



Sankt Augustin, November 2023

## Call for Applications PROMOS 2025 - Programme to Increase the Mobility of Students from German Universities

The Bonn-Rhein-Sieg University of Applied Sciences awards **partial scholarships for stays abroad** with funds from the Federal Ministry of Education and Research and the DAAD Partial scholarships for stays abroad. These are awarded on the basis of academic qualification and personal suitability. The monthly funding rates are predetermined and depend on the country.

### Target Group

Regularly enrolled students at German universities can apply if they:

- a) Have German citizenship OR
- b) Are treated the same as Germanys in accordance with § 8 paragraph 1 clauses 2 ff., paragraph 2, 2a and 3 BAföG OR
- c) Are enrolled as non-German students in a degree programme at a German university with the aim of obtaining the degree at the German university.

For non-German citizens, stays in the home country are excluded. The home country is the country in which the student has predominantly resided for at least five years.

### Funding

Subject to the allocation of funds by the DAAD, **partial scholarships for a maximum of 3 months** are offered for the following stays abroad, which are recognized as part of the respective Bachelor's and Master's degree programmes:

- Partial scholarship for studies abroad
- Partial scholarship for practical semester/internship outside of Europe\*
- Partial scholarship for final dissertation
- Short stay, e.g., Summer School (flat-rate funding of €500 each for a maximum of 4 students per group registered by a professor at the H-BRS)

Benefits from other scholarship providers may be offset against the scholarship. Internships for which specific internship programmes of the DAAD, e.g., HAW, are used must not be additionally funded by PROMOS.

Funding is **only possible once per study cycle**.

The monthly funding amount depends on the country (see funding rates table)

\*as well as European countries that are not eligible countries in ERASMUS+.

### Minimum length of stay

The minimum duration of stay is **3 months**, 2 months if a thesis is being written. Theses that are not carried out at a university or research institute or at a company can exceptionally be funded if the relevant department fully supports the project and the students submit a detailed timetable.

## Application and application deadline

The application documents are submitted exclusively via the **application tool Mobility Online**. After completing the registration, please upload all necessary documents step by step and then confirm that the application is complete.

Incomplete or late applications must be rejected for formal reasons. The responsibility for completeness lies with the applicant, missing documents will not be reminded.

For two-semester stays abroad beginning in the winter semester, applications for PROMOS funding can only be considered for the first semester abroad.

Application deadline for stays abroad beginning and ending in the summer semester 2025: **31.1.2025**

Application deadline for stays abroad beginning in the winter semester 2025/26: **30.06.2025**

## Application documents (German/English)

1. Letter of motivation
  - Detailed description of the study/work project and naming of the target country
2. CV in tabular form including a photo
3. An expert opinion by a lecturer authorised to conduct examinations
  - According to form: Mobility Online → 'Download Gutachterformular'
  - To be submitted directly by the reviewer in digital form by e-mail to [astrid.schlinkert@h-brs.de](mailto:astrid.schlinkert@h-brs.de)
4. Complete current Transcript of Records (PDF)
  - In SIS: Under „Grade list complete with” **tick all the following boxes**, especially the field “average grade”.
5. If applicable, a printout of your study progress showing your average grade, if your average grade is not shown on your Transcript of Records
  - In SIS: „study progress“
6. Current certificate of enrolment, copy of Bachelor's degree certificate if applicable (for Master Students)
7. Proof of sufficient language skills in the language of study or working language, in accordance with the applicable regulations in the examination regulations of your department or the internal requirements for admission to a stay abroad
  - Proof in the Transcript of Records or, if applicable, confirmation by the Language Centre (<https://www.h-brs.de/en/spz/language-centre-office>)
  - Please inform yourself in good time about the examination dates and registration deadlines of the Language Centre!
8. If applicable, information on language skills of the host country if the working language is not identical with the language of the host country.

## Selection process

A selection committee appointed by the departments is expected to decide on the awarding of scholarships for the summer semester 2025 in April 2025. A decision on the awarding of scholarships for the winter semester 2025/26 is expected to be made in October 2025.

The Department of Economics and the Department of Computer Science will only have one selection date for both application rounds, which is expected to be in October 2025. Applicants from the summer semester 2025 may receive funding retroactively.

The reasons that led to the selection committee's decision will not be communicated separately.

Selection criteria:

The applications are evaluated by the selection committee according to the following selection criteria:

- Academic performance
- Meaning and purpose of the planned stay for the further course of studies
- Relevant language skills
- Assessment in the evaluation report
- Social commitment
- Letter of motivation

For questions:

Please find all information on our homepage: [www.h-brs.de/promos](http://www.h-brs.de/promos)

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