

# 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.

PROMOS-Programme:  Internship 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: \_\_\_\_\_  
 \_\_\_\_\_  
 Country<sup>1</sup>: \_\_\_\_\_  
 Language spoken in host country: \_\_\_\_\_  
 Language spoken in host institution: \_\_\_\_\_  
 \_\_\_\_\_

<sup>1</sup>Please 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 HOCHSCHULE FÜR NACHHALTIGE ENTWICKLUNG EBERSWALDE:

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):

Internship:

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 scholarships<sup>2</sup> for the planned stay abroad?  no  yes

- if yes:

- Auslands-BAföG<sup>3</sup>**  
 **Deutschlandstipendium<sup>4</sup>**  
 **Scholarship for exceptionally talented students**  
 **other<sup>5</sup>:** \_\_\_\_\_

- 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

<sup>2</sup> 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.

<sup>3</sup> 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.

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

<sup>5</sup> 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 Hochschule für nachhaltige Entwicklung Eberswalde 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 Hochschule für nachhaltige Entwicklung Eberswalde 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 HNEE 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 a STIBET scholarship or the DAAD Prize.

*Place and Date*

*Signature*

## CHECKLISTE

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

## INTERNSHIP (6 WEEKS – 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 examination office

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

**"Ausbildungsrahmenplan der HNEE"** available from the person in charge of internships of your study programme at HNEE

oder

**Internship agreement**

stating the duration of the practical semester and the mobility period, as well as the content and extent of your planned tasks and, if applicable, the internship payment, dated, signed and stamped by both parties (advisor at the host institution and the person in charge of internships of the study programme at HNEE)

oder

**Certificate of the host institution** – template "Preliminary agreement INTERNSHIP"

available for download on the International Office

## 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 HNEE 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. NEITHER the „Ausbildungsrahmenplan der HNEE“ NOR the „Internship agreement“ offer clear information on the language spoken in the working environment abroad, please use the template Preliminary agreement INTERNSHIP“ (available for download on the International Office website) 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 internships in countries with existing entry warnings. If there are partial travel warnings, funding is possible under reservation.