



## Information about applying for a PROMOS Scholarship

### Who can apply?

Applications are open to fully enrolled students of all study programmes who are seeking their degree at Leipzig University.

The scholarships are not available to applicants who wish to travel to their home country.

Please note that students enrolled on international master's programmes are required to attend Leipzig University for at least one semester in order to be eligible.

PROMOS scholarships are awarded on the basis of (subject-specific) academic and personal suitability. Applicants need to demonstrate the relevance of the planned stay in relation to studies completed so far, as well as language skills that are necessary to carry out the stay.

PROMOS scholarships can be awarded to students at all levels (bachelor's, master's, Diplom, State Examination and, in some cases, doctoral researchers). Funding can be awarded for a maximum of six months at each of these levels and is available for periods of study and internships abroad. Undergraduate applicants should generally be in their third semester of study at the time of application. Applicants from master's programmes can apply from the first semester onwards.

Doctoral researchers can only apply for this funding to pay for study trips.

### How much is the scholarship worth?

The amount of the [monthly grant](#) and the [one-off travel allowance](#) depends on the destination country.

The funding does not cover tuition fees.

## Which projects are funded by PROMOS?

PROMOS combines a number of individual scholarships and is intended to offer the opportunity for a stay abroad where the project or destination is not covered by Erasmus+ (studying/internships) or the programmes coordinated by the DAAD (e. g. one-year grants or short-term scholarships).

PROMOS is available for destinations worldwide.

If you may be eligible for an individual scholarship from the DAAD, PROMOS funding can only be granted if you have been officially rejected for an individual scholarship from the DAAD.

It is possible to apply for a scholarship for the following projects:

- **Study abroad:** Minimum duration of 8 weeks, funding for up to 4 months (Scholarships for periods of study abroad for [free movers](#) / short-term scholarships for [writing a thesis](#))
- **Internships:** Minimum duration of 8 weeks, funding for up to 4 months
- **Study trips:** Up to a maximum of 12 days

Funding can only be provided if there is no Federal Foreign Office travel warning in place for the country or region in question ([Auswärtiges Amt](#)).

The scholarships can only be paid on the condition that the corresponding funds be made available to Leipzig University by the German Academic Exchange Service (DAAD).

## What documents do I have to submit?

With the exception of study trips, the following documents are needed when applying for all types of PROMOS scholarship:

- **Applicant information**
- **CV in tabular form**
- **Certificate(s) of enrolment at Leipzig University**

For the **entire duration** of the period abroad. If you do not yet have a certificate of enrolment for the following semester, you will be expected to hand one in later on without being asked. In this case, please first submit the certificate of enrolment for the current semester (during which your stay will begin).

**Please do not submit a master data sheet or your BAföG certificate.**

- **Overview of grades**

A printout of the overview of your grades in AlmaWeb may be submitted, provided that this offers a full record of the credits you have earned so far. For master's students: please also submit a copy of your bachelor's certificate with an overview of grades.

- **Description of the project** (one to two pages in writing)

- **Language certificate (form)**

A [language certificate](#) is needed as proof of the language skills required for the language of instruction or the working language. Leipzig University's [Language Center](#) offers exams for language certificates. If you speak the language in question or are studying in that language, please contact a language teacher at your institute.

If you can prove that you passed one of the [standard tests](#) within the last two years, you can use this instead of the language certificate. Your school-leaving certificate does not count as proof of language proficiency.

Native speakers do not need proof of their mother tongue.

- **Proof of contact at the host institution**

Please note that depending on the type of scholarship you apply for, you may need to submit additional documents (e. g. study plan, project schedule). You will find all the requirements in the announcement for the individual scholarship type (see checklists).

Please also note the information in the portal about the maximum file size of your documents.

## **Where and how do I submit my application? When are the deadlines for PROMOS?**

Please apply online via the online portal only.

When applying online, please upload PDF files of the documents listed in the relevant checklist.

Please note that we can only consider applications that are complete and submitted by the deadline.

Once we have checked whether your application is complete, you will receive a personal confirmation message.

## **Application periods**

- For periods abroad commencing between January and June:  
**1 November – 1 December of the previous year.**
- For periods abroad commencing between July and December:  
**1 May – 1 June**

It is possible to apply in the earlier application round for study trips only. In this case, you will not be able to apply again in the following application round.

## **How are the scholarships selected? How will I be notified?**

Leipzig University awards the scholarships in accordance with DAAD guidelines using a quality-oriented selection procedure. Each application is reviewed by two subject-specific appraisers and evaluated on the basis of the above criteria. The appraisers represent the entire range of subjects at Leipzig University. Decisions on the awarding of scholarships are made based on the funds made available by the DAAD and taking into account the following criteria (including evaluation weighting):

- Subject-specific qualification and personal suitability (50 %)
- Relevance of the planned stay in relation to studies completed so far (30 %)
- Language skills necessary to carry out the stay (20 %).

From around six weeks after the application deadline, successful applicants will receive an email to their student email account notifying them of their nomination. All applicants will be notified of the outcome of their application once the nomination process is complete.