



PROMOS

Programme to increase the mobility of students studying at German universities

APPLICATION FORM

Winter term 20___ / ___ | Summer term 20___

Note:

Please fill out the form electronically, print it and sign it. A hard copy of this form is part of the application documents you have to submit at the International Office of Eberswalde University for Sustainable Development (EUSD).

PROMOS-Programme: Final thesis at universities or companies outside EU

PERSONAL DETAILS:

Name(s): _____ First name(s): _____

Gender: m f

Birthdate: ___ / ___ / ___ Birthplace: _____

Citizenship: _____

Current address: _____ Permanent address: _____

Valid until: ___ / ___ / ___

E-Mail: _____

Phone: _____ Mobile: _____

PLANNED PERIOD OF THE STAY ABROAD:

from ___ / ___ / ___ to ___ / ___ / ___

HOST INSTITUTION OF THE PLANNED STAY ABROAD (UNIVERSITY, ORGANIZATION):

Name: _____

Address: _____

Country¹: _____

Language spoken in host country: _____

Language spoken in host institution: _____

¹Please note that a PROMOS scholarship for foreign students who plan a stay abroad in their home country is only possible in special cases.



STUDIES AT THE EBERSWALDE UNIVERSITY FOR SUSTAINABLE DEVELOPMENT:

Matriculation number: _____

Study programme: _____

Intended degree: B.A. B.Sc. M.A. M.Sc.

Current semester of study: _____

PURPOSE OF THE STAY ABROAD / SHORT ABSTRACT (MORE DETAILED EXPLANATIONS CAN BE GIVEN IN THE LETTER OF MOTIVATION):

Final thesis at university or company outside EU:

Tasks and
responsibilities:

DID YOU ALREADY RECEIVE PROMOS FUNDINGS?

Yes for _____ months

No

PRESENT LANGUAGE SKILLS (MEETING THE REQUIREMENTS OF THE HOST INSTITUTION / INTERNSHIP POSITION):

1. Foreign language: _____ Level: _____

2. Foreign language: _____ Level: _____

Other: _____ Level: _____

BANK ACCOUNT DETAILS (German Account) FOR INTERNAL USE ONLY IF SCHOLARSHIP IS GRANTED:

Account holder: _____ Bank: _____

IBAN: _____ BIC: _____

FURTHER INFORMATION:

Are you going to receive other scholarships² for the planned stay abroad? no yes

- if yes:

- Auslands-BAföG³**
 Deutschlandstipendium⁴
 Scholarship for exceptionally talented students
 other⁵: _____

- or are you considering
to apply for other grants?:

- no**
 yes, for: _____

Please keep in mind that only complete applications submitted within the deadlines will be taken into consideration by the PROMOS Selection Committee!

I hereby confirm the accuracy of the preceding details.

Place and date

Applicant's signature

² Please note the following excerpts from the DAAD guidelines:

- A PROMOS scholarship may not be combined with a **DAAD Individual Scholarship** at the same time.
- There are no restrictions for receiving a PROMOS scholarship and other grants from private funds at the same time.

³ PROMOS scholarship holders are also eligible for **Auslands-BAföG** (German Federal Law on Training and Education Promotion for work / study abroad) given that the BAföG office is informed of the PROMOS scholarship.

⁴ There are no restrictions for simultaneously receiving both a **Deutschlandstipendium** and a PROMOS scholarship.

⁵ Applicants for a PROMOS scholarship are requested to independently seek further information on possible restrictions concerning the combination of a PROMOS scholarship with other scholarships funded by Governments or charitable foundations.

GENERAL DECLARATION AND PRIVACY STATEMENT

I agree that my data may be processed by the Eberswalde University for Sustainable Development (EUSD) for the selection purpose (e.g. stored and evaluated) and forwarded to the persons involved in the selection process.

I am aware that I can revoke this consent in written form at any time with effect for the future and that my electronically stored data must be deleted. However, the participation in the application and scholarship process is no longer possible once the data has been deleted.

The personal data collected for the purpose of applying for a PROMOS scholarship will be deleted once the application procedure has been completed.

I am aware of the fact that if false information is given, the grant may be revoked and any funds already received may have to be repaid. There is no legal claim to the PROMOS Scholarship.

I undertake to inform the EUSD immediately if formal or financial conditions change which could impair my eligibility for funding.

I have read the conditions and agree to them.

Place and Date

Signature

DECLARATION OF CONSENT FOR AUTOMATIC RETRIEVAL OF THE TRANSCRIPT OF RECORDS

With your signature on this declaration of consent for automatic retrieval of the Transcript of Records, you declare your consent that the Scholarship Coordination Office may retrieve your Transcript of Records from EMMA+ after the deadline.

Please check your Transcript of Records in advance to ensure that it is correct and complete. For this purpose, you will find the Transcript of Records in the section "Certificates" in "Mein EMMA" including the previous term. The week following the deadline, the EUSD Examination Office will issue a new, updated Transcript of Records for the PROMOS Scholarship applicants, which is obligatory for the application. Please note that only timely corrections received by the Examination Office (noten@hnee.de) will be considered.

Note for applicants from the study programmes Forestry and International Forest Ecosystem Management: Due to the curriculum that applies to you, the required Transcript of Records may be incomplete due to modules that have not yet been completed. With your application you can therefore also submit a list of all courses not yet listed in the Transcript of Records but already graded. The list (including German course name, course number, grading, and ECTS) must be signed in advance by the examination office. This document will be considered by the selection committee in addition to the performance certificate mentioned above.

I hereby declare that I, _____ (full name in print) agree to the automatic retrieval of my Transcript of Records at the Examination Office for my application for the PROMOS Scholarship.

Place and Date

Signature

CHECKLISTE

Please submit the PROMOS Registration Form together with the following application documents for a PROMOS scholarship at the EUSD International Office:

FINAL THESIS (1 MONTH – 6 MONTHS)

1. Letter of Motivation

Please use the template „Letter of motivation“ available for download on the International Office website.

Form: continuous text

Extent:

- approx. one page A4
- type size: 12 pt Arial or similar
- 1.5 line spacing

Content:

Please include the following topics but feel free to comment on other issues you consider relevant to your application:

- Brief description of your project
- Reasons for choosing the host country and the host institution
- Relevance of the stay abroad regarding your previous and future studies, as well as the general expected added value
- Current state of your preparations regarding:
 - The necessary language skills (at least B2)
 - The tasks during your internship
 - The knowledge on your host country's culture and customs, if necessary including the security situation
- Extracurricular skills and activities
- social or cultural commitment
- Financial preparations

2. Current certificate of enrolment at HNEE

- Valid at the moment of your PROMOS application (EMMA+printout)

3. Declaration of consent of retrieval of a current of the Transcript Records by scholarship coordination unit at the examination office (Attachment, page 4)

4. Please submit one of the following documents (according to availability):

a) Framework agreement regarding the thesis

- on the timely period, kind and scope of the activity
- with date, signature and stamp of the host institution as well as the supervisor of the EUSD

b) Provisional certificate of the host institution

- Template "Preliminary Agreement - Research Stay/Thesis" available as a download on hnee.de/promos

5. Current proof of language proficiency related to the language spoken in the work environment abroad

- Stating your current language proficiency (e. g. certificates of internationally recognized language tests or a certificate issued by the EUSD language centre) – at least B2
- The level of language proficiency has to meet the requirements of your work environment at the host institution
- Students of the study programmes IFEM, GCM, FIT and NTM please note: When applying for an internship in an English speaking work environment, no separate proof of ENGLISH language proficiency is required

Important note:

If in 5. the Framework Agreement does not offer clear information on the language spoken in the working environment abroad, please use the template *Preliminary agreement - Research Stay/Thesis* (available for download on hnee.de/promos and ask your host institution to fill in the template. You are requested to submit the form as an addition to your PROMOS application documents.

Please inform yourself at the Federal Foreign Office about the security situation and travel warnings in your destination country. The DAAD does not allow to fund final theses in countries with existing entry warnings. If there are partial travel warnings, funding is possible under reservation.