

One Year scholarship program sponsored by the Free State of Bavaria for students of Central and Southeastern European states.



## **- Important advice -**

**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.

### **As an applicant for a one year scholarship by the Free State of Bavaria you need to:**

- Have the nationality of one of the following countries: Bulgaria, Croatia, Poland, Rumania, Slovakia, the Czech Republic, Hungary, Serbia or the Ukraine.
- Be living full-time in your home country at the time of application (an exception can only be made when applying for an extension of the scholarship)
- Be no older than 30 in the first year of your scholarship (i.e. on the 1.10.2010)
- 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 language skills, which should be at a level that you can master seminars and accordingly academic papers in German without difficulty.  
**Note:** when researching at an institute, where the working language is English, it is sufficient to send evidence of your English language skills. In addition, your supervisor at the Bavarian university has to confirm that your English language skills are sufficient for the planned research project.
- 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- or PhD-program at a Bavarian University of your choice during the period of your granted scholarship.

### **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 (see above)
- 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)

**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 installments of 700,- € Single parents or those with an unemployed spouse and at least one child can apply for family allowance (160,- € per month)
- The scholarship is paid out by your Bavarian university. Please contact 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)
- scholarship holders are obliged to provide BAYHOST with a evidence of their current immatriculation (i.e. copy of immatriculation card).

<b>Time frame: selection of scholarships for the academic year 2010/ 2011</b>	
<b>deadline for first time applications (date of receipt!)</b>	<b>15<sup>th</sup> February 2010</b>
<b>deadline for applications of extension (date of receipt!)</b>	<b>15<sup>th</sup> March 2010</b>
<b>first inspection and evaluation of the applications</b>	<b>February – May 2010</b>
<b>expert committee meetings</b>	<b>May – June 2010</b>
<b>dispatch of notification letters to the selected candidates</b>	<b>June 2010</b>
<b>regular application deadline at Bavarian universities (Uni)</b> (Please note varying deadlines of certain masters programs)	<b>15<sup>th</sup> June (HS)/15<sup>th</sup> July</b>
<b>start of the scholarship program</b>	<b>1st October 2010</b>

### **General conditions for the awarding of scholarships:**

- **Application documents that are complete** contain (please adhere to the following order):
  1. an **online application form** that is filled-in completely (see [www.bayhost.de](http://www.bayhost.de) "scholarships")
  2. a **letter of motivation**
  3. **proof of your German skills** through an authenticated copy
  4. An authenticated copy along with an authenticated German or English translation of your **university diploma**.  
In case you do not finish your studies until July 2010, 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 2010. Further, please include an overview of your previous grades (I.e. university transcript).
  5. **proof of nationality** (authenticated copy of your passport or identity card)
  6. **Letter of endorsement** ("Betreuungszusage") from a Professor (or alternatively from the course convener of a Masters-program) of a Bavarian university or academy. A letter of endorsement is an informal letter in which a Bavarian professor confirms that he 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 it as an email attachment with a scanned signature is possible.
  7. a **tabular CV** in German with a recent passport photo (a possible model format can be found at: [http://www.jova-nova.com/bewerb/european\\_cv.htm](http://www.jova-nova.com/bewerb/european_cv.htm))
  8. For **postgraduate dissertations**: a **two-page outline** and **time schedule** of your entire research project.
  9. **Marriage certificate, birth certificate of the child** (in case you are applying for a family allowance) both as an authenticated copy and authenticated German translation.

Please adhere to this order of documents! You hereby shorten the process of selection, as the sent documents do not have to be reorganized.

→ First time application have to reach BAYHOST by the **15.02.2010** (date of receipt!)

→ Applications for extensions have to reach BAYHOST by the **15.03.2010**.

These dates are 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, Universitätsstr. 31, 93053 Regensburg, Deutschland**

Application documents sent to us by fax or email will not be considered!

## 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 on your return to your native country? And how could you later contribute furthermore to our Alumni-network?

Please use the **project outline** to describe the most important aspects of your research project and try to have a logical and clear structure. Considering the large 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 this person 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, as your contact is not there or does not have time for you.

## 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 German university. The fact that you like the country and its people is not a convincing argument...

## In case you are applying for an extension of your scholarship:

- Hand or send your application document in **by the due date!**
- You cannot count on an automatic extension only because you already received the scholarship for one year and your research project was conceived for several years. We need to be able to see a **progression in your work**. Show us tangible **provisional results** that illustrate that you are advancing your project and will successfully bring it to a close.
- Make sure you take care of the two **expert opinions early on!** Note that professors are hard to get a hold of during the extra-curricular periods. Refer your referee to our "guidelines for referees" ([www.bayhost.de](http://www.bayhost.de) → "Stipendien")

After having completed the online application document for the extension of your scholarship, you have to **send the following documents** to BAYHOST (Please adhere to the given order!):

1. a current certificate of **matriculation** for the following summer semester
2. a **justification of the extension** of the scholarship in Bavaria (1-2 DIN A4 pages)
3. an **estimation** of which **new perspectives** have developed during the past year of studies for your (future) professional career (1-2 DIN A4 pages)

for **postgraduate studies** (Masters...):

4. proof of the so far achieved **exam or course results** in Bavaria (copies)
5. a **report** (1-2 DIN A4 pages) covering the **most important results** achieved in your past year of study (i. e. attendance of seminars or lectures, course results, conferences etc. )

6. **two expert opinions** of professors from your course. Refer your referees to our “guidelines for referees” ([www.bayhost.de](http://www.bayhost.de) → “Stipendien”)

for **PhD studies**:

4. a **interim report** (max. 4 DIN A4 pages) about the results of your research in Bavaria, which refers to the project outline in your application document (what aspects have you already realized?)
5. *for PhDs in Bavaria*: **two expert opinions** of professors from the field that your dissertation relates to and from your Bavarian university. One expert opinion has to be from the supervisor of your dissertation.  
*for PhDs in your home country*: **two expert opinions** of Bavarian professors from the field that your dissertation relates to and **one expert opinion** from the supervisor of your dissertation at your home university.

→ Please refer your referees to our “Hinweise für Gutachter”.

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