

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 (for master's degree students) or 35 (for doctoral candidates) in the first year of your scholarship (i.e. on the 01.10.2018).
- 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 and / or English language skills according to your intended study program in Bavaria. Your language skills should be at a level that you can master seminars and academic papers in German or English without difficulty (recommended C1 level of the CEFR).
- be able to give evidence at the time of application that you have achieved / or will achieve a distinctively above-average university degree.
- be matriculated in a master's or PhD program at a Bavarian University, University of Applied Sciences or Art Academy of your choice during the period of your granted scholarship. At the time of the scholarship application the enrolment is not yet required.

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
- 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)
- letter of endorsement of a Bavarian university (recommended for master's degree applications; mandatory for PhD in Bavaria / one-year research sojourns in Bavaria as part of the PhD in the home country); letter of recommendation of the PhD supervisor from the home institution (only for PhDs conducted in the home country)
- 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 735,- €.
- Scholarship holders with at least one child can apply for family allowance (160,- € per month). Please inform BAYHOST ASAP and note that the family allowance might be only granted for the subsequent financial year after application.
- 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).
- Candidates selected for a scholarship are obliged to submit BAYHOST / BTHA upon receipt of the scholarship ASAP an authenticated copy of the university diploma along with an authenticated German or English translation including a transcript of records and an authenticated proof of the German and / or English skills (for the application process simple copies are sufficient). This is a precondition for the scholarship payment.
- Scholarship holders are obliged to provide BAYHOST / BTHA with evidence of their current immatriculation (i.e. copy of enrolment certificate).
- Your study program has to take place in Bavaria.

- Funding can only be given for study programs conducted at Bavarian state universities and at three church universities (Katholische Universität Eichstätt-Ingolstadt, Katholische Stiftungsfachhochschule München and Evangelische Fachhochschule Nürnberg).
- One-year research sojourns in Bavaria as part of a PhD in your home country can also be funded; however, the funding period is in this case restricted to one year. Student exchange years as part of a master's program in your home country cannot be supported.
- 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. However, a limited additional income is possible with approval of BAYHOST / BTHA (additional income currently is allowed up to 450€ gross per month).
- 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 2018/2019

deadline for first time applications (date of receipt!)	1st December 2018
first inspection and evaluation of the applications	December 2017 – March 2018
expert committee meetings	April – May 2018
dispatch of the selection results via e-mail	May 2018
regular application deadline at Bavarian universities (Please note <u>varying deadlines</u> of certain master's programs!)	15th June (HaW) / 15th July (Uni)
start of the scholarship program	1st October 2018

E. List of documents needed in the application (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 (Please fill in online under <https://bayhost-stipendiensystem.uni-regensburg.de/jahresstipendium>. Afterwards, you receive a copy of the online application form attached as pdf via e-mail. Please add a printout of this pdf to your paper documents as cover sheet.)
2. a **letter of motivation** in German or English (1 – 2 DIN A4 pages)
3. **proof of your German and / or English skills** (simple copies are sufficient, please also see the FAQ)
4. simple copies of your **university diploma including a transcript of records** along with a simple copy of an authenticated German or English translation

In case you will finish your studies until July 2018, 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 2018. Further, please include an overview of your previous grades (i.e. university transcript).

5. **proof of citizenship** (simple copy of your passport or identity card)
6. **Letter of endorsement** ("Betreuungs zusage") from a professor or alternatively from the course coordinator of a master's program **of a Bavarian university or academy (recommended for master's degree applications; mandatory for PhDs in Bavaria / one-year research sojourns in Bavaria as part of the PhD in the home country, please see the FAQ):**

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 bonackova@bayhost.de (for applicants with the citizenship of the Czech Republic) or doeppe@bayhost.de (for inquiries from other countries).
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. **additional documents for PhD:** a **two-page outline** and **time schedule** of your entire research project
10. **additional documents for one-year research sojourns** in Bavaria as part of a PhD in the home country: a **two-page outline** and **time schedule** of your entire research project; **letter of recommendation** of your supervisor in your home country explaining the importance of the aspired research sojourn.
11. in case you are applying for a **family allowance:** **Birth certificate of your child** along with an authenticated German or English translation (simple copies are sufficient at first, but authenticated copies must be submitted if the scholarship is granted).

First time applications have to reach BAYHOST / BTHA by **1st December 2017** (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:

applicants

with the citizenship of the Czech Republic:

Bayerisch-Tschechische Hochschulagentur
 BTHA c/o BAYHOST
 Universitätsstr. 31
 D-93053 Regensburg
 Germany

from other countries:

Bayerisches Hochschulzentrum für Mittel-, Ost- und Südosteuropa BAYHOST
 Universitätsstr. 31
 D-93053 Regensburg
 Germany

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. [Contact](#)

If you have any questions regarding the scholarship program, please do not hesitate to contact us. We also recommend reading our frequently asked questions first.

For applicants with the
citizenship of the Czech Republic:

Ms Radka Bonacková
Bayerisch-Tschechische Hochschulagentur |
Česko-bavorská vysokoškolská agentura
Office hours: Monday to Friday 9 a.m. to 3 p.m.
Tel: +49 941 943-5315
bonackova@btha.de

For applicants from
other countries:

Ms Katrin Döppe
BAYHOST scholarship programs
Office hours: Monday to Thursday a.m.
Consultation hours: Wednesday 11 to 12 a.m.
Tel: +49 941 943-5049
doeppe@bayhost.de

G. [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 after your study sojourn in Bavaria? 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.

We are looking forward to your application!

BAYHOST / BTHA, August 21st, 2017

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