

# PROMOS

## Study and Internship – Worldwide

The **PROMOS** mobility program provides funding for individually organised short stays abroad (from 1 to 6 months' duration):

Grants are available for:

- Academic stays at a recognized higher education institution outside the EU or participating Erasmus countries, or at a higher education institution where no Erasmus agreement exists.
- Internships outside the EU or outside the participating Erasmus countries Exception: PROMOS funding is available within the Erasmus area for students who have already used up their 12 month "Erasmus quota".
- Please note: Switzerland is not part of the Erasmus area; applications via PROMOS are possible.

If you would like to study at one of our Erasmus+ partner higher education institutions or complete an internship within the Erasmus area, please apply for the corresponding Erasmus+ grant.

## WHO CAN APPLY FOR A PROMOS GRANT?

The following are eligible for PROMOS funding: **applicants enrolled as regular students who are a) German nationals or b) individuals with equal status to Germans** (in accordance with Section 8 Paragraph 1 Number 2ff., Paragraphs 2, 2a and 3 BAföG ) and, **c) non German students if** they are enrolled on a course of study at a German higher education institution with the intention of gaining a degree at the German higher education institution.

For individuals from groups b) and c): academic stays in their home country are excluded (a country is considered as home country if you are living there for at least 5 years).

For Bachelor students the eligibility requirements are enrolment at Hochschule Geisenheim University and at least one successfully completed academic year. Master students can apply right at the beginning of their study program.

## WHICH BENEFITS ARE AVAILABLE?

Funding is available for academic study and internships abroad. This comes in the form of a partial grant to help students finance their living expenses, with set rates depending on the country. The period of funding can be a maximum of 6 months. Alternatively, you can receive a grant towards travel costs, also in the form of a set rate depending on the country.

It is possible to apply for more than one PROMOS grant within a single degree course, up to the maximum of study and internship grant period of 6 months. If students then begin a different education stage, the 6-month PROMOS limit can be re-applied.

No funding is available for internships with a monthly remuneration in excess of €1000.

## HOW DO I APPLY?

To apply please submit the following documents to the International Office directly.

- PROMOS application form
- Curriculum Vitae
- Letter of Motivation (personal statement)
- Letter of Recommendation from a professor of the department concerned
- Current *Sammelschein* (Transcript of Records)/proofs of achievement
- Proof of language proficiency
- Learning Agreement and letter of acceptance from the host institution (for academic stays)
- Letter of acceptance for internship and approval confirmation (*Anerkennungsbestätigung*) from Hochschule Geisenheim University (for internships)

You can find all the forms in the Download Area

Only complete sets of application documents and fully completed forms will be considered. Please do not submit your application documents in folders, but place them in a transparent sleeve. The application deadline for the PROMOS program (study and internship worldwide) is **31 May** for an academic stay/internship commencing within the period **July to December** and **15 December** for an academic stay/internship with a starting date between **January and June**.

## **WHAT ARE THE CRUCIAL SELECTION CRITERIA AND HOW DOES THE SELECTION PROCESS WORK?**

Grant recipients are selected on the basis of the quality of their letter of motivation (relevance of the project, preparation for the stay abroad), their previous academic achievements, the required language skills and the letter of recommendation. Social responsibility and commitment to the community (at the higher education institution or in the private sphere) are also taken into consideration.

Based on a successfully proven scoring system, your application documents are awarded points in accordance with the above-mentioned selection criteria. The calculated totals are used to produce a ranking list. The available funds are then allocated according to the list. Applicants who do not receive funding due to the limited resources available are put on a waiting list. In the case of alterations (withdrawals for various reasons, subsequent approval of additional funds etc.), it is possible that individual applicants may move up the list and receive a grant.

## **WHICH DOCUMENTS DO I NEED TO SUBMIT UPON MY RETURN?**

After your academic stay please submit the “PROMOS *Erfahrungsbericht Auslandsstudium*” (foreign study experience report), a copy of your transcript and the “Certificate of Attendance”.

After your internship abroad, please provide proof of your stay by submitting an internship confirmation/certificate as well as the “PROMOS *Erfahrungsbericht Auslandspraktikum*” (foreign internship experience report).

Please submit the documents (in electronic form, as well as printed out and signed) to the International Office no later than 4 weeks after your return.