

Further details for the PROMOS application 2024

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1. What is PROMOS?

PROMOS is a scholarship program designed to promote student mobility. The program enables universities to set their own priorities regarding the stays of German students abroad and to offer them ideal mobility opportunities from a variety of funding sources. In addition, the program aims to provide students whose projects or destinations are ineligible for funding from one of the structured DAAD programs with the opportunity to stay abroad. The scholarships are awarded by the universities themselves in a performance-based, quality-oriented selection process.

PROMOS is a “pure” scholarship program. The International Office does not arrange internships, university slots or language courses for applicants. These must already exist or be in the planning stage when students submit their application documents.

However, it is possible to apply for a PROMOS scholarship after successfully applying for an internal program at the University of Potsdam (e.g., the Institute Partnership Program or the University Partnership Program).

2. What is funded?

2.1 Study stays abroad

For stays at foreign universities lasting one to six months, students are eligible for a monthly partial scholarship and/or a travel allowance. Study stays in Erasmus+ countries are only possible in exceptional cases (see Erasmus+ and PROMOS).

2.2 Study stays abroad for final theses

For stays at universities or companies lasting one to six months, students are eligible for a monthly partial scholarship and/or a travel allowance. The following requirements must be met:

- The reason for the stay is to write a final thesis.
- No regular university courses are attended.

Final theses that are not written at either a university or a company can only be funded if the respective department fully supports the project and the student submits a detailed time schedule that can be used to monitor the project's success at a later date.

2.3 Stays for internships

For stays lasting four weeks to six months, students are eligible for a monthly partial scholarship or a travel allowance. Funding is generally possible for countries worldwide, with the exception of EU states, Iceland, Liechtenstein, Norway and Turkey. For this latter group, please use the funding instruments of the of [Erasmus+ Internship Program](#).

Please note: Internships that fit into the DAAD's special programs are ineligible for support from PROMOS. These include internships at international organizations (such as the UN), EU institutions, the institutions and organizations that manage EU programs, Germany's diplomatic missions, the German Humanities Institutes, the Goethe Institutes, the German Archaeological Institute, and the German schools abroad that are supported by the German government (DAS schools). In these cases, it is possible to file an [individual application with the DAAD](#).

Travel allowances are still available from the DAAD for internships organized through IAESTE, AIESEC, bvmd, ZAD and DCGM. However, applications must be sent directly these organizations

PROMOS funding is available for internships at schools offering the German Language Certificate (DSD) and the schools in the network "Schools: Partners for the Future" (FIT schools). The amount of the scholarship is based on DAAD grants for internships at German schools abroad.

2.4 Stays for language courses

For stays lasting three weeks to six months, students are eligible for a one-time grant of 500 euros for course fees. This program is open for students who wish to learn or improve their skills in one of the following languages in a foreign country:

- Russian (for beginners and advanced learners)
- Norwegian (for beginners and advanced learners)
- Polish (for beginners and advanced learners)
- Portuguese (for beginners and advanced learners)
- Czech (for beginners and advanced learners)
- Hungarian (for beginners and advanced learners)
- Spanish (only for advanced learners)
- French (only for advanced learners)
- Italian (only for advanced learners)

In exceptional cases, other languages not offered by Zessko can be considered. Please contact the International Office.

The following rule applies: Only full-day courses (at least 25 hours a week) at public universities abroad are eligible for funding. Courses offered by private institutes or agencies are not eligible for support. Please visit the [DAAD website](#) for a (partial) list of universities offering courses.

3. Who can apply?

Officially registered students in a bachelor's, master's, or state examination program at the University of Potsdam may apply; PhD students may not.

- Students of German nationality
- Students who have been placed on an equal footing with German nationals under section 8, nos. 2ff, subsections 2, 2a and 3 of the Federal Educational Assistance Act (in this connection, the [exact wording of the law](#) applies).
- Non-German students enrolled in a degree program at the University of Potsdam with the goal of completing this program at the University of Potsdam. Stays in the students' home countries are barred from funding. A student's home country is considered to be the country in which the student's life is centered; nationality plays only a subordinate role.
- An additional requirement is that the working language is not German (with the exception of stays in Switzerland and Austria).

4. By when must I apply?

The application deadline is based on the start of your stay abroad..

Application deadline	Start of the stay abroad
15.11.2023	January, February, March, April 2024
15.03.2024	May, June, July, August, September 2024
15.08.2024	October, November, December 2024

Applications will not be processed until the corresponding deadline expires. It is also not possible to apply for a later period. If you do not have confirmation of your university slot or internship, please contact us promptly.

Please note that stays abroad can be funded until February 28, 2025, at the latest. For example, if your stay starts in November and lasts five months, you are eligible for funding for a maximum of four months (until February 28, 2025).

5. What application documents are required?

1. PROMOS application form (online)
2. Confirmation from the host institution indicating the duration of your stay abroad; for internships, an internship contract or a confirmation of the internship indicating its duration, the range of tasks and working language
3. Resume in tabular form
4. Statement of purpose including a description of study plans abroad (max. two pages)
5. A current letter of recommendation by a university teacher or, in the case of a final thesis, by the supervisor of this thesis. Please avoid evaluations from language teachers.
6. Academic certificates (e.g., bachelor's degree or intermediate examination), if applicable

7. List of all courses attended thus far (copies of course certificates or of a PULS transcript; confirmation by the International Office not required)
8. Current* Language certificate (except for language courses): the DAAD language test, UNlcert, TOEFL, IELTS, Cambridge, DELE (Spanish) and DALF (French) are accepted. Philology students will receive the DAAD language certificate from the instructor of the language education program.

*The language certificate must not be more than two years old.

Please fill out the application form online and upload the documents in PDF format.
Incomplete applications will not be processed. If you are missing documentation, contact the International Office (promos@uni-potsdam.de) well in advance.

6. How much is the scholarship?

The amount of funding is based solely on the country-specific DAAD partial scholarship rates, the DAAD travel allowance and the lump sum for course fees (see the document "Fördersätze DAAD"). In the case of partial scholarships, the minimum funding period is one month and the maximum period is six months. For internships, the minimum funding period is 1.5 months. Travel allowances are paid only once and are not automatically disbursed in combination with a partial scholarship. It is possible to receive funding for half months that fall within the minimum and maximum funding period. Half the monthly rate is paid for days 1–14 and the full monthly rate for days 15–30.

Sample calculation:

A student independently applies to a university in New York, USA, and studies there for six months. The funding opportunities through PROMOS are:

- *Minimum funding of a one-time payment of 450 euros (applies to the partial scholarship only)*
- *One-time travel allowance (1.075,00 euros)*
- *Maximum funding of 3,775 euros (six partial scholarships of 450 euros each and a travel allowance of 1.075 euros)*

Once the scholarship is approved, a selection committee determines the actual amount based on the submitted application documents. There is no personal interview for selections.

A ranking of all the submitted applications is compiled. The amount of the scholarship depends on the candidate's place in this ranking.

PROMOS does not offer full scholarships that cover all the expenses incurred abroad. Its purpose is to partially fund your stay abroad and to assist you in realizing your project.

Please note that the University of Potsdam does not award scholarships for specialized courses or grants for tuition fees.

Lump sums for language courses are not awarded in combination with travel allowances or partial scholarships.

If, due to a disability, your funding needs are higher, please contact the International Office promptly.

Please also note that due to limited resources, scholarships cannot be granted to all applicants. In the past, around 50 percent of applicants have received funding.

7. Can PROMOS be combined with other sources of funding?

7.1 PROMOS and PROMOS

In a specific phase of their education, which ends with the completion of a bachelor's, master's, Diplom, Magister or state examination program, students may apply for funding from different measures; however, the total period of funding for study stays or internships in this educational phase may not exceed six months. Stays in different countries or disciplines are possible in a single educational phase. When students begin a new phase of their education, they are once again eligible for a maximum of six months' funding through PROMOS for study stays or internships abroad.

Example:

A student in a bachelor's program receives funding to study six months abroad. She is also eligible for funding for a language course. However, she would be ineligible for funding for a four-month study stay and a three-month internship abroad in the same educational phase. If she begins a master's degree program, all funding opportunities are once again available to her.

7.2 Erasmus+ and PROMOS

Students may not receive Erasmus+ and PROMOS funding at the same time. If an Erasmus+ partnership exists with a foreign university, semester scholarships in the participating departments are generally not possible through PROMOS. However, as an exception, if a partnership exists only for a specific department (or exclusively for teacher mobility), PROMOS funding for another department (or for student mobility) is possible. Funding is also possible if a department's Erasmus+ allocation is used up. Please contact the International Office if you have questions.

PROMOS funding for internships in Erasmus+ countries is only possible if an internship is impossible within the scope of Erasmus+. In these cases, there is a minimum funding period of six weeks, as for all other PROMOS internship grants.

7.3 The German Federal Financial Aid Program (BAföG) and PROMOS

PROMOS funding must be reported to the office responsible for Auslands-Bafög (federal financial aid for study stays abroad). Three hundred euros of income from the monthly partial scholarship is exempted in calculations for Auslands-Bafög. The Auslands-Bafög travel allowance is paid minus the entire sum of the PROMOS travel allowance.

7.4 Individual DAAD scholarships and PROMOS

Students may not receive individual DAAD scholarships and PROMOS scholarships at the same time.

7.5 Deutschlandstipendium (Germany scholarship) and PROMOS

Students may receive the Deutschlandstipendium and PROMOS funding at the same time without any restrictions.

7.6 Other scholarships and PROMOS

In the case of grants from other funding bodies, the general rule is that privately funded scholarships can be combined with PROMOS scholarships without restriction. If the study stay abroad is financed with other public funds from Germany, the decisive factor is the goal of funding. This means that funding through PROMOS is impossible if the applicant plans to pursue the same goal with public funds from Germany. The PROMOS scholarship

must be reported to all other funding bodies.

Example: The scholarship holder receives a travel allowance from other public funds. As a result, she is ineligible for a PROMOS travel allowance. Other forms of funding, such as a partial scholarship, are possible.

If you are unsure please contact the International Office.

7.7 Paid work and PROMOS

During the duration of your scholarship, you may undertake paid work with the consent of the university. However, this work must not jeopardize the goal of the funded stay abroad.

8. What is the timeline?

Please note that your documents will only be processed after expiration of the application deadline. We will do our best to send all acceptances and rejections within four to six weeks after the deadline expires. You will be notified by email. You will also be informed of any delay in the selection of scholarship winners.

9. Which criteria are important for a positive outcome?

Fulfillment of the application requirements (including timely upload of the complete documents)

- subject-related expertise/good academic performance
- language skills
- structure and plausibility of your study plans
- description of your reasons for selecting your host institution and country
- ideal fit between your study plans / internship and the focus of the host institution
- arrangement of credit transfers
- extracurricular activities
- goal of your stay abroad When scholarships are awarded, preferential treatment is given to suitable applicants wishing to study in the following regions
 - EDUC Partner in the EU
 - Central and South America (Argentina, Brazil, Colombia)
 - USA
 - Canada
 - Australia
 - Israel
 - Sub-Saharan Africa

10. What points need to be considered when applying online?

- Applications are filled online
- Please fill out the application form as described.
- Upload the required documents in PDF format. • You can store your application and continue filling it out at a later point in time.
- As a general rule, incomplete applications will not be processed. If you lack a document because an instructor has, for example, sent your recommendation directly to the International Office, please upload an empty PDF naming the person who wrote the recommendation.

- If you apply as part of an exchange program organized by the International Office and certain documents have already been submitted, you should also upload a PDF document identifying the documents and the recipients.
- When you're finished, please mark all the pages as complete and submit the application. The application cannot be completed unless all of the required fields are filled out and all of the required documents are uploaded.
- Please avoid uploading all your documents on the last day, as this can overload the system.
- If you have technical problems, please contact the International Office by email (promos@uni-potsdam.de) or phone during office hours.