



Embassy
of the Federal Republic of Germany
Tel Aviv

German Embassy, POB 16038, Tel Aviv 61160

ADDRESS
3, Daniel Frisch St., 19th floor
Tel Aviv 64731, Israel

**In order to receive the call for scholarship by
email and to forward it to your students,
please send us your email-address to:
Ku-s1@tela.diplo.de**

MAIL
POB 16038, Tel Aviv 61160
INTERNET: www.tel-aviv.diplo.de
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Annette Draeger

Tel Aviv, 09.08.2012
File no.: KU 625.44 / 2012

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**Subj: Scholarship-Program by the German Academic Exchange Service
(DAAD) for the Academic Year 2013/2014**

Dear Madam / Sir,

The German Academic Exchange Service (Deutscher Akademischer Austauschdienst, DAAD) provides an extensive program of scholarships for Israeli graduate students and also for academics at Israeli universities and research institutes.

With the enclosed attachments I would like to inform you about the different scholarship programmes available for the academic year 2013/2014.

I would very much appreciate it if you could arrange a widespread circulation to all potential applicants

A) "Research Grants / Study Scholarships"

Research grants for a research project or a course of continuing education in Germany for Master students, Doctoral Candidates and Academics/Scientists.
This scholarship is for students of all fields of study and research and for a duration from 1 month up to 1 year (extension possible).

B) "Study Scholarships for Artists"

This scholarship is offered to artists from the field of Fine Art, Design, Film, Music, Architecture, Drama, Direction, Dance and Choreography who want to complete a course of extension studies at a state institution of higher education in Germany for one academic year without gaining a formal degree.

C) "Re-invitation Programme for Former Scholarship Holders"

The re-invitation programme helps the DAAD maintain contacts with its former one-year scholarship holders. Submission of research or work projects (for one to three

months) to be completed at a state institution of higher education or a research institute in Germany.

D) Research Stays for University Academics and Scientists

These grants and scholarships aim to provide foreign academics and scientists working in higher education or at research institutes with an opportunity to carry out a research project at a state institution of higher education or a research institute in Germany.

E) "Intensive Language Courses in Germany"

A two-months intensive German language course at a language institute in Germany for advanced students of any subject, some German knowledge required.

F) "Summer Courses at German Universities"

German language courses held at German universities and "Fachhochschulen" with lectures on various academic subjects for a duration of at least 18 days during the summer months.

G) "Study Visits, Seminars and Practicals in Germany"

This programme is offered to groups of foreign students matriculated in their second semester or higher in a relevant degree programme at a foreign university, headed by a university teacher for a duration from 7 -12 days.

H) "Practical Traineeships for Foreign Students"

This programme is offered to foreign students of Natural and Technical Sciences, Agriculture and Forestry in countries with a National IAESTE Committee. The objective is practical training placement for a duration from 2 – 3 months at various firms, institutions of higher education and research institutes.

Application forms can be downloaded from the homepage of the DAAD (www.daad.de). Please note the deadlines for the submission of applications to the Embassy in the different categories:

Deadline A), B), C) and D): 31 October 2012 at the German Embassy Tel Aviv
Deadline E) and F): 02 January 2013 at the German Embassy Tel Aviv

Applications for H) have to be sent to the DAAD, applications for I) to the IAESTE Committee directly.

For further information you may also contact the DAAD-Lecturers:

**Winfried Schumacher, Haifa University, Email: wschuma@univ.haifa.ac.il or
From October 2012: Dr. Kristina Reiss, Hebrew University Jerusalem, E-Mail:**

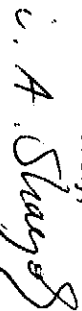
You will find more information about the DAAD and the scholarships on the following homepages:

www.daad.de

www.funding-guide.de

Thank you for your kind cooperation.

Yours sincerely,

A handwritten signature in black ink, appearing to read "v. A. Staeger". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

Annette Draeger
Cultural Department



Research Grants for Doctoral Candidates and Young Academics and Scientists

Objective

- ≡ Research grants provide young foreign academics and scientists with an opportunity to carry out a research project or a course of continuing education and training at a German state (public) or state-recognised higher education institution or non-university research institute. The prime goal is the funding of the doctoral dissertation. Specifically, this scholarship serves the following purposes:
 - ≡ research projects at a German higher education institution for the purpose of gaining a doctorate in the home country (this includes the doctoral programmes offered for developing and transformation in countries under the "DAAD Sandwich Model" - see Information Leaflet, which is also available on the Internet www.daad.de/extrainfo/);
 - ≡ research projects at a German university for the purpose of gaining a doctorate in projects of these kinds, we would particularly refer to the structured doctoral study programmes, such as Research Training Groups or Doctoral Research Groups, International Postgraduate Programmes, Graduate Schools, Max Planck Research Schools, etc. Please go to the following website for further information: www.daad.de/lpp/;
 - ≡ research projects of continuing education and training, but without aiming for a formal degree/qualification.

Postdocs can also refer to the funding opportunities offered by the Alexander von Humboldt-Foundation.

Duration

- ≡ The length of the grant is set by the grant committee at the selection session. Depending on the project in question and on the applicant's work schedule, grants can be paid generally for between one and ten months, in the case of full doctoral programmes in Germany for up to three years, and in exceptions for up to a maximum of four years.
- ≡ Support can only be provided for the completion of a full doctoral programme in Germany when special support policy reasons exist. Such reasons include, for example, the lack of comparable research or academic supervision opportunities in the home country or when the doctoral topic requires several years of research in Germany.
- ≡ Support for full doctoral programmes in Germany is based on a programme length of three years; if foreign graduates first have to qualify for admission to a doctoral programme, then grants can be awarded for a period of four years. Even when support has been awarded for a full doctoral programme, that award will initially be limited to a maximum of one year. Extensions then depend on whether or not the evaluation finds the previous award period to have been successfully completed.

Value

- ≡ Depending on the award holder's academic level, the DAAD will pay a monthly award of 750 euros (graduates holding a first degree) or 1,000 euros (doctoral candidates). As a rule, the scholarship DAAD generally will pay an appropriate flat-rate travel allowance, unless these costs are covered by the home country or by another funding source.
- ≡ Award holders completing a stay of more than six months receive a study and research allowance plus, where appropriate, a rent subsidy and family allowance. Funding for attendance of a language course is decided on a case-by-case basis (cf. Requirements).
- ≡ When award holders take doctoral programmes run under the "DAAD Sandwich Model", then the award may include the travel expenses of an academic supervisor - as long as this was already applied for in the first application.

Requirements

- ≡ Applications for DAAD research grants are open to excellently-qualified university graduates who hold a Diplom or Master's degree at the time they commence the grant-supported research and, in exceptional cases, graduates holding a Bachelor's degree or already holding a doctorate/PhD (postdocs).

- ≡ It is required that doctoral candidates wishing to take a doctorate/PhD in their home country will already have been admitted to an appropriate course at their home university.
- ≡ The application papers must generally include written confirmation of academic supervision by a professor in Germany and expressly refer to the applicant's project, thereby confirming that the host institute will provide a workplace. If the applicant is planning to complete a doctorate at the German host university, the letter of confirmation must come from the academic supervisor (Doktorvater/Doktormutter) for the applicant's doctoral programme/thesis.
- ≡ Applicants who intend to gain their doctorate within the scope of a structured doctoral study programme are required to present a letter of admission from their study programme or at least proof that they are being considered for admission.
- ≡ Besides previous study achievements, the most important selection criterion is a convincing and well-planned research or continuing education and training project to be completed during the stay in Germany and which has been coordinated and agreed with an academic supervisor at the chosen German host institute.
- ≡ German language skills are generally required, although the required level also depends on the applicant's project and topic, as well as on the available opportunities for learning German in the applicant's home country. In the natural sciences and in engineering disciplines, in particular, and when English is spoken at the host institute, proof of good English language skills may also be accepted. The DAAD decides on a case-by-case basis whether the applicant can attend a German language course before beginning the research grant (free of charge for the award holder). This option is only available for research grants lasting more than six months. Besides, the internet-based language course "Deutsch-Uni Online (DUO)" is recommended to help improve the German language skills. For scholarship holders with funding to run for more than six months, the DAAD will pay the course fees for six months as from their receipt of the Scholarship Award Letter. Furthermore, scholarship holders with funding to run for more than six months can apply to the DAAD for a subsidy towards a personally chosen German course. Further information will be included with the Scholarship Award Letter. The country-specific information on the DAAD homepage will tell you which language skills are required from applicants from your home country.
- ≡ At the time of application, generally no more than six years should have passed since gaining the last degree; in the case of doctoral students, no more than three years should have passed since starting the doctoral process; and in the case of postdocs, no more than two years should have passed since gaining the doctorate. In the case of postdocs who are applying for a short stay (of up to six months), no more than four years should have passed since gaining the doctorate. Depending on the country of origin of applicants, for example, special conditions prevailing in the home country education system, etc., exceptions are possible. The country-specific information on the DAAD homepage will provide you with more detailed information.
- ≡ Applicants, who have been resident in Germany for longer than one year at the time of application, cannot be considered.
- ≡ Special note for medical students: The special leaflet "Additional information on DAAD-research-grants for applicants from medical fields" provides information on specific requirements (also available on the Internet www.daad.de/extrainfo).

Application papers

- ≡ Detailed information on what application papers need to be submitted can be found on the Application Form for "Research Grants and Study Scholarships" ("Antrag auf ein Forschungs-/Stipendium"), which can be obtained on the Internet (www.daad.de/en/form) or from the diplomatic and consular representations of the Federal Republic of Germany, from DAAD Lektors, from the DAAD regional offices or Information and Advice Centres, and from partner organisations.
- ≡ The DAAD will not consider incomplete applications.

Country-specific information, dates and deadlines, application address and advice

- ≡ The DAAD website www.daad.de/stipendien provides further specific information for applicants from your home country. This information includes the language skills which applicants from your country of origin must meet, as well as information on the exact deadlines for the submission of the application papers and on where applications should be sent.
- ≡ Applications must not be sent direct to DAAD head office in Bonn.
- ≡ The above-mentioned website will also provide the addresses of institutions which you can contact in your home country for further information and advice.



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Information Leaflet: Research Grants for Doctoral Candidates within the "Sandwich Model"

Objective

Whereas conventional scholarships for doctorate or PhD studies assume that a scholarship holder will stay at a German institution of higher education, for several consecutive years, the "Sandwich Scheme" described hereafter is a flexible multi phase funding programme. Within the Sandwich Scheme, PhD students carry out their research and studies alternately in their home country and in Germany, following a schedule set in advance and under continuous supervision by a German academic. The doctorate is obtained at the homeland university.

Purpose

Within the academic funding schemes of numerous development countries, training and further education of future and young university teachers is given special priority. Besides specialisation and increasing previously gained knowledge, students very often strive for a PhD or doctorate degree as frequently required according to the regulations ruling university careers in their home country. Even in cases where PhD studies would be possible in the student's home country, a doctorate degree from an industrial nation is often preferred for reasons of prestige. PhD studies abroad, however, carry with them risks: of alienation connected with very long study courses, loss of originally reserved lecturing posts at the home university, of research geared too much to the developed country and its needs, and finally the risk of temptation to settle in the host country.

In an effort to minimize these risks, the DAAD has developed the scheme of cooperative PhD funding (Sandwich-Scholarships, Becas Integradas) for nationals of developing countries whose universities offer doctorates.

Procedure

This means the procedure can be as follows:

- the German university lecturer/professor travels to the homeland of the future doctoral candidate to draw up a joint protocol signed by both the local and the German supervisor, which details the dissertation subject, the planned work measures, and their duration
- preparatory studies and research for the PhD thesis in the home country (data collection and field research) without DAAD funding (special guidelines and procedures apply to some African countries)
- studies and research at a German institution of higher education (1 - maximum 2 years)
- if necessary, visit by the foreign academic supervisor and co advisor at the German institution (progress control, consolidation of institutional contacts)
- completion of the thesis in the home country (without DAAD funding)
- visit of the German supervisor to the home country of the PhD student (last corrections and participation at the viva as external examiner)

The main characteristic of this Sandwich Scheme is the individually tailor-made PhD programme schedule set with the greatest flexibility possible regarding the beginning and duration of each individual funding phase.

Eligibility, application forms and documents for this programme are the same as for research grants for doctoral candidates and young academics and scientists. The extensive and detailed research proposal must be accompanied by a work- and time schedule agreed upon by the academic advisors, both in the home country and in Germany.



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Additional Information on DAAD Research Grants for applicants from medical fields

Under its "Research Grants" programme (including research grants awarded in accordance with the so-called "Sandwich Model") the DAAD funds study and research stays completed in Germany by young foreign scientists (including from fields such as Human Medicine, Dental Medicine, Veterinary Medicine).

Types of funding for applicants from medical fields:

- a) The following projects are funded in the form of non-extendable research grants scheduled to run for up to one year:
- Continuing clinical training (e.g. as part of the specialist medical training being completed in the home country)
 - Research projects
 - Stays to collect material for a dissertation/doctoral thesis to be written in the home country or for a publication
- The DAAD does not fund complete medical specialisation courses lasting several years in Germany.

- b) **Extendable research grants** are awarded only for purely natural sciences based doctoral programmes or studies in Germany (e.g. leading to Dr. rer. nat. or Dr. rer. medic. degrees). By contrast, it is not possible to provide funding for the purpose of producing a medical dissertation/doctoral thesis (Dr. med., Dr. med. vet., or Dr. med. dent.).

Grant holders who practise medicine in Germany (whereby a training section completed as part of the medical specialist training is also considered in Germany to constitute the practice of medicine) or who have contact with patients require a "Permit for the Temporary Practice of Medicine" (**Erlaubnis zur vorübergehenden Ausübung des ärztlichen Berufs**) issued by the Regional Government Office in the federal state in which their host university is located. This means that applicants whose project involves them working with patients not only have to meet the general application requirements for the Research Grants Programme as such, but must in general additionally meet the following requirements:

- Applicants must have completed at least 7 years of medical training with a university degree. (Doctors from developing countries must additionally be able to present proof of at least three years of professional practice following completion of their medical training)
 - They must also hold an unconditional licence to practise medicine in their home country
- The DAAD will send further information and, where necessary, relevant forms in good time to all those grant holders who require permission to practise medicine.

Grant holders whose research grant is scheduled to run for up to six months must, if they require a licence to practise medicine, already themselves send their application to Germany while they are still in their home country. Please note that the award only comes into effect, which means that the grant can only be taken, once the holder has received permission to practise medicine.

Grant holders whose grant is scheduled to run for more than six months must submit the application for a "Permit for the Temporary Practice of Medicine" (**Erlaubnis zur vorübergehenden Ausübung des ärztlichen Berufs**) via the DAAD. To avoid any unnecessary delays, the required papers and documents must be obtained in the home country before the grant is begun or before any preliminary language course and must be sent to the DAAD in good time. Please note that it may take several weeks before the relevant regional government office issues this permit.

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Study Scholarships for Graduates of All Disciplines

Objective

- ≡ Study scholarships are awarded to provide foreign graduates of all disciplines with opportunities to complete a postgraduate or Master's degree course at a state (public) or state-recognised German higher education institution and to gain a degree in Germany (Master's/Diplom). Funding can also be approved if only the first or second year of a postgraduate or Master's programme has been completed in Germany, while the degree will be gained at the foreign university.

Duration

- ≡ Depending on the length of the chosen degree course or study project, the study scholarship will be awarded for between 10 and 24 months. Initially, scholarships are awarded for one academic year and can be extended for students with good study achievements to cover the full length of the chosen degree course.

Value

- ≡ The DAAD will pay a monthly award of 750 euros. As a rule, the scholarship additionally includes certain payments towards health insurance cover in Germany. In addition, the DAAD generally will pay an appropriate flat-rate travel allowance, unless these costs are covered by the home country or by another funding source. Furthermore, the DAAD will pay a study and research allowance and, where appropriate, a rent subsidy and family allowance.

Requirements

- ≡ Applications for DAAD study scholarships are open to excellently-qualified graduates who, at the latest when they commence their scholarship-supported studies, hold a first degree (Bachelor's, Diplom or comparable academic degree). No more than six years should generally have passed between the time when they gained their degree and the time of this application.
- ≡ Besides previous academic achievements, the most important selection criterion is a convincing presentation of the applicant's academic and personal reasons for the planned study project in Germany. Applications must either include the notification of admission issued by the German host institution for the desired degree course, or, if this is not the case, then the notification of admission must be presented to the DAAD before the scholarship-supported studies begin. The scholarship award letter from the DAAD only becomes effective once the holder has been admitted to studies. If the degree programme includes a several month long stay abroad, funding for this stay abroad will generally only be considered if it takes place in an EU Country (not in the home country) and lasts a maximum of 6 months and covers a maximum of 25% of the scholarship term.

- ≡ Good German language skills - especially for applicants reading arts and humanities disciplines - are generally a requirement for studying in Germany. Exceptions are possible when scholarship holders are enrolled in degree courses which are instructed in English. The DAAD may fund attendance of a German language course at a language school in Germany before the scholarship-supported studies begin. This is free of charge to the scholarship holder. Besides, the internet-based language course "Deutsch-Urli Online (DUO)" is recommended to help students improve their German language skills. For scholarship holders, the DAAD will pay the course fees for six months as from their receipt of the Scholarship Award Letter. Furthermore, scholarship holders can apply to the DAAD for a subsidy towards a personally chosen German course. Further information will be included with the Scholarship Award Letter.
- ≡ Applicants, who have been resident in Germany for longer than one year at the time of application, cannot be considered.

Application papers

- ≡ Detailed information on what application papers need to be submitted can be found on the Application Form for "Research Grants and Study Scholarships" ("Antrag auf ein Forschungs-/Stipendium"), which can be obtained on the Internet (www.daad.de/en/form) or from the diplomatic and consular representations of the Federal Republic of Germany, from DAAD Lektors, from the DAAD regional offices or Information and Advice Centres, and from partner organisations.
- ≡ Besides presenting the academic and personal reasons for the planned study project in Germany, the application must be accompanied by an extract from the host university's website with concrete details (title of the degree programme, study plan and the expected length of studies, language of instruction, admissions requirements plus information on any tuition fees) for the chosen degree programme.
- ≡ Special note for architects: The special leaflet "Additional Information on DAAD Study Scholarships in the Field of Architecture" provides information on aspects such as the work samples which applicants need to submit. It can be obtained from the above-mentioned offices or on the Internet (www.daad.de/extrainfo).
- ≡ The DAAD will not consider incomplete applications.

Country-specific information, dates and deadlines, application address and advice

- ≡ The DAAD website www.daad.de/stipendien provides further specific information for applicants from your home country. This information includes the language skills which applicants from your country of origin must meet, any special age-limit regulations which may apply, as well as information on the exact deadlines for the submission of the application papers and on where applications should be sent.
- ≡ Applications must not be sent direct to DAAD head office in Bonn.
- ≡ The above-mentioned website will also provide the addresses of institutions which you can contact in your home country for further information and advice. Information on study opportunities in Germany can be found in German at www.hochschulkompass.hrk.de or in English at www.higher-education-compass.hrk.de



Research Stays for University Academics and Scientists

Objective

- ≡ These grants and scholarships aim to provide foreign academics and scientists working in higher education or at research institutes with an opportunity to carry out a research project at a state (public) or state-recognised higher education institution or non-university research institute in Germany.

Duration

- ≡ Depending on the applicant's work schedule, the research stay will last between one and three months.

Value

- ≡ Depending on the applicant's academic status, the monthly award will amount to 2,000 euros for assistant lecturers, assistant professors and young lecturers, and 2,150 euros for professors, in exceptions, 2,300 euros.
- ≡ In addition to these payments, the DAAD generally will pay an appropriate flat-rate travel allowance, unless these costs are covered by the home country or by another funding source.

Requirements

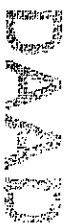
- ≡ Applications for DAAD research stays are open to excellently-qualified academics and scientists who should generally hold a doctorate/PhD. All applicants must be working in higher education or at a research institute in their home country.
- ≡ Besides their previous academic achievements (for example, recent publications), the most important selection criterion is a convincing and well-planned research project to be completed during the stay in Germany. This must have been coordinated and agreed with a research collaboration partner at the chosen host institute in Germany. Written confirmation of the research cooperation, including express reference to the applicant's project, must be included with the application papers.
- ≡ The application must provide proof of a workplace being provided at the host institute.
- ≡ DAAD support for a research stay can only be awarded once in any three-year period.
- ≡ Former fellows of the Alexander von Humboldt-Foundation are requested to contact the Humboldt-Foundation first.

Application papers

- ≡ Detailed information on the application papers which need to be submitted can be found on the Application Form for "Research Stays and Study Visits for University Academics and Scientists" ("Forschungs- und Arbeitsaufenthalte ausländischer Hochschullehrer und Wissenschaftler" – in printed form blue), which can be obtained on the Internet (www.daad.de/en/form) or from the diplomatic and consular representations of the Federal Republic of Germany, from DAAD Lectors, from the DAAD regional offices of the Federal and Advice Centres, and from partner organisations.
- ≡ The DAAD will not consider incomplete applications.

Country-specific information, dates and deadlines, application address and advice

- ≡ The DAAD website www.daad.de/stipendien provides information on the precise deadlines for the submission of applications and on where these should be sent. Upon request, the German diplomatic and consular representations and the DAAD regional office responsible for your country will also be able to provide this information.
- ≡ Applications cannot be sent direct to DAAD head office in Bonn.
- ≡ The above-mentioned website will also provide the addresses of institutions which you can contact in your home country for further information and advice.



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Re-invitation Programme for Former Scholarship Holders

Objective

- ≡ To maintain contact with Germany, former DAAD Research Grant or Study Scholarship holders with funding for more than six months and former DDR (East German) Scholarship holders who studied in Germany for at least one year can apply for a re-invitation. Funding is available for research and working projects at a state or state-recognised (public) university or a non-university research institution. Former scholarship holders working outside the science sector can also apply for funding to cover a working stay at another institution in business or industry, administration, culture or media.

Duration

- ≡ Depending on the applicant's work schedule, the research and working stay can last between one and three months.

Value

- ≡ Depending on the applicant's academic status, the monthly award will amount to 2,000 euros for assistant lecturers, assistant professors and young lecturers, and 2,150 euros for professors, in exceptions, 2,300 euros.
- ≡ In addition to these payments, the DAAD generally will pay an appropriate flat-rate travel allowance, unless these costs are covered by the home country or by another funding source.

Requirements

- ≡ Applications for re-invitations are open to the above-specified former scholarship holders (alumni) who have been back in their home country for at least three years.
- ≡ The most important selection criterion is a convincing and well-planned research or working project for the stay in Germany, which has been agreed in terms of content and schedule with the supervising host in Germany. Working projects outside the science sector must be of such a nature that sustainable effects can be expected for the professional activity of the applicant, dissemination effects, such as in the form of planned publications and/or greater collaboration and cooperation with Germany. The application papers must be accompanied in writing by a letter from the host which expressly refers to the research or working project and also confirms the host's willingness to supervise the project and to provide an unpaid workplace at the host institution.
- ≡ DAAD support for a research or work stay can only be awarded once in any three-year period.

Application papers

- ≡ Detailed information on the application papers to be submitted can be found in the print version (blue) of the Application Form for "Research Stays and Study Visits for University Academics and Scientists" ("Forschungs- und Arbeitsaufenthalte ausländischer Hochschullehrer und Wissenschaftler"), which can be obtained on the Internet (www.daad.de/en/form) or from the diplomatic and consular representations of the Federal Republic of Germany, from DAAD Lektors, from the DAAD regional offices or Information and Advice Centres, and from partner organisations.
- ≡ The DAAD will not consider incomplete applications.

Country-specific information, dates and deadlines, application address and advice

- ≡ The DAAD website www.daad.de/stipendien provides further specific information for applicants from your home country, including the exact deadlines for the submission of application papers and on where applications should be sent. Upon request, the German diplomatic and consular representations and the DAAD regional office responsible for your country will also be able to provide you with this information.
- ≡ Applications must not be sent direct to DAAD head office in Bonn.
- ≡ The above-mentioned website will also provide the addresses of institutions which you can contact in your home country for further information and advice.

The President of the DAAD issues all invitations.



Scholarships for Artists and Architects A. Study Scholarships

Objective

These study scholarships aim to provide foreign applicants from the fields of Fine Art, Design, Film, Music, Architecture as well as Performing Arts (Drama, Direction, Dance, Choreography, etc.) with an opportunity to complete a course of extension studies, without gaining a formal degree or qualification, or to complete a postgraduate or Master's degree course to gain a degree in Germany (Master's/Diplom), at a German state (public) or state-recognised higher education institution.

Duration

Extension studies without the purpose of gaining a degree: generally one academic year. In individual cases and upon application, scholarships may be extended.

Study projects with the purpose of gaining a degree: depending on the length of the chosen degree course or study project, between 10 and 24 months. Initially, scholarships are awarded for one academic year and can be extended upon application for students with good study achievements to cover the full length of the chosen degree course.

Value

The DAAD will pay a monthly scholarship of 750 euros. As a rule, the scholarship additionally includes certain payments towards health insurance cover in Germany. In addition, the DAAD generally will pay an appropriate flat-rate travel allowance, unless these costs are covered by the home country or by another funding source. Furthermore, the DAAD will pay a study allowance and, where appropriate, a rent subsidy and family allowance.

The internet-based language course "Deutsch-Uni Online (DUO)" is recommended to help students improve their German language skills. For scholarship holders, the DAAD will pay the course fees for six months as from their receipt of the Scholarship Award Letter. Furthermore, scholarship holders can apply to the DAAD for a subsidy towards a personally chosen German course. Further information will be included with the Scholarship Award Letter.

Requirements

Applicants must have completed their studies in their home country – as far as possible – with a corresponding final degree. If the degree cannot be gained in the home country, their education and training opportunities in the home country must have been exhausted. No more than six years should generally have passed between the time when they gained their degree and the time of this application.

If the chosen study project includes a several month long stay abroad, funding for this stay abroad will generally only be considered if it takes place in an EU Country (not in the home country) and lasts a maximum of 6 months and covers a maximum of 25% of the scholarship term.

Applicants, who have been resident in Germany for longer than one year at the time of application, cannot be considered.

Application papers

Detailed information on the application papers to be submitted can be found on the Application Form for "Research Grants and Study Scholarships" ("Antrag auf ein Forschungs-/Studienstipendium"), which can be obtained on the Internet (www.daad.de/en/form) or from the diplomatic and consular representations of the Federal Republic of Germany, from DAAD Lektors, from the DAAD regional offices or Information and Advice Centres, and from partner organisations.

In addition, special leaflets for the fields of Fine Art, Design and Film, Music, Architecture as well as Performing Arts (Drama, Direction, Dance, Choreography, etc.) provide information on aspects such as the work samples (portfolio) which applicants need to submit. These leaflets can be obtained from the above-mentioned offices or on the Internet (www.daad.de/extrainfo).

The DAAD will not consider incomplete applications.

Country-specific information, dates and deadlines, application address and advice

The DAAD website www.daad.de/stipendien provides information on the precise deadlines for the submission of applications and on where these should be sent. Upon request, the German diplomatic and consular representations and the DAAD regional office responsible for your country will also be able to provide this information.

The above-mentioned website will also provide the addresses of institutions which you can contact in your home country for further information and advice. Information on study opportunities in Germany can be found in German at www.hochschulkompass.de or in English at www.higher-education-compass.de

B. Study Visits for Academics

Objective

- ≡ The study visits for academics programme aims to enable lecturers from the fields of Fine Art, Design, Film, Music, Architecture as well as Performing Arts (Drama, Direction, Dance, Choreography, etc.) to apply for a supported study visit for the purpose of artistic cooperation with a German host institution.

Duration

- ≡ Depending on the applicant's work schedule, the study visit will last between one and three months.

Value

- ≡ Depending on the applicant's academic status, the monthly award will amount to 2,000 euros for assistant lecturers, assistant professors and young lecturers, and 2,150 euros for professors, in exceptions, 2,300 euros.
- ≡ In addition to these payments, the DAAD generally will pay an appropriate flat-rate travel allowance, unless these costs are covered by the home country or by another funding source.

Requirements

- ≡ To qualify for support under the study visits for artists programme, the applicant must be lecturing at a higher education institution in the home country.
- ≡ A well-planned and convincing project is an important selection criterion. The application papers must be accompanied by written confirmation of academic supervision or confirmation of agreement having been reached with a German institution of higher education.
- ≡ DAAD support for study visits by artists can only be awarded once in any three-year period.

Application papers

- ≡ Detailed information on the application papers which need to be submitted can be found on the Application Form for "Research Stays and Study Visits for University Academics and Scientists" ("Forschungs- und Arbeitsaufenthalte ausländischer Hochschullehrer und Wissenschaftler" – in printed form blue), which can be obtained on the Internet (www.daad.de/en/form) or from the diplomatic and consular representations of the Federal Republic of Germany, from DAAD Lektors, from the DAAD regional offices or Information and Advice Centres, and from partner organisations.

- ≡ The DAAD will not consider incomplete applications

Country-specific information, dates and deadlines, application address and advice

- ≡ The DAAD website www.daad.de/stipendien provides information on the precise deadlines for the submission of applications and on where these should be sent. Upon request, the German diplomatic and consular representations and the DAAD regional office responsible for your country will also be able to provide this information.
- ≡ Applications must not be sent direct to DAAD head office in Bonn.
- ≡ The above-mentioned website will also provide the addresses of institutions which you can contact in your home country for further information and advice.



Additional Information on DAAD Study Scholarships in the Field of Music

Academic studies in musicology are offered by universities only. Scholarship applicants for this subject do not apply in the separate process for music, but rather pass through the general process applicable to all academic subjects.

DAAD study scholarships in the field of music are only awarded for extension studies. Applicants must generally hold a first academic degree; if this is not possible, they should at least have exhausted all the training options offered for their instrument in their home country. At the time of application, they must not have been resident in Germany for more than one year.

Final selection of study scholarship holders in music is made by a special DAAD Selection Committee made up of professors from the German colleges of music (*Musikhochschulen*). Besides the written application papers, applicants must submit sound recordings, which form the decisive basis for the selection decision.

The scholarship is awarded exclusively for studies at one of the state colleges of music (Staatliche Musikhochschulen) in the Federal Republic of Germany. Initially, all scholarships are generally awarded for one academic year and can be extended upon application for students with good study achievements to cover the full length of the chosen study project. In individual cases and upon application, a scholarship may be extended for a course of postgraduate study lasting several years. In principle, all colleges of music offer postgraduate programmes that generally last four semesters. However, participation in a postgraduate course does not automatically lead to scholarship extension.

The scholarship award does not automatically guarantee admission to a college of music.

The respective college of music is responsible for setting age limits for admission, whereby differing rules apply depending on the applicant's academic level and chosen subject. As a rule, however, applicants will only be accepted who are no older than 28 to 30 years of age.

The required sound recordings must meet the following requirements and standards:

1. The sound recording must contain pieces/works of a higher degree of difficulty played or sung by the applicant.
2. At the time of application, all recordings must be no older than one year and must be of the best possible technical quality (no mp3, AAC, etc.).
3. Sound-image media in the form of an audio CD or DVD video are accepted. The audio CD or DVD video must be playable on standard CD / DVD players.
4. Sound recordings must be labelled with the following information:
 - applicant's name
 - composer's name
 - title of the work/piece
 - individual movements (one movement per track)
 - index numbers for selecting individual works and movements
 - details on the length of the individual numbers
 - place of recording
 - date of recording
 - labelled as a CD or DVD.

Failure to meet these requirements may lead to applicant's exclusion from the application process.

Instrumentalists from the field of Serious/Classical Music must submit **complete works** (not only individual movements) from at least **3 different style eras of essential relevance** to the discipline in question. One of the works should be from the field of Modern Music. Failure to meet the minimum criteria will result in the candidate being excluded from the process.

Instrumentalists from the field of jazz should present at least 3 pieces of differing character or tempi (e.g. a ballad or a quick piece).

Applicants for the subjects Chamber Music or Song Accompaniment must, in addition to the three required works in the subject Chamber Music or Song Accompaniment, submit the recording of at least one work for their solo instrument.

Members of ensembles or duos applying for a scholarship must, in addition to the three required ensemble works, also present at least one work to demonstrate their soloist play.

Singers are requested to prepare a comparably differentiated programme made up of three style eras that additionally cover the fields of Opera, Song, and Concerto.

The total recording time must be at least **20 minutes** for singers and at least **30 minutes** for instrumentalists.

Please note that your application can only be processed if the specified formal requirements have been met regarding the completeness and length of the sound recordings.

Special conditions apply to applicants from the following subjects:

A) Composition

Composers must submit their own compositions in the form of full scores (four sets of copies, please) and sound recordings (not older than three years). No more than three scores should be submitted. Scores must be labelled with the date of completion. The requirements listed in points 3 and 4 above apply for the sound recordings. Candidates must additionally submit a list of works.

B) Conductors (orchestral and choral)

Conductors are expected to present a recent DVD recording of their own conducting (please ensure that it is compatible with Windows Media Player or VLC Media Player) showing rehearsal work and a performance, as far as possible, with the conductor facing the camera, so that the applicant can be appropriately assessed. The conducted works should come from various representative style eras (e.g. Baroque, Classic, Opera, Modern, etc.). The selected literature must correspond with the aspired field of study (choir or orchestra conducting). A recording of the applicant playing an instrumental piece is also required. Conducting presentations should not fall below 15 minutes.

The DVD recordings must be labelled with the following information:

- applicant's name
- composer's name
- title of the work/piece
- individual movements (one movement per track)
- index numbers for selecting individual works and movements
- details on the length of the individual numbers
- place of recording
- date of recording.

The DAAD registers scholarship holders for admission at the college of music of their choice. However, the applicant is essentially free in his or her choice of state college of music. Applicants are therefore urgently advised to inform themselves in good time about the institution in question, about the range of studies it offers and about the professors teaching there. The application must already state at which college and with which teacher they would like to study, and whether or not they have already been in contact with the teacher in question. Studies under a teacher of the same nationality or from the same cultural sphere can only be funded if this teacher has not been living in the original cultural sphere for a long time and, in particular, if it is certain that the language of instruction will not be the language of the country of origin. In such cases, reasons for the choice of teacher are already requested with the application. Further information on the colleges of music is available from German embassies, from the DAAD regional offices and from the Goethe Institutes abroad, as well as from DAAD head office in Bonn.

The individual college of music decides on admission of the scholarship holder, on acceptance in a specific class and on credits for previous study periods and academic achievements. In most cases, applicants are additionally required to take an entrance examination. Please inquire in good time about the application deadlines and audition/interview dates at your chosen College of Music (Conservatory) and please note that these may under certain circumstances lie several months before the desired start date for your studies or even before the DAAD's scholarship award decision. Following a positive scholarship decision, the DAAD will also once again contact the College of Music (Conservatory).

If an applicant is not accepted by a college of music, even though the DAAD reached a positive decision, the DAAD regrets that the applicant cannot then take up the scholarship.



Additional Information on DAAD Study Scholarships in the Fields of Fine Art, Design and Film

1. These scholarships are exclusively meant for postgraduate or complementary studies (but **not** for first-degree or undergraduate studies) at one of the state colleges of art or in an **appropriate** degree course offered by a *Fachhochschule* (university of applied sciences) or a full university in the Federal Republic of Germany.
2. The final selection decision on applicants for fine art, design or film courses is made by a DAAD Selection Committee in Bonn, whose members are professors from the fields of fine art, design or film. Besides the application papers, the committee's decision is mainly based on the art work which applicants are required to submit.
3. In the case of collaborative works or projects, the individual contribution made by the applicant must either be marked or described appropriately or specified in writing.
4. The following samples of applicants' works (no original works) must be submitted along with the application form. (Please enclose a list of all enclosed work samples with details [size, creation date, location etc.]); the list must be accompanied by a statement that the applicant personally produced/created the works or, in the case of collaborative projects, must state who contributed to these works):
 - a. **From Painters, Sculptors and Designers:**
 - b. **From Film Makers:**Films only as video copies or on CD-ROMs or DVDs – the information given below on the submission of moving images applies.

Image files:

Images/reproductions of artistic works can be submitted on CD-ROM or DVD-ROM in jpg format. Attention should be given to producing a clear and comprehensible directory structure for the files. All images or depictions jointly embedded in a pdf-document or a PowerPoint Presentation or in an offline website are also possible. Please note that the website must be readable from CDs or DVDs using any currently customary browser and without requiring any special plug-ins.

The number of submitted images should range from between minimum 15 and maximum 40.

In the case of sculptures, objects and installation art, several photos taken from various perspectives may provide a better impression.

The images must be accompanied by a clear list including all key data and details for each image and/or all submitted works. This list should be submitted both as a file (txt, rtf, doc or pdf) and additionally as a paper printout. The list must include all file names, plus relevant details for each depicted work: Title, technique, dimensions, year of origin. If an image only shows a detail or an extract, this must be noted.

It is very useful when the file names themselves include important details on the individual works, e.g.:
CloseEncounter_OilOnCanvas_30x40cm_2009_detail.jpg

For reasons of clarity, it may be better to divide the works into individual groups. An individual folder can then be opened for each group and given a meaningful name, e.g.: Öl auf Leinwand (Oil on Canvas), 30x40cm, 2009 (12 images).

Further short explanatory texts may be added to the groups / folders as txt-, rtf-, doc- or pdf files.

When embedding images in pdf files, an offline website or PowerPoint presentation, the explanations on each work may be added as appropriate captions or relevant texts.

Moving Images:

Films and videos can be submitted in DVD video with standard-conform VIDEO_TS-Folder (PAL or NTSC, without regional codes, without copy protection, with or without menus). Please ensure that the DVD runs trouble free on a standard DVD player. The pause, fast forward, fast return functions should also be available. We recommend that you use high-quality blanks, do not burn at maximum speed and check/test the burnt files.

Films and videos can also be submitted on DVD-ROM (Data DVD) or CD-ROM (Data CD), then as wmv-, mpg-, avi-, mov- or swf files. The files must play trouble free on programs like Windows Media Player or VLC Media Player.

HD resolution videos can also be additionally submitted; the same material must in all cases be available in SD resolution. Both must be clearly labelled.

The marking for each DVD (CD) must not only include the usual details, such as author, title, running time, aspect ratio and year of origin, but also whether it is a DVD-ROM (CD-ROM) or a DVD-Video. The storage media may only be labelled (printed or in legible writing) using a suitable pen. Self-adhesive labels must not be used.

No more than 12 minutes are allowed for examining the submitted files. In some cases, selected extracts may have to be submitted. In this case, the length of the extracts and the original length(s) of the film / films must be specified. For reference purposes, all films can also be submitted in full length. A DVD may contain several films.

Each film/video must be submitted with a paper printout and (as far as possible) a file copy must be submitted with the following details: Author's name, title, running time, aspect ratio, year of origin, possibly a synopsis and explanatory details.

It must be clearly recognisable whether the video itself is the work of art, or whether it primarily documents a work of art (as a documentary on an installation / sculpture / performance).

If several persons have contributed to a film or video, then all the key contributors and their roles must be specified. In particular, the role of the submitter must be clearly specified in this case.

Samples of work submitted on video, CD-ROM or DVD / DVD-ROM will only be returned if expressly requested. Otherwise, the application papers including all the attachments, samples, etc. become the property of the DAAD without claim to payment or compensation. No materials are returned; the work samples of unsuccessful candidates and all other application documents will be destroyed after a period of two years at the latest.

5. The award of a scholarship does not automatically guarantee admission to one of the colleges. The DAAD will register the scholarship holders with their desired university. Applicants are therefore urgently advised to inform themselves in good time about the institution in question, on the range of studies which it offers and on the professors teaching there. In as far as possible, applicants should inform the DAAD at the time of their application where (college) and under whom (teacher) they would like to study.
6. The individual college decides on the admission of scholarship holders, on acceptance in the class of a specific teacher and on crediting previous study periods and achievements. Under certain circumstances, applicants may be required to take an entrance examination. In such cases, the DAAD and the college will advise the scholarship holder accordingly. Applicants who are not accepted by a college/university cannot take the scholarship.



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Additional Information on DAAD Study Scholarships in the Field of Architecture

These scholarships are exclusively meant for postgraduate or complementary studies (but **not** for first-degree or undergraduate studies) at a higher education institution or in an **appropriate** degree course offered by a Fachhochschule (university of applied sciences) or a full university in the Federal Republic of Germany.

The final selection decision on applicants for architecture courses is made by a DAAD Selection Committee in Bonn, whose members are professors from the field of architecture. Besides the application papers, the committee's decision is mainly based on work samples (layouts, sketches, photographs, etc.) which applicants are required to submit.

The following samples of applicants' works must be submitted along with the application form. (Please enclose a list of all enclosed work samples with details [size, creation date, location etc.]; the list must be accompanied by a statement that the applicant personally produced/created the works or, in the case of collaborative projects, must state who contributed to these works):

Architects and interior designers should include three drafts on a scale appropriate to the object with their application (in each case with the ground plan, the layout, elevation and perspective). This must include at least one independent (non-group) project (draft, analysis, plan); urban and regional planners should submit works with their application (such as papers and presentations), which clearly show that they have already worked on planning processes. Samples of work on digital media cannot be considered.

In the case of collaborative works or projects, the contribution made by the applicant must either be marked or described appropriately or specified in writing.

The submitted papers and documents will be returned on request after the selection has been completed.

Besides presenting the academic and personal reasons for the planned study project in Germany, the application must be accompanied by an extract from the host university's website with concrete details (title of the degree programme, study plan and the expected length of studies, language of instruction, admissions requirements plus information on any tuition fees) for the chosen degree programme.



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

University Summer Courses offered in Germany for Foreign Students and Graduates

Objective

- ≡ These grants are awarded to enable students and graduates to attend German language and area studies courses plus special language/terminology courses that are offered by state (public) or state-recognised German higher education institutions and by affiliated language schools. Course providers and course offers are available on the DAAD homepage: www.daad.de/hsk-kursliste.

Term

- ≡ The grants run for at least 18 days of course with a minimum of 25 hours of teaching per week. Courses are taught in German (language of instruction) and are held in the summer months (from May at the earliest) during the recess period at German universities.
- ≡ The grants cannot be extended.

Value

- ≡ The DAAD awards a part-cost grant of 650,- euros, a flat-rate course fee allowance of 200,- euros, plus possibly a regionally-graduated flat-rate travel allowance based on country of origin (with the exception of Western Europe, see: www.daad.de/kp-hsk_hwk_isk). In contrast to the above sum, participants from least developed countries as defined by the so-called "OECD-DAC List" (www.oecd.org/dataoecd/9/50/48858205.pdf - Least Developed Countries) receive a flat-rate course fee allowance of 375,- euros.
- ≡ Accommodation is generally booked via the course organiser.

Application Requirements

- ≡ Applications are open to students in Bachelor's and Master's programmes of all subject areas who will have completed at least two academic years of studies at the time of starting their funded stay.
- ≡ Students in their last year of a Bachelor's programme are entitled to apply if a Master's programme will follow directly after the Bachelor's degree. Please include the letter of confirmation by the higher education institution as proof.
- ≡ Neither graduates holding a Master's degree nor PhD students are eligible for application to this programme.
- ≡ At the time of starting the funded stay, applicants must be registered or matriculated at a university in their home country or in their country of permanent residence (but not Germany).
- ≡ Applicants must be able to follow lectures and presentations and to collaborate in teams. The German required language skills must at least be equivalent to level B1 of the Common European Framework of Reference for Languages (CEFR) and must be proved by a language certificate. The last language certificate (e.g. DAAD, Goethe Institute, TestDaF or certificates is available on the DAAD homepage: www.daad.de/deutschland/deutsch-lernen/wo-deutsch-lernen/13874.de.html).
- ≡ The minimum age at the time of starting the funded stay is 18 years.
- ≡ An applicant may only be considered once for a DAAD Intensive Language Course or University Summer Course Grant in any three consecutive years.

- ≡ Alternative requirements may apply for some few countries as specified in the "Country Information" section.
- ≡ Additional information on the application process is available on the DAAD homepage: www.daad.de/deutschland/download (further downloadable forms - FAQs for applicants and FAQs for scholarship holders)

Application Papers

- ≡ Information on the application papers to be submitted is included on the application form ("Antrag auf ein Hochschulsommerkursstipendium"/"Application for a summer course scholarship - in German only), which can be obtained on the Internet (www.daad.de/en/form) or from the DAAD regional offices, from DAAD- or IC-Lektors, from the diplomatic and consular representations of the Federal Republic of Germany and from DAAD partner organisations.
- ≡ In the application form, applicants are required to specify the courses they wish to take. Applicants have to fill in all spaces and name different course locations and/or course durations. As far as possible, the DAAD takes these preferences into account when it makes a final decision regarding course placement. Because the number of available places is limited, however, the DAAD reserves the right to choose an alternative course.
- ≡ The course choices indicated in the application form are binding: it is not possible to change courses.
- ≡ Consideration can only be given to applications if they are received on time and are complete, and if they provide details on all the examinations taken and document these appropriately.
- ≡ Please submit the grant application in a single copy.
- ≡ Your application papers including all the attachments, samples, etc. become the property of the DAAD without claim to payment or compensation. No materials are returned.

Country Information, Dates and Deadlines, Application Address and Advice

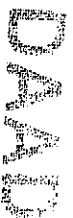
- ≡ Applicants must not send their application direct to the DAAD in Bonn.
- ≡ Applications must be submitted to a DAAD Regional Office, or DAAD-(IC-)Lektor, or Consulate-General or Embassy of the Federal Republic of Germany, or to a DAAD partner organisation.
- ≡ Country-specific application deadlines are listed under: www.daad.de/stipendien. Here, you will find additional information relating to your home country.
- ≡ The above offices must submit all applications to the DAAD, Section 513, by 31 January at the latest.
- ≡ The programme administrators at the DAAD in Bonn are

Ms. Ivana Rossi
 Section 513
 Tel.: 0049 228 882 371
 Fax: 0049 228 882 9 371
 E-Mail: rossi@daad.de

Ms. Saskia Dahl
 Section 513
 Tel.: 0049 228 882 313
 Fax: 0049 228 882 9 313
 E-Mail: dahl@daad.de

Ms. Anja Neumann (part-time)
 Section 513
 Tel.: 0049 228 882 316
 Fax: 0049 228 882 9 316
 E-Mail: a.neumann@daad.de

Ms. Regina Panoulas
 Section 513
 Tel.: 0049 228 882 8636
 Fax: 0049 228 882 9 8636
 E-Mail: panoulas@daad.de



Intensive Language Courses offered in Germany for Foreign Students and Graduates

Objectives

- ≡ These grants are awarded to enable students and graduates to attend intensive German courses at a language school or institute in Germany. Course providers and course offers are available on the DAAD homepage: www.daad.de/isk-kursliste.

Term

- ≡ The grants run for two months and can be taken between June and December.
- ≡ The grants cannot be extended.

Value

- ≡ The DAAD awards a part-cost grant of 1,300.- euros, a flat-rate course fee allowance of 1,000.- euros, plus possibly a regionally graduated flat-rate travel allowance based on country of origin (with the exception of Western Europe, see: www.daad.de/rkp-hsk_hwk_isk).
- ≡ Accommodation is generally booked via the course organiser.

Application Requirements

- ≡ Applications are open to students in Bachelor's and Master's programmes of all subject areas who will have completed at least two academic years of studies at the time of starting their funded stay, as well as to doctoral students.
- ≡ Students in their last year of a Bachelor's programme are entitled to apply if a Master's programme will follow directly after the Bachelor's degree. Please include the letter of confirmation by the higher education institution as proof.
- ≡ Applications are also open to graduates working in the higher education sector whose last degree was gained no longer than six years ago.
- ≡ Applicants from the fields of German studies, German as a foreign language, and from translation/interpretation degree courses are excluded from this programme.
- ≡ At the time of commencing the scholarship, applicants must be registered in or working at a higher education institution in their home country or in a country in which they have permanent residence status (apart from Germany).
- ≡ Applicants must present proof of German language skills which must at least be equivalent to level A1 and at most to level B1 of the Common European Framework of Reference for Languages (CEFR). The last language certificate (e.g. DAAD, Goethe Institute, TestDaF or certificates is available on the DAAD homepage: www.daad.de/deutschland/deutsch-lernen/wo-deutsch-lernen/13874.de.html).
- ≡ The minimum age at the time of starting the funded stay is 18 years.
- ≡ An applicant may only be considered once for a DAAD Intensive Language Course or University Summer Course Grant in any three consecutive years.
- ≡ It is not possible to apply for an intensive language course and for a university summer course at the same time.

- ≡ Alternative requirements may apply for some few countries as specified in the "Country Information" section.
- ≡ Additional information on the application process is available on the DAAD homepage: www.daad.de/deutschland/download (further downloadable forms - FAQs for applicants and FAQs for scholarship holders)

Application Papers

- ≡ Information on the application papers to be submitted is included on the application form ("Antrag auf ein Intensivsprachkursstipendium"/Application for an Intensive Language Course Grant - in German only), which can be obtained on the Internet (www.daad.de/en/form) or from the DAAD regional offices, from DAAD- or IC-Lektors, from the diplomatic and consular representations of the Federal Republic of Germany and from DAAD partner organisations.
- ≡ In the application form, applicants are required to specify the courses they wish to take. Applicants have to fill in all spaces and name different course locations and/or course durations. As far as possible, the DAAD takes these preferences into account when it makes a final decision regarding course placement. Because the number of available places is limited, however, the DAAD reserves the right to choose an alternative course.
- ≡ The course choices indicated in the application form are binding: it is not possible to change courses.
- ≡ Consideration can only be given to applications if they are received on time and are complete, and if they provide details on all the examinations taken and document these appropriately.
- ≡ Please submit the grant application in a single copy.
- ≡ Your application papers including all the attachments, samples, etc. become the property of the DAAD without claim to payment or compensation. No materials are returned.

Country Information, Dates and Deadlines, Application Address and Advice

- ≡ Applicants must not send their application direct to the DAAD in Bonn.
- ≡ Applications must be submitted to a DAAD Regional Office, or DAAD-(IC-)Lektor, or Consulate-General or Embassy of the Federal Republic of Germany, or to a DAAD partner organisation.
- ≡ Country-specific application deadlines are listed under: www.daad.de/stipendien. Here, you will find additional information relating to your home country.
- ≡ The above offices must submit all applications to the DAAD, Section 513, by 31 January at the latest.
- ≡ The programme administrators at the DAAD in Bonn are

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Ms. Saskia Dahl
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 Section 513
 Tel.: 0049 228 882 8636
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 E-Mail: panoulas@daad.de

Study Visits / Study Seminars and Practicals in Germany by Groups of Foreign Students

Objective

- ≡ The German Academic Exchange Service (DAAD) funds Study Visits / Study Seminars and Practicals in Germany by groups of foreign students headed by a university teacher.

Objectives of the Funding:

- The programme aims to provide students with subject-related knowledge by arranging appropriate visits, tours and information meetings (Study Visits) or by organising subject-related seminars and practical courses (e.g. specialist courses, block seminars, workshops) at the invitation of a German university. This university is also responsible for organising practical courses with universities, companies and, possibly, public institutions (Study Seminars and Practicals).
 - facilitate meetings with German students, academics and researchers to establish and maintain contacts between German and foreign universities,
 - give students a greater understanding of and insight (regional and area studies) into economic, political and cultural life in Germany. The part must not make up more than one third of the funding term.
- ≡ In the case of Study Seminars and Practicals, the programme strives for reciprocity, although this is not a condition for the award of funding. This means that funding can initially be provided for visits in one direction only.
 - ≡ Cultural events (e.g. concert tours) can be funded when the focus is on meeting students and university teachers from a relevant academic field and this academic relevance is appropriately documented.
 - ≡ Funding cannot be provided for annual repeat visits (by applicants, faculties or departments); each applicant, faculty or department can only be considered for a maximum of one application per year.

Duration

- ≡ Study visits, study seminars or practicals should last no less than 7 days. Funding is available for a maximum of 12 days (including travel days), although the visits themselves may last longer.

Value

- ≡ The DAAD takes out health, accident and public/private liability insurance for each funded group. Further details can be found in the Award Letter.
- ≡ The DAAD regrets that it is unable to pay any international travel costs.
- ≡ 1. Study Visits

1) Groups from EU countries, from Albania, Australia, Bosnia and Herzegovina, Canada, Croatia, Hong Kong, Iceland, Japan, Liechtenstein, New Zealand, Norway, the Russian Federation, Serbia, South Korea, Switzerland, Taiwan, Turkey, Ukraine and the United States:

The trip is independently organised and carried out by the group or by the applicant (lead) university teacher. For groups from remote areas of the Russian Federation, Turkey or Ukraine, it may be possible, after agreement with the DAAD, to apply for organised study trips in individual cases. The DAAD pays a flat-rate sum of 50,- euros per person and day.

DAAD

2) Groups from other countries:

The DAAD arranges the programme. Wishes and preferences stated in the application form will, as far as possible, be considered. However, the programme may be subject to cuts or changes as requested by the Selection Committee.

The DAAD provides a guide fluent in the group language. The guide is responsible for ensuring that the programme drawn up by DAAD Head Office runs smoothly and is followed. As a rule, groups will be accommodated in hotels or youth guesthouses/hostels (twin or three-bed rooms).

The DAAD pays the subsistence costs (board and lodging) for the group participants (including group leader and, where appropriate, bus driver) during the funding term in Germany. The lump-sum payment for the midday and evening meal is 9,- euros each.

The DAAD decides on the means of transport to be used. Often this means using (travel) coaches/buses in order to guarantee the smooth running of the programme. If groups do not travel with their own coach/bus to Germany, the DAAD can hire a bus/coach for travel in Germany. If the group travels with a bus/coach not hired by the DAAD, a place must be made available for the DAAD travel guide. The DAAD pays any fuel costs incurred in Germany. However, the use of public transport may prove more suitable for certain programme items. Terms and conditions will be advised on a case-by-case basis.

= 2. Study Seminars and Practicals

Groups from all countries: The DAAD grant is provided as project funding. It is paid as a flat-rate sum of 50,- euros per participant and day, thereby subsidising the travel and subsistence costs.

Requirements

= Funding can be provided for groups of students who are fully matriculated in their second semester or higher in a relevant degree programme at a foreign university and who are travelling in a group headed by a university teacher. The students should continue their academic career for at least one year after the study trip. Subject to approval by the DAAD, individual doctoral students can also be funded. To ensure that the conditions are given for a successful study trip, all the participants should, as far as possible, have a common level of language skills in a language of relevance to the programme. Groups should be made up of at least 10 and must not, as a rule, exceed 15 persons. In addition, funding can be provided for one university teacher as group leader.

Application papers

= Applications are open to university teachers from German universities (Study Seminars and Practicals) or from foreign universities (Study Trips).

= PLEASE NOTE: The DAAD will only process applications submitted in full and on time. The DAAD regrets that it is unable to consider any applications where missing documents or papers still have to be obtained.

= A full application must include:

1. **Application Form** (Form available from the DAAD Portal): Information regarding the bank details asked for on the application form:
 - Applicants for Study Seminars and Practicals and Study Trips = Group 1: Please enter the bank details of your university.
 - Applicants for Study Trips = Group 2 (other countries): Please enter 999 999 99 for the Sort Code (BLZ) and 999 for the Account Number.
2. **Financial Plan** (With the exception of 1. Study Trips, 2.) Groups from other countries, all others: Form available on the DAAD Portal. Please fill in the fields with a white background).
Page 1: Field "DAAD Grant" – This is where you enter the sum calculated as follows: "No. of requested participants x No. of maximum funding days (12) x flat-rate sum (50 €)".
Page 2: No entry possible here. All fields automatically calculated.
Page 3: This is where the requested number of participants, the maximum number of funding days (12) and the flat-rate sums (50 €) are read out. The result = the amount of funding to be applied for (identical with Page 1).
3. **List of Participants** (upload as an attachment to the application in the DAAD Portal). The following details are required here: Family Name, First Name, Number of Semesters, Subject Area, Target Degree and Language Skills.

4. **Reasons and contentual programme description** (upload as an attachment to the application in the DAAD Portal) with a precise list of visit and tour preferences (general details such as visits to museums, universities etc. are not sufficient). Information on the Portal: The first page of the application form gives you the opportunity to briefly explain your plans in up to 2,100 characters. However, this must not substitute a detailed statement of reasons plus contentual programme description. The Selection Committee will ask for information on whether or not a return visit is planned. Please confirm that the planned project is not a compulsory excursion.
5. **Schedule** (upload as an attachment to the application in the DAAD Portal), in tabular format.
6. **Describe the contentual preparation** (upload as an attachment to the application in the DAAD Portal) for the Study Trip / Study Seminar in Germany.
7. **Proof of contacts** (upload as an attachment to the application in the DAAD Portal). These contacts should relate to the relevant requested trip. Proof is furnished, for example, by presenting letters of invitation and confirmation relating to the programme items (agreements, arrangements, cooperation agreements and similar documents are not alone sufficient proof of contacts, but can rather only be submitted as complementary information, as long as they are no older than two years).

The application is submitted online via the DAAD Portal:
<http://www.daad.de/hochschulen/kooperation/partnerschaft/gruppenreisen/05028.de.html>

1. Study Trips

Please ask for a letter of recommendation from a DAAD Regional Office, a DAAD Information Centre or a German Embassy. The application deadlines at the DAAD in Bonn are binding.

2. Study Seminars and Practicals

Please additionally inform the Akademisches Auslandsamt/International Office that you have submitted an application.

The decision will be made by a selection committee at the DAAD. Due to the limited financial resources, experience has shown that only some of the applications can be approved that meet the programme's three funding objectives. These are particularly well organised visits of cultural and educational policy interest with a clear focus on encouraging meeting and encounter.

Country-specific information, dates and deadlines, application address and advice

- ≡ Applications must have been submitted via the DAAD Portal by the following deadlines at the latest:
 - 1 February each year for trips starting from 1 June
(The DAAD decides in mid-April)
 - 1 May each year for trips starting from 1 September
(The DAAD decides in mid-July).
 - 1 November each year for trips starting from 1 March
(The DAAD decides in mid-January)

- ≡ **Please Note:** For technical reasons, the DAAD-Portal is only able to display the application deadline: "Bewerbungsfrist 31.12.". However, it is the above-listed Closing Dates for Applications that are binding.

≡ **DAAD Address:**
 Deutscher Akademischer Austauschdienst
 Referat 513
 Kennedyallee 50
 D-53175 Bonn

Desk Officer:
 Ms Julia Löligen
 Telephone: +49 (0)228/882-328
 Fax: +49 (0)228/882-9-328
 E-Mail: loeligen@daad.de

- ≡ The DAAD website (www.daad.de/stipendien) will provide additional specific information for applicants from your home country, if such information is available.

DAAD

Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Practical Traineeships for Foreign Students of Natural and Technical Sciences, Agriculture and Forestry

Objective

- Practical training placements for students of the above mentioned subjects are arranged by the International Association for the Exchange of Students for Technical Experience (IAESTE). Placements are, however, only available to countries with a National IAESTE Committee. Within the DAAD, unit 514 is the German National IAESTE Committee.

Duration

- Usually, traineeships are two to three months in duration with various firms, institutions of higher education and research institutes. In individual cases, traineeships of extended duration can be arranged.

Value

- Trainees are usually paid € 650,- per month; all incoming trainees will be included in the health insurance, accident insurance and liability insurance provided by the DAAD. The DAAD, however, is not able to grant additional funds to cover travel costs.

Requirements

- Specific information on conditions of eligibility is available from the National IAESTE Committee of the member country concerned.
- Language Proficiency: Requirements regarding language proficiency of German differ greatly. Some companies require that international interns or trainees have good German language skills, while others only require a basic knowledge of German, as long as the intern or trainee also has good English language skills. In many cases a good knowledge of English is sufficient.
- Training placements recruited in Germany are offered exclusively by the responsible National IAESTE Committee abroad, which in turn arranges placements for German university students. Apart from those offered via this route, the IAESTE programme has no other internship places available for individual applicants.

Country-specific information, dates and deadlines, application address and advice

- Precise information on when to submit applications is available from the National IAESTE Committee of the applicant's home country.
- Students of the stated subjects interested in a training placement in Germany should address the National IAESTE Committee in their home country. Addresses of the National IAESTE Committees and further information are available via Internet <http://www.iaeste.org>.

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