

## DAAD – PROMOS 2024-2

### Guidelines for your application

PROMOS is a scholarship program established by the German Academic Exchange Service (DAAD) and funded by the German Federal Ministry of Education and Research. It provides German universities with funds to finance short stays abroad in order to enhance the mobility of students.

PROMOS promotes the mobility of students by granting stays abroad for up to six months. Students of Goethe University can apply directly at the Global Office via the online application platform on our [website](#). All documents can be submitted in English or German.

There are two application deadlines each year, one in November for mobilities starting between January and June and one in **May** for mobilities starting between **July and December**. **The application deadline for the second round this year is Wednesday, 08<sup>th</sup> May 2024, 12:00 pm.**

PROMOS awards scholarships for the following activities:

- **Study abroad periods** (1 to 4 months; only students are eligible)
- **Research stays** (1 to 4 months; only students are eligible)
- **Internships abroad** (4 weeks to 4 months; only students are eligible)
- **Language courses** (3 weeks to 4 months; students and PhD students are eligible; only fulltime language courses)
- **Study trips** (up to 12 days; min. 5 – max. 20 participants; applications **only** by professors or academic personnel supervising the trip)
- **Specialist courses** (3 weeks – 6 weeks; Students and PhD students are eligible; funding of winter/summer schools, workshops at universities, etc.)

You can only apply for PROMOS if funding via Erasmus+ or another specific DAAD program (e.g. for teachers) cannot be granted. If you are taking part at Erasmus+ exchange or you are interning in of the Erasmus+ member countries, you cannot be supported by PROMOS (but by Erasmus+ scholarships; for more information, see [here](#)).

Please apply online via our [application platform](#).

#### **Which procedure is used for the selection of the scholarship holders?**

The PROMOS scholarship is a performance-based scholarship. In addition to very good academic results, you must be able to demonstrate language skills appropriate to the purpose of the stay abroad as well as a very convincing justification.

The selection of the scholarship holders is based on the written application documents by a selection committee consisting of representatives of the Global Office, the teaching staff of Goethe University and a student representative, according to the following criteria:

- Qualification/study performance of the student incl. expert opinion via the Letter of Recommendation (45/100 points)
- Relevance/Motivation of the planned stay in relation to the previous studies, career and academic interests (30/100 points)
- Existing language skills that are necessary for the successful completion of the stay (10/100 points)
- Extracurricular/voluntary/political commitment (10/100 points)
- overall impression, compliance with formalities (5/100 points)

There is no entitlement to the scholarship.

<b>PROMOS: Scholarships for student mobility abroad</b>	
<b>What?</b>	PROMOS awards scholarships for: <ul style="list-style-type: none"> <li>- Studies abroad (1 to 4 months)</li> <li>- Research stays abroad (1 to 4 months)</li> <li>- Internships abroad (4 weeks to 4 months)</li> <li>- Language courses abroad (3 weeks to 4 months)</li> <li>- Specialist courses (3 – 6 weeks)</li> </ul>
<b>Where?</b>	In general, worldwide! Exceptions: No scholarships if Erasmus+ funding applies, No scholarships if a specific DAAD program applies (e.g. for prospective teachers)
<b>Scholarships</b>	Monthly rates of 350€ to 550€ plus a fixed rate for travel expenses (rates depend on your destination country, see <a href="#">here</a> )
<b>How?</b>	Global Office of Goethe-University, Online Application Application deadlines: twice a year (November and May)
<b>Application documents</b>	Application Form, Letter of Recommendation, Confirmation of Enrolment, CV, Statement on extracurricular activities, Letter of Motivation, Transcript of Records, Language Certificate, Confirmation by host institution
<b>Questions and contact</b>	<b>Global Office</b> Luisa Döhner House of Labour, 3. OG 331 Eschersheimer Landstraße 155 Mail: <a href="mailto:promos@uni-frankfurt.de">promos@uni-frankfurt.de</a> <a href="mailto:doehner@em.uni-frankfurt.de">doehner@em.uni-frankfurt.de</a> Tel: (+49) 069 798 17195
<b>Deadline</b>	<b>08<sup>th</sup> of May 2024, 12:00 pm CET</b>

## Application Documents

For **study abroad periods, research, internships, specialist and language courses**, you will need to hand in the **following mandatory documents** for your application:

### 1) Application Form (signed, dated)

Once you start your online application, you are asked to complete an application form that you have to print, sign and re-upload on our platform.

### 2) Letter of Recommendation

You need to ask one of your professors or a member of the academic personnel to issue you a Letter of Recommendation. We uploaded a [template](#), which your professor is obliged to use. The letter **must be sent directly from your professor to the Global Office** via [e-mail](#). Please make sure to request the letter in time, as it always takes some time for professors to complete this task.

### 3) Confirmation of Enrollment

You can download your confirmation of enrollment via the [Goethe-Campus Website](#) of Goethe University (Home > My Studies > Student Service > Requested Reports/Reports > Requested Reports: Common Reports).

### 4) Curriculum Vitae

Hand in your CV, max. 2 pages, dated and signed.

### 5) Statement on your extracurricular activities

You need to use our [template](#) ("Außerfachliches Engagement PROMOS Bewerbung") on extracurricular activities. You may add any social, political or voluntary activity. It is mandatory to hand in this document.


### 6) Letter of Motivation

Apart from your grades, your letter of motivation is crucial for the selection procedure. Please hand in 1-2 pages continuing text focussing on your academic and personal qualifications, the academic purpose of your stay abroad, your future academic and/or career plans and how these intertwine with your stay abroad, etc..

Please submit the document in letter form (with address line, date, etc).

You can find an orientation guide on our [website](#).

### 7) Transcript of Records

If possible, download your current transcript via the [QIS-system](#) (Home > Administration of exams > Summary of Grades > ⓘ > PDF overview: Compendium of all Achievements  > Download Report).

If you are not able to download your transcript, you may use our [template](#) and fill in all the courses you visited so far. You will need to have this template checked and signed by the Global Office before you upload it.

## 8) Language Certificate

In general, you will need a language certificate for the working language at your host institution. If you apply for a **study abroad**, you will have to issue a **language certificate for the taught language of your courses**. If you apply for an **internship**, you will have to hand in a certificate for the **working language in your host company/institution**.

There is a possibility to complete a **free language certificate** issued by **Goethe University**, the so-called [Language Proficiency Certificate](#) (see contact information [here](#)) or DAAD-Sprachnachweis at [Internationalen Studien- und Sprachzentrum der Goethe-Universität \(ISZ\)](#) or at Eloquia in Frankfurt

You can also complete one of the many language certificates using the [Common European Framework of Reference for Languages](#). We also accept the Duolingo Test. **But we do not accept language certificates older than two years.**

If you are part of a bilingual or English-speaking degree program, you may use the language certificate you used to apply for this degree program (even if it is older than two years).

If you take part in a **language course abroad**, you will only need to provide an **A1-certificate** showing that you already started to learn the respective language.

## 9) Confirmation by your host/guest institution

If you are selected for a study abroad, your coordinator for exchange at your faculty at Goethe University can issue you a confirmation of your nomination. You can hand in this confirmation or the original confirmation by your host university or the nomination mail which is sent by the faculty.

If you are going to do an **internship**, please submit a **confirmation by your host employer**. A copy of an confirming e-mail is sufficient if it includes the relevant contact information (you may include a screenshot).

If you are going to do a **language course**, please submit your **confirmation by the host university/institution**.

For more information or if you have any questions, please contact us via Mail or phone. Alternatively, you may book an appointment via [Terminland](#).