

## - Important advice for first time applications -

**PLEASE NOTE:**

We can only accept applications **that arrive by the set deadline** and that are **complete** (see list of documents needed in the application form). **Mail postage only** (not e-mail or fax!).

### **A. As an applicant for a one-year scholarship by the Free State of Bavaria you need to:**

- have the citizenship of one of the following countries: Bulgaria, Croatia, Poland, Romania, Russia, Slovakia, the Czech Republic, Hungary, Serbia or Ukraine.
- be living full-time in your home country at the time of application.
- be no older than 30 (for master's degree students) or 35 (for doctoral candidates) in the first year of your scholarship (i.e. on the 01.10.2022). However, justified exceptions are possible, please see our FAQ / question 10.
- be needy, meaning that you are not able to finance your studies at a Bavarian higher education institution yourself, nor through the funds of a third party (for example through a scholarship from another institution).
- provide evidence of your German and / or English language skills according to your intended study program in Bavaria. Your language skills should be at a level that you can master seminars and academic papers in German or English without difficulty (generally C1 level of the CEFR).
- be able to give evidence at the time of application that you have achieved / or will achieve a distinctively above-average university degree.
- be matriculated in a master's or PhD program at a Bavarian University, University of Applied Sciences or Art Academy of your choice during the period of your granted scholarship. At the time of the scholarship application the enrolment is not yet required.

### **B. Criteria of selection:**

- previous academic achievements (i.e. grades, scholarships or prizes, publications, talks at conferences etc.)
- letter of motivation: make it clear from your application that your postgraduate-studies are a continuation of your previous studies to a certain extent and will bring you closer to your professional goal
- description of your project (for PhD proposals only): convincing description of your research project and the academic relevance of your topic of research

- very good knowledge of the German and / or English language
- practical experience (e.g. internships, voluntary work, part-time jobs)
- international experience (e.g. studies or internships abroad)
- participation at conferences / non-curricular seminars / other advanced training etc.
- foreign languages
- voluntary work and commitments (e.g. student representation, theatre groups, sports associations, political clubs)
- letter of endorsement of a Bavarian higher education institution (recommended for master's degree applications; mandatory for PhD in Bavaria / one-year research sojourns in Bavaria as part of the PhD in the home country)
- letter of recommendation of the PhD supervisor from the home institution (only for PhDs conducted in the home country)
- In addition, please indicate whether there is any kind of scientific cooperation in your field of studies between the university where you graduated and the Bavarian higher education institution of your choice. Please note that this is not mandatory for your application. Nevertheless, the annual scholarship program is supposed to enhance international scientific cooperation of Bavarian higher education institutions.

### C. Basic conditions for the awarding of the scholarship

- The Sponsorship is generally granted for a maximum period of three years. The scholarship is given for one year (at most until the master or PhD graduation) and can be extended twice for each further year by application. In case of a PhD in Bavaria it's possible to obtain via a third extension further funding for one or two semesters in well justified and comprehensible documented exceptional cases.
- One-year research sojourns in Bavaria as part of a PhD in your home country can also be funded; however, the funding period is in this case restricted to one year. Student exchange years as part of a master's program in your home country cannot be supported.
- The scholarship holders are responsible themselves for their arrival at the respective place of study. Visa modalities have to be arranged and clarified beforehand at the German embassy or consulate in the home country by the scholarship holder. Travel costs are not accorded.
- The scholarship is paid in twelve monthly instalments of 861,- €.
- Scholarship holders with at least one child can apply for family allowance (160,- € per month). Please inform BAYHOST / BTHA ASAP and note that the family allowance might be only granted for the subsequent financial year after application.
- The scholarship is paid out directly by BAYHOST / BTHA every beginning of the month. For this purpose, we need the German bank account details or those of an EU account (possible banking charges must be covered by the recipient) and an address in Bavaria from every scholarship holder.

- Scholarship holders are obliged to attend the scholarship holders meetings (i.e. the annual weekend seminar, reception for scholarship holders).
- Candidates selected for a scholarship are obliged to submit BAYHOST / BTHA upon receipt of the scholarship ASAP an authenticated copy of the university diploma along with an authenticated German or English translation including a transcript of records and an authenticated proof of the German and / or English skills (for the application process simple copies are sufficient). This is a precondition for the scholarship payment.
- Scholarship holders are obliged to provide BAYHOST / BTHA with evidence of their current immatriculation (i.e. copy of enrolment certificate).
- Your study program has to take place in Bavaria.
- Funding can only be given for study programs conducted at Bavarian state higher education institutions and at three church universities (Katholische Universität Eichstätt-Ingolstadt, Katholische Stiftungsfachhochschule München and Evangelische Fachhochschule Nürnberg).
- You may not receive funding from other scholarship-awarding organizations (e.g. DAAD) at the same time as you are receiving the scholarship of the Free State of Bavaria. However, a limited additional income is possible with approval of BAYHOST / BTHA (additional income currently is allowed up to 600,-€ gross per month).
- In general, funding can only be given for study programs that do not charge any additional course fees (administration fees are exempted here).

#### D. Time frame: selection of scholarships for the academic year 2022/2023

deadline for first time applications (date of receipt!)	<b>1st December 2021</b>
first inspection and evaluation of the applications	December 2021 – March 2022
expert committee meetings	April – May 2022
dispatch of the selection results via e-mail	May 2022
regular application deadline at Bavarian higher education institutions (Please note <u>varying deadlines</u> of certain master's programs!)	15th June (HaW) / 15th July (Uni)
start of the scholarship program	1st October 2022

#### E. List of documents needed in the application (first time applications)

Please adhere to this order of documents! You hereby shorten the process of selection, as the sent documents do not have to be reorganized. Please don't use plastic foils or folders for your application documents!

1. an **online application form** that is filled-in completely (Please fill in online under <https://bayhost-stipendiensystem.uni-regensburg.de/jahresstipendium/en>. Afterwards, you receive a copy of the online application form attached as pdf via e-mail. Please add a printout of this pdf to your paper documents as cover sheet.).
2. a **letter of motivation** in German or English (1 – 2 DIN A4 pages)

3. **proof of your German and / or English skills** (simple copies are sufficient, please also see the FAQ)
4. simple copies of your **university diploma including a transcript of records** along with a simple copy of an authenticated German or English translation

In case you will finish your studies until July 2022, please add confirmation from your university that you are registered for the final exams and that you are expected to graduate successfully by 31st July 2022. Further, please include an overview of your previous grades (i.e. university transcript).

5. **proof of citizenship** (simple copy of your passport or identity card)
6. **letter of endorsement** ("Betreuungszusage") from a professor or alternatively from the course coordinator of a master's program **of a Bavarian higher education institution (recommended for master's degree applications; mandatory for PhDs in Bavaria / one-year research sojourns in Bavaria as part of the PhD in the home country, please see the FAQ):**

A letter of endorsement is an informal letter in which a Bavarian professor confirms that he or she will supervise you (i.e. your dissertation or academic work). The letter has to be signed and written on the official paper of the department. Sending the signed letter as a scanned attachment by e-mail is possible. Should you encounter difficulties getting a letter of endorsement please contact us immediately via [guttenberger@btha.de](mailto:guttenberger@btha.de) (for applicants with the citizenship of the Czech Republic) or [doeppe@bayhost.de](mailto:doeppe@bayhost.de) (for inquiries from other countries).

7. **a tabular CV** in German (or English)  
a possible model format can be found at:  
<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
8. optional: **additional documents** on volunteering, internships, publications etc. (maximum of ten, simple copies without translations)
9. **additional documents for PhD:** a **two-page project description** and **time schedule** of your entire research project
10. **additional documents for one-year research sojourns** in Bavaria as part of a PhD in the home country: a **two-page project description** and **time schedule** of your entire research project; **letter of recommendation** of your supervisor in your home country explaining the importance of the aspired research sojourn.
11. in case you are applying for an **exception of the age limit:** informal letter explaining the specific reasons, please see our FaQ / question 10.
12. in case you are applying for a **family allowance:** **Birth certificate of your child** along with an authenticated German or English translation (simple copies are sufficient at first, but authenticated copies must be submitted if the scholarship is granted).

**First time applications** must reach BAYHOST / BTHA by **1<sup>st</sup> December 2021** (date of receipt!).

**This date is a cut-off period! Late applications cannot be considered** and will be excluded from the selection process. The same applies to applications that are incomplete or do not comply with the set formalities.

**Please send your documents to the following address:**

**applicants**

**with the citizenship of the Czech Republic:**

Bayerisch-Tschechische Hochschulagentur  
BTHA c/o BAYHOST  
Universitätsstr. 31  
D-93053 Regensburg  
Germany

**from other countries:**

Bayerisches Hochschulzentrum für Mittel-, Ost-  
und Südosteuropa BAYHOST  
Universitätsstr. 31  
D-93053 Regensburg  
Germany

**Application documents sent to us by fax or email will not be considered!**

Please note that we are unable to return application documents that were sent to us.

## F. Contact

If you have any questions regarding the scholarship program, please do not hesitate to contact us. We also recommend reading our frequently asked questions first.

For applicants with the  
citizenship of the Czech Republic:

Ms Martina Guttenberger  
Bayerisch-Tschechische Hochschulagentur |  
Česko-bavorská vysokoškolská agentura  
Consultation hours: on appointment  
Tel: +49 941 943-5315  
[guttenberger@btha.de](mailto:guttenberger@btha.de)

For applicants from  
other countries:

Ms Katrin Döppe  
BAYHOST scholarship programs  
Office hours: Monday to Friday a.m.  
Consultation hours: on appointment  
Tel: +49 941 943-5049  
[doeppe@bayhost.de](mailto:doeppe@bayhost.de)

## G. Useful advice for the compilation of a good application

### DO's

The **letter of motivation** offers you the chance to give your application a personal touch and of convincing us of your study or research project. You have to assume that your fellow applicants have similarly good or even better academic results, language skills and international experiences than you. Through your letter of motivation you can persuade us that you deserve a scholarship.

- Explain why a study visit at the Bavarian higher education institution of your choice is important for your studies or the realization of your project.
- Place your study project within an **academic or professional context** by elaborating your future plans.
- Elucidate how your **qualifications and practical experience** suit your study project and convince us that you are well prepared to conduct your study or research project successfully.
- Illustrate an evident relation between your project and your motivation.
- Tell us what you expect from your participation in the scholarship program. What do you hope to gain from this international experience? How will you apply the knowledge that you gained and the experiences that you made in Bavaria after your study sojourn in Bavaria? And how could you later contribute furthermore to our alumni network?

Please use the **project description (for PhD proposals only)** to explain the most important aspects of your research project and try to have a logical and clear structure. Considering the multitude of applications sent in, the essential aspects of your research project should quickly become clear. A clearly worded question, precisely defined objectives as well as the illustration of your methodical approach to research make it apparent that you have been deeply involved with your object of investigation and hence can provide a concept that can be realistically realized in the time and scope proposed by you. Point out the significance of your project for research and your own professional development. Please use entire sentences and not only bullet points.

In case of a **one-year research sojourn as part of the PhD in your home country** please clearly point out how the research sojourn in Bavaria is in terms of content and time embedded in your entire PhD. Please also explain the positive impact of the research sojourn on your entire PhD and submit a time schedule for your entire PhD including the stay in Bavaria. In addition, you should emphasize your specific reasons for your decision to conduct your research sojourn at the chosen higher education institution in Bavaria.

### Basic Points:

- The separate parts of your application should form a whole. Hereby, a **clear and logical structure of your application** is crucial: your skills and knowledge will already be mentioned in the document of application, moreover documented in your Curriculum Vitae and confirmed through copies of diplomas etc. The letter of endorsement shows us that you are in contact with a Bavarian higher education institution and that the person responsible deems your project deserves to be supported.
- Remember to **take charge** of your search for a supervisor and with that the **letter of endorsement very early on**. The curricular rhythm of the Bavarian higher education institutions can vary from the academic curriculum in your home country, so that you have to anticipate delays, in case your contact is not there or does not have time for you immediately.

### DON'Ts

- When describing your project try to use language that is understandable without unnecessary expert terminology. The members of the expert commission are from different fields; hence your project description needs to be understandable to all. Please note that a project description, which is not worded clearly, is hard to judge.
- Avoid vague and elusive phrasing. A frequent mistake is an unclear project description or a poorly conceived plan that lacks a clearly distinguishable concept.
- Remember that the letter of motivation ought to illustrate why you want to study or conduct your research at a Bavarian higher education institution. The fact that you like the country and its people is not a convincing argument.

We are looking forward to your application!

BAYHOST / BTHA, July 26th, 2021

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