

PROMOS 2024

Programme to increase the mobility of students at german universities



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

AGENDA

- 1** Funding opportunities
- 2** Requirements
- 3** Funding

- 4** Application
- 5** Selection process
- 6** Contact

FUNDING IS PROVIDED FOR

- **One-semester** study exchange (no longer than 6 month) at a **partner university outside of Europe**
- The preparation of a **thesis** (Bachelor-/Masterthesis) at a **partner university outside of Europe**.

THE FOLLOWING ARE NOT ELIGIBLE FOR FUNDING

- Exchange Studies in Europe (including Erasmus+ countries)
- Exchange Studies (e.g. Freemover) at universities that are not partners of TU Darmstadt
- Exchange Studies lasting longer than 6 months
- Internships
- Research studies without a thesis
- Language trips or excursions

REQUIREMENTS

- Enrolment at the TU Darmstadt
- You already finished two semesters of your BA at the beginning of your stay abroad
- Sufficient knowledge of the lecture/teaching language of the partner university (at least B2)
- Nomination of your faculty for an exchange place at a partner university **outside of europe for one semester** of academic studies
- An Agreement for the preparation of a **thesis** (Bachelor/Master) at a university **outside of europe**
- The PROMOS maximum funding period of 6 months has not yet been used during your current degree.

SCOPE OF FUNDING ACCORDING TO THE DECISION OF THE PRESIDIUUM

- Funding rates for the countries are specified by the DAAD
- the list of fundings can be found on the website
- Monthly funds are between 350€ - 550€
- Funding duration between 1 and 6 months
- The duration depends on the allocated DAAD funds and the number of applications

**Travel expenses or tuition fees
will not be funded**

COMBINATION WITH OTHER FUNDING

- Generally possible, except: scholarships from public funds for the same purpose (= stay abroad).
- Bafög is possible (PROMOS must be declared to the Bafög office)

Examples of combinable funding:

- Scholarships from companies or foundations
- Public funds as a travel allowance or for tuition fees (e.g. funding from the department, Hessen-Programme, Fulbright)
- Please consider the requirements of the other scholarship provider!



TECHNISCHE
UNIVERSITÄT
DARMSTADT

PROMOS SCHOLARSHIP

APPLICATION

APPLICATION



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UNIVERSITÄT
DARMSTADT

APPLICATION PERIOD

- **15 April till 15 May** (For a stay in the period July to December in the same year)*.
- **15 October till 15 November** (For a stay in the period January to June of the following year) *

*The scholarship is subject to the allocation of funds by the DAAD to the scholarship provider.

APPLICATION

- Online Application
- Login with TU-ID and password
- Link to the Homepage:



APPLICATION

APPLICATION-FORM

- Selection of the planned stay
- Study abroad
- Study in Germany
- Upload documents
- Send application

Incomplete applications will not be taken into consideration, subsequent submission of documents is not possible!

Welcome

Application data and documents >

Application data and documents

PROMOS Online Application

You can apply for the PROMOS scholarship with the help of this form.

For stays*

Have you ever received PROMOS scholarship during your study before? No Yes

*

Study Abroad

Study Type*

Instruction Language*

Language Level*

Semester Start*

Semester End*

Level of your language skills in the language of instruction. Indication according to equivalence list for TOEFL and IELTS (see SPZ)



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Study in Germany

Status*

Bachelor CP*

Bachelor GPA*

MasterCP*

MasterGPA*

APPLICATION- DOCUMENTS

- Tabular curriculum vitae
- Letter of motivation and for a thesis additionally an exposé
- Transcript of records (Bachelor / Master)
- Language certificate
- Recommendation letter of a professor or in case of a thesis the agreement of your supervisor

Documents

Please upload the files as pdf files. each file must be smaller than 5 MB.

CV*	<input type="button" value="Choose File"/>	No file Chosen	i
Letter Of Motivation / for theses additionally exposé *	<input type="button" value="Choose File"/>	No file Chosen	i
Transcript/Leistungsspiegel (Bachelor/Master)*	<input type="button" value="Choose File"/>	No file Chosen	i
Language Certificate*	<input type="button" value="Choose File"/>	No file Chosen	i
Letter of Recommendation	<input type="button" value="Choose File"/>	No file Chosen	i



MOTIVATION- LETTER

- Guideline -> see info sheet on the letter of motivation on the website
- 1 - 2 pages (in English or German)
- Argue as subject-related as possible
- "Improve language skills"; "Get to know the culture" etc. is NOT enough
- Letterhead + date & signature

The cover page features the DAAD logo (Deutscher Akademischer Austausch Dienst / German Academic Exchange Service) and the logo of Technische Universität Darmstadt. The title is "PROMOS GUIDANCE FOR THE PREPARATION OF THE LETTER OF MOTIVATION".

The letter of motivation is a fundamental part of your application for the PROMOS scholarship. Here you have the opportunity to present and justify your motives of your stay abroad. Goals such as the general improvement of language skills and a general broadening of intercultural horizons are self-evident and do not justify a PROMOS scholarship on their own.

The letter of motivation should be short but concise. Typically, it should be one to a maximum of two pages long and cover the following points briefly but meaningfully:

- What motivates you to complete a stay abroad? Is it a compulsory part of your studies or voluntary?
- How far have you already progressed in your studies? What additional benefits do you expect from the stay abroad?
- Which country will you go to and why did you choose this country?
- What are the time requirements for the stay abroad (start and end)? Why do you want to study at the chosen university?
- What qualifications and knowledge do you have to successfully complete the stay abroad? How have you prepared for it so far?
- What are your professional goals? What subjects will you study or what jobs will you do or what projects will you be involved in?

A few more formal notes:

- The letter of motivation should include your letterhead.
- For it to be valid, it should bear the date of issue and your signature

APPLICATION DOCUMENTS

Curriculum vitae

- Tabular overview
- List all relevant stages:
 - Educational history
 - Relevant part-time jobs
 - Relevant honorary posts, social commitment, etc.

NOT: Family data, primary school, too far back, irrelevant information for the stay

Language certificate

- At least language level B2
- Not older than 2 years before the application deadline
- DAAD language test (SPZ): B2
TOEFL (iBT): 80 points
IELTS: 6.5 points
UNICERT II

Minimum requirement cannot be compensated by other achievements

Transcript of Records

- Official printout from the Office of Student Affairs
- Original with stamp and signature
- All achievements should be listed (BA/MA); students in the 1st Master's semester only need a BA transcript

NOT: TUCaN printouts are NOT accepted!


EXPOSÉ

(ONLY RELEVANT FOR STUDENTS WHO WILL WRITE THEIR THESIS)

- A one page long Exposé about your thesis & the agreement from your tutor
- The Exposé is supposed to be a short summary of your thematic orientation, the methodological approach and the intended work process
- Further information for the preparation of your Exposé: https://www.owl.tu-darmstadt.de/media/owl/responsive_design/owl_anleitungen_pdf/0053_Expose_schreiben_2020-11.pdf

APPLICATION

DAAD Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

 TECHNISCHE
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Gutachten
(Von dem Gutachter/ der Gutachterin auszufüllen)

Name des Gutachters/ der Gutachterin:

Stellung:

Fachbereich: _____

Ich kenne: _____ gut seit: _____
(Name, Vorname des/der Studierenden) flüchtig

Nach meiner Beurteilung zählt der/die Bewerber_in zu den/ 5% 10% 20% 30%
der fachlich Besten der mir z.Z. bekannten Studierenden. keine Aussage möglich

Beurteilung der Leistung	überdurchschnittlich	durchschnittlich	unterdurchschnittlich
wissenschaftlich-fachliche Qualifikation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
allgemeine persönliche Eignung	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eine Förderung des/der Bewerber_in ist:
 unbedingt zu befürworten zu befürworten bedingt zu befürworten

Ort, Datum

Unterschrift des Gutachters/ der Gutachterin

Stand: Mai 2023

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RECOMMENDATION

- Form is to be filled in by a professor of a German university
- Submission either scanned with the online application or, at the professor's request, directly to us by e-mail or post to our office
- Download on Website

NO freely formulated recommendation needed

MOBILITY WITH A DISABILITY OR CHRONIC ILLNESS

- A grant can be awarded to students with a disability or chronic illness if a degree of disability of at least 50 is proven.
- A maximum of 10.000 euros can be granted as aid for a period of up to six months to cover the additional expenses incurred abroad (incl. expenses for a possible accompanying person).
- Additional expenses can only be claimed if it can be proven that they are not covered by any other institution. Medical certificates can only be accepted in German or English.
- The personal aid application must be submitted at least two months before the start of the planned mobility measure.
- Further information can be found on the DAAD website: <https://www.daad.de/de/infos-services-fuer-hochschulen/weiterfuehrende-infos-zu-daad-foerderprogrammen/promos/>

SELECTION OF THE APPLICANTS

- Quality-oriented selection procedure
- Academic performance (35%), language skills (20%), motivation letter + recommendation letter (25%), social criteria/social commitment (10%), Recommendation (10%)
- Lower scores in one area (e.g. academic performance) can be compensated by other areas



THANK YOU

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