



Application Form PROMOS - Scholarship Programme

– Deadline –
May 31st, 2019

I hereby apply for a PROMOS-scholarship for:

(Please mark one)

- A study abroad (students)
 An internship abroad (students)

Personal Data

Gender: Female Male

First name:

Last name:

Date of birth:

Nationality:

Contact address:

E-mail:

Phone:

Course of study

Status: Student Ph.D. Student

Faculty:

Study subject:

Current semester:

Other scholarships and financial funds

Have you received any other funding for this stay abroad? Yes No

If yes, which kind? BAföG Erasmus DAAD Other

Do you intend to apply for financial aid?

If yes, which kind?

Information about your stay abroad

Destination Country:

Duration of stay (DD/MM/YY–DD/MM/YY):

Host university/internship:

For remuneration of the internship, specify the amount (monthly): EUR

Motivation

Objective / relevance of the stay in relation to the previous / further studies:

Short description of the study / internship project:

Professional / linguistic preparation for the international project:

The application form must be accompanied by the following:

- Cover letter explaining your motivation for going abroad and explaining how you plan to finance your semester/internship abroad
- Tabular CV
- List of previously acquired studies (Transcript of records self-printed)
- Copy of your student ID
- Proof of language proficiency, if available
- Confirmation of the host institution on admission (Letter of Acceptance of the Gastuniversität, Praktikumsvertrag, or similar)
- In the case of graduation work outside of the Gasthochschule/company: appraisal of a university lecturer of the university Schmalkalden as well as a detailed timetable (letter of recommendation)

Please note that only complete application documents can be accepted and considered.

With my signature I assure the completeness and correctness of all data. I also commit myself to the following and assure:

- to use the PROMOS scholarship solely to cover the costs of travel and subsistence expenses incurred during my stay abroad,
- to reimburse the PROMOS scholarship in whole or in part if the stay abroad is not accepted or terminated prematurely,
- during the term of the PROMOS scholarship accept no other benefits than the ones already mentioned by me,
- to report any changes without delay and in writing to the International Office of the University of Schmalkalden,
- to arrange for sufficient insurance coverage (e.g., liability insurance, health insurance, accident insurance) for the stay abroad, as the PROMOS grant does not provide any insurance coverage,
- to clarify the matter of acknowledgement of the internship or of study achievements acquired at the foreign institution, even with my university teachers,
- to prepare an experience report on the stay abroad according to the guidelines of the International Office of the University of Schmalkalden (guidelines available via Mrs Weisheit: c.weisheit@hs-sm.de or Mrs Valencia: ge.vhincapiet@hs-sm.de)
- to provide the required documents for the documentation of my stay abroad immediately after its completion to the International Office of the University of Applied Sciences Schmalkalden (confirmation of residence of the guest establishment, experience report, etc.).

Place and date:

Signature of student / doctoral student: _____

Note:

The data collected here is used to process the PROMOS scholarship programme. For the purpose of producing proof of use, personal data of PROMOS-sponsored persons are forwarded to the German Academic Exchange Service (DAAD). The requirements of the Federal Data Protection Act are adhered to.