

- Important advice and FAQ -

As an applicant for a summer school scholarship by the Free State of Bavaria you need to

- hold the citizenship of one of the following countries: Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Serbia, Slovenia, Ukraine.
- be enrolled as a student or employed as an academic at a university in one of the nine eligible countries at the time of the scholarship application.
- have completed at least the first year of study. (This only applies for a first degree, usually a Bachelor's degree; Master/PhD students can apply during their first year of the Master/doctoral program. In that case please attach an overview of your grades of your previous studies)
- be able to prove German language skills of at least A2-level.
- be of legal age at the time of the application.
- Please note: Applicants who have already received funding in this program are excluded from being funded again.

The following documents are required by the **20th March 2017**:

1. an **online application form** that is filled in completely (Please see www.bayhost.de "Funding & Scholarships". Afterwards, you receive a copy of the online application form attached as pdf via email. Please add a printout of this pdf to your post documents as cover sheet of your application.)
2. **letter of motivation** concerning your participation in a German language course in Bavaria (1-2 pages, in German or English)
3. a **tabular CV** in German or English with a recent photo
4. proof of **previous exams and grades** (i.e. an overview of your grades, e.g. university transcript).
5. **proof** that you are **currently enrolled/employed** at a university in your home country (i.e. copy of current transcript or student ID/copy of your working contract)
6. a photocopy of your **passport** or ID-card
7. **proof of German proficiency of at least A2-level** (any certificate/letter proving your German knowledge will be sufficient).
8. Optional: proof of internships or voluntary work (These documents are not obligatory, but it would be good to include them if you have such an experience.)

Please do not send the originals of these documents, but **copies only**. You do not need to have them translated or certified legally.

Application deadline is the 20th March 2017, meaning that all documents have to be at the BAYHOST office by then. Keep in mind possible obstacles such as strikes, customs control, etc. Hence, we recommend sending your documents in time.



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, Stichwort: „Sommersprachkursbewerbung“
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. Please don't use plastic foils or folders for your application documents!

Time frame: selection of the summer course scholars in Bavaria

deadline for applications (date of receipt!)	20th March 2017
evaluation of the applications	April – May 2017
final selection meetings	May – June 2017
notification of all applicants by email not later than: (We try to complete the selection as fast as possible, usually in June. Applicants from countries requiring a visa will be notified first. Unfortunately, we are unable to give reasons for refusal of the application.)	1st July 2017
BAYHOST registers the selected candidates for the summer courses	June 2017
start of the summer courses in Bavaria	from mid-July

Advice regarding the online application form

You can find a link to the online application form on our website. Please click on this link and follow the instructions in the questionnaire. As part of the application form you will be asked to give information on your CV (Curriculum Vitae), incl. grades and reports. Therefore, you might need relevant documents at hand when filling in the application form. Please note that a good application takes time, so please take the necessary time and peace that is required to complete the application form. We recommend filling in the application form as completely as possible since it serves for a first evaluation of your application. If you have the relevant documents at hand when filling in the form, it should take you about 20min (working steadily through it) to complete it.

After you have fully completed the form and submitted it, you will receive an email confirmation with the online application form attached as pdf. Please note that this may take a few minutes. If you do not receive such an email, this means that we have not received your online-application either.

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1. Where can I find further information on the summer school scholarships?

Further information can be found on the website www.bayhost.de under the category "funding & scholarships". Here, you will also find an overview of all the universities offering summer schools that are supported by BAYHOST as well as the online application form. Our website also exists in a complete English version. To access the English version click on "English Version" and select the category "funding & scholarships" on our website.

You can find the reports on former scholarship holders' stay in Bavaria here under "Sprachkurse IN" <http://www.uni-regensburg.de/bayhost/alumni/erfahrungsberichte/index.html>

2. Eligibility: Who can apply?

Students of legal age and young academics with the nationality of the following countries: Albania, Bosnia-Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Serbia, Slovenia and Ukraine.

Applicants have to be enrolled or employed at a university of these nine countries at the time of application and are required to have completed at least the first year of study (this only applies for a first degree, usually a Bachelor's degree; Master/PhD students can apply within their first year of the

Master/doctoral program. In that case please attach an overview of your grades of your previous studies).

Basic knowledge of German (at least A2 level) is required.

3. Eligibility: Can I apply, if I study in one of the 9 countries, but I have another citizenship?

No. You have to possess citizenship of one of the 9 countries (Albania, Bosnia- Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Serbia, Slovenia and Ukraine).

4. Can I apply, if I have the citizenship of one of the 9 countries, but I don't study in this country?

No. You have to be enrolled or employed at a university of one of the nine countries at the time of application.

5. Where do I have to send the additional documents to?

Please send the additional documents **per mail** to BAYHOST (postage by fax or email will not be accepted):

BAYHOST
Stichwort: „Sommer Sprachkursbewerbung“
UNIVERSITÄTSSTR. 31
93053 REGENSBURG
DEUTSCHLAND

6. Will I receive a confirmation of reception for these additional documents?

No. After you have submitted the online application form, you will receive an email from us with the online application form attached as pdf confirming the reception of your online-form. Due to the very high number of applications we are unable to acknowledge receipt of documents sent by mail. Hence, we kindly ask you to refrain from enquiries.

7. Is it really not necessary to translate or certify my documents legally?

No. Normal copies are sufficient. In case you already have translations of your documents, you are welcome to submit them additionally.

8. What kinds of proof of my German language skills are accepted?

Any certificate or letter, that confirms, that you learn or speak German, is accepted, e.g. TestDaF, OnDaF, proof from the Goethe-Institute or other language schools and universities. Thereby, it is important, that the proof shows the level of German language skills.



9. Which grading system should I indicate in the online-application form?

You don't have to convert your grades into the German system. Just insert your grades according to the system of your home university or school respectively.

10. Can I apply for several courses?

Please name three summer courses in your application form that you will be able to attend as far as dates are concerned. If you are interested in further summer courses, please let us know in your letter of motivation. On receipt of the scholarship we will register you for one of your chosen courses.

11. What do I have to pay attention to in terms of my choice of course?

You have to select at least three courses. We will try to adhere to your preference, but cannot give any guarantee. Please note that all courses have restricted numbers of participants.

The courses in Augsburg and Bamberg demand a minimum level of German of B2 (rather C1). All other courses are offered for all course levels.

12. What costs are covered by the scholarship?

The scholarship covers the costs of the course, accommodation and includes an allowance for food. In 2017 the food allowance is expected to be 16€ per day for all summer courses (except for Eichstätt with 10,66€, because there breakfast is already included in the accommodation).

Travel costs, insurance and visa costs will not be reimbursed! Costs for excursions will only be covered, if they were already included in the course fee.

Please note that some courses require an accommodation deposit which is not covered by the scholarship. Therefore you should plan taking some own financial means with you. The deposit will be paid back on your departure if there are no complaints (i.e. damages) at the accommodation.

13. What are my obligations, if I am awarded a scholarship?

If you receive a scholarship and accept this you are obliged to participate in and be present at the entire language course from beginning to the end. You are as well obliged to take out a health insurance for your stay in Bavaria. Please note that BAYHOST does not assume liability for your stay in Germany.

Further, scholarship holders are obliged to send a report on their stay in Bavaria as a Word-Doc via email to BAYHOST by 1st October 2017.

14. What do I do, if I want to change my data in the online-form?

In order to change your data you will have to fill in the whole online form all over again. It is important that you use the same email address. Afterwards you will again receive a confirmation email including an updated PDF-file.

15. What language should I write the letter of motivation in?

In German or in English. If you are already advanced, try to write the letter of motivation in German as much as you can. It's always good to show you tried.

We won't be strict about grammatical or spelling mistakes. It would, on the other hand, seem strange, if you were a beginner of German language and wrote your motivation in perfect German...

More important is that your letter is comprehensible and convincing. The letter of motivation is an essential part of the application, so of course you need to have a good argumentation. Whether you write it in German or in English is your choice according to your knowledge of German.

16. What should be considered in my CV?

The CV should be tabular and start with the most recent event (chronologically backwards). Blocks: Personal data, education, work experience, language skills, IT-skills, other commitment (voluntary work, leisure activities, etc). This structure can vary. Complete every block by adding short explanations e.g. about the key aspects of your studies. A possible model format can be found at:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

You don't have to use the Europass-Templates for your CV and are welcome to create your own design. This is just an example.

17. What are the selection criteria?

For the selection we take the following points into consideration:

- previous academic achievements (i.e. grades, scholarships or prizes, talks at conferences etc.)
- convincing letter of motivation: Why do you learn German and why is a German language course important for you? (i.e. academic or professional reasons)
- how long and how intensively have you been learning German; what proficiency level have you already reached?
- practical experiences (e.g. internships, part-time jobs)
- participation at conferences / non-curricular seminars / advanced training courses etc.
- voluntary work and commitments (e.g. student representation, theater group, sports associations, political clubs, NGO etc.)

18. Can I apply, if I haven't done an internship or voluntary work yet?

Yes. The proof of internships and voluntary work is additional information – it is not obligatory. Not having done an internship or voluntary work does not mean that you won't have a chance to get the scholarship.

19. Do I have to register for the language course at the same time?

No, only if you would also want to participate in the course without a scholarship. In the case that you are awarded a scholarship from BAYHOST, there will be a place reserved for you in one of the language courses mentioned on our scholarship webpage. Please always name at least three courses of your choice. We will do our best to take your wishes into account.

Please note that BAYHOST is only in charge of the scholarships. If you have questions regarding the courses you have to direct these to the respective course organizers.

20. "Isn't your time frame for contacting selected candidates a bit tight?"

We always try to select and contact first the candidates from countries where a visa is still needed. So far all candidates have always managed to organise themselves in order to take part in the language course of their choice. Moreover it is written that we try to contact the candidates **at latest by** [!] 1st July 2017, i.e. we aim to do this earlier, or as early as we possibly can.

21. Who can I contact regarding questions or problems?

Should further questions arise when filling out the form or you encounter difficulties, please contact Ms Katrin Döppe (doeppe[at]bayhost.de).

22. What happens to my data after the scholarship selection?

In order to use your data for the scholarship selection, you will be asked for the following consent after filling in the BAYHOST-online-form:

I consent that my personal data may be saved for the purposes of the scholarship selection, granting and administration according to the legal data protection regulations. Your application data will be only transferred to all relevant bodies for the scholarship implementation and will be deleted 1,5 years after the selection process in case your application is not successful. The other documents will be saved for the purposes of the scholarship administration and only be used with your consent or according to the legal data protection regulations. Furthermore, the [privacy declaration of the University of Regensburg](#) applies.

If you would like to receive further information on BAYHOST activities, you can add an additional optional declaration of consent:

I consent that the collected data may be additionally used for the purposes of informing about further BAYHOST programs (via e-mail). The consent in the above mentioned use of data can entirely or partly be withdrawn to the BAYHOST at any time and effectively for the future. The revocation has to be addressed to: BAYHOST, University of Regensburg, 93053 Regensburg, Germany. The consent is optional. Through the refusal of the consent or the revocation do not arise any disadvantages for the scholarship selection.

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

BAYHOST, 23rd of January 2017

**Scholarships of the Free State of Bavaria
for summer courses of German language in Bavaria 2017**



Sponsored by:

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[Courtesy Translation – only the German version of this document is legally binding.]