



DAAD PROMOS programme: Scholarships for internships abroad (non-EU)

Are you planning an internship in Asia, America, Australia, Europe (not Erasmus) or Russia? Have you already found an internship position but not yet started the internship? Then the DAAD PROMOS scholarship might be of interest to you. It is administered by the Viadrina Career Center and funded by the Federal Ministry of Education and Research.

Who can apply?

Applications are open to enrolled Viadrina students (Bachelor's degree from the 2nd semester onwards) who have already been accepted for an internship abroad (please note that only internships outside the Erasmus area¹ are eligible for funding), but who have not yet started the internship at the time of application². Internships can only be funded until the end of the current year, but may last longer.

What are the requirements for funding?

1. you are enrolled in a degree programme at the Viadrina and not an exchange student.
2. the internship must not have started at the time of application. It needs to last at least 6 weeks and be completed full-time (30 hours/week).
3. the internship must be related to the degree programme, aiming to achieve professional orientation in a relevant field. In addition, sufficient language skills must be demonstrated for successful participation.
4. internships within the Erasmus area as well as those that fit into the DAAD's special programmes (e.g. international organisations, EU institutions, German missions abroad, Goethe Institutes, German schools abroad) cannot be funded.
5. within a study phase (BA, MA) you can be funded for a maximum of 6 months from Promos funds, regardless of whether you are studying or doing an internship.
6. Promos scholarships and DAAD individual scholarships may not be claimed at the same time. Simultaneous funding of the internship from public funds from Germany is also not permitted.

How much is the scholarship?

DAAD PROMOS-funding rate of usually 350-550 euros/month³ for a maximum of 3 months

¹Funding within the Erasmus area is only possible if a traineeship period funded by Erasmus+ is excluded. The Erasmus area includes: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey and the UK (until 2023).

²The date of submission of your application is decisive, not the end of the application period, i.e. if your internship starts on 30.06., you can apply until 29.06.2020.

³The exact amount is published annually in the "Promos funding rates" overview on the DAAD website.

What documents do I need to submit for application?

1. application form, which you can download from the Career Center website
2. letter of motivation (reasons and objectives of the internship in relation to studies and future career planning, explanation of the choice of country)
3. Curriculum vitae with photo
4. confirmation from the internship employer (or a signed internship contract) stating the duration of the internship, the type of work and, if applicable, the internship salary
5. brief list of the most important work tasks during the internship (can also be prepared by you)
6. proof of knowledge of the working language at the internship employer (certificate of language courses/ certificates/ confirmation from the language centre)
7. overview of grades (printout from ViaCampus or list and copies of certificates)
8. matriculation confirmation
9. uncertified copy of identity card or passport
10. if applicable, BAföG notification/notification of financial support from other sponsors

What criteria are used for selection?

The selection is made by an internal university selection committee (4-eyes principle) and is based exclusively on objective criteria, such as:

- your academic performance and level of knowledge of the working language
- the connection of the internship to your studies
- the relevance of the internship for further study and career planning

How and when apply?

Please apply with the complete application documents at the Career Center (AM 138) or by e-mail to careercenter@europa-uni.de

Applications can be submitted at any time. The selection dates for the current year are published on the Career Center's website. The selection process can take up to 14 days.

Contact

You are very wellcom to answer further questions to Thekla Lange from the Career Center

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e-mail: careercenter@europa-uni.de