400	775	45	1.250
Panama	300	1.975	45	1.250
Papua-Neuginea	300	2.650	45	1.250
Paraguay	300	3.000	45	1.250
Peru	300	1.825	45	1.250
Philippinen	300	1.450	45	1.250
Polen	300	425	30	1.250
Portugal	300	500	30	1.250
Reunion	300	1.350	45	1.250
Ruanda	400	1.250	45	1.250
Rumänien	300	300	30	1.250



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Russ. Föderation (europ. Teil)	300	425	45	1.250
Russ. Föderation (asiatischer Teil)	300	800	45	1.250
Sambia	300	1.550	45	1.250
Samoa	300	2.800	45	1.250
San Marino	300	250	45	1.250
Saudi-Arabien	300	825	45	1.250
Schweden	300	275	30	1.250
Schweiz	300	275	30	1.250
Senegal	300	1.425	45	1.250
Serbien	300	425	45	1.250
Seychellen	300	1.375	45	1.250
Sierra Leone	400	1.350	45	1.250
Simbabwe	400	1.550	45	1.250
Singapur	400	1.300	45	1.250
Slowakei	300	250	30	1.250
Slowenien	300	475	30	1.250
Somalia	300	1.200	45	1.250
Spanien (Festland und Balearen)	300	425	30	1.250
Spanien (Kanarische Inseln)	300	875	30	1.250
Sri Lanka	300	1.050	45	1.250
Südafrika	300	1.725	45	1.500
Sudan	300	1.200	45	1.250
Surinam	300	1.700	45	1.250
Südsudan	500	1.250	45	1.250
Swasiland	300	1.725	45	1.250
Syrien	300	650	45	1.250
Tadschikistan	300	900	45	1.250
Tahiti	300	1.575	45	1.250
Taiwan	400	1.375	45	1.250
Tansania	300	1.375	45	1.250
Thailand	300	1.325	45	1.250
Togo	300	1.475	45	1.250
Tonga	300	1.450	45	1.250
Trinidad und Tobago	300	700	45	1.250
Tschad	400	1.350	45	1.250
Tschechische Republik	300	400	30	1.250
Tunesien	300	600	45	1.250
Türkei	300	600	30	1.250
Turkmenistan	300	1.200	45	1.250
Uganda	300	1.250	45	1.250
Ukraine	300	700	45	1.250
Ungarn	300	300	30	1.250
Uruguay	400	2.850	45	1.250
USA (Ost)	300	1.150	45	9.000
USA (West)	300	1.525	45	9.000
Usbekistan	300	975	45	1.250
Vatikanstadt	300	400	45	1.250
Venezuela	400	1.475	45	1.250
Vereinigte Arabische Emirate	300	1.575	45	1.250
Vietnam	300	1.475	45	1.250
Zentralafrikanische Republik	400	1.250	45	1.250
Zypern	300	175	30	1.250