

# SCHOLARSHIPS FOR A SEMESTER OR INTERNSHIP ABROAD

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## INFORMATION regarding TRAVEL RESTRICTIONS

Recent times have made it clearer than ever before that reliable planning of stays abroad is never entirely possible. Nevertheless, timely and good preparation of a planned stay abroad is absolutely necessary.

Please inform yourself before your application and also regularly further before the planned departure whether [travel warnings](#) exist and then consult with the HNEE International Office, if necessary, about possible consequences and precautionary measures.

## INFORMATION by the GERMAN ACADEMIC EXCHANGE SERVICE

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# PROMOS - INTERNSHIPS AND FINAL THESES WORLDWIDE

## Applications to

[outgoings@hnee.de](mailto:outgoings@hnee.de)

## Further Information

[www.hnee.de/promos](http://www.hnee.de/promos)

## Deadlines

For winter semester 2023/24:  
**15 June 2023**

For summer semester 2024:  
**30 November 2023**

## VISA

Please note that depending on the country, it may be necessary to apply for a visa at the earliest possible date. Please check the respective embassy websites to find out which visa regulations are relevant for you!

## SAFETY

Make sure you have sufficient *insurance cover!*

Before and after entering the country, regularly check the pages of the *Federal Foreign Office* for travel and security information on your destination country!

## WHAT & WHERE:

The PROMOS funds of HNEE can be used to support **internship** stays of at least 6 weeks to a maximum of 6 months outside Europe. A minimum of 35 hours per week must be worked.

For writing **final theses** at universities or companies worldwide, the funding is 1 to 6 months.

The PROMOS programme is aimed at all regularly enrolled students with the intention of graduating from HNEE.

## SCHOLARSHIP FUNDING:

Funding is usually provided in the form of partial scholarship instalments (or lump-sum) for travel expenses. The amount of the scholarship depends on the respective target country and is calculated according to the funding rates set by the DAAD.

## APPLICATION DOCUMENTS:

- Application form completed and signed (see website)
- Letter of motivation
- Current enrolment certificate at HNEE
- Declaration of consent to retrieve the current transcript of records (The template is attached to the application form.)
- Language certificate according to the working language at the host institution

### Either

- (Provisional) internship contract or preliminary agreement (to be submitted by 30 June or 15 December 2023)

### Or

- Framework agreement regarding the **final thesis** or preliminary certificate from the host institution.

## SELECTION CRITERIA:

The selection committee of the HNEE decides on the applications in a timely manner according to the specifications of the DAAD and the selection criteria of HNEE:

- Application received on time and in complete form
- Formal eligibility (e.g. double funding via other scholarships, expense allowances pursuing the same purpose, or priority need for funding via ERASMUS+)
- Previous academic qualification (measured by GPA & ECTS)
- Purpose of the planned stay for further study and/or professional future
- Current proof of language proficiency according to the required working language on site and languages of the country
- Special commitment and extracurricular qualifications

## LEONARDO - ERASMUS+ TRAINEESHIPS IN EUROPE

### Applications to

the Online-Portal  
[www.b-tu.de/leonardo](http://www.b-tu.de/leonardo)

### Further Information

[www.b-tu.de/leonardo](http://www.b-tu.de/leonardo)  
[leonardo@b-tu.de](mailto:leonardo@b-tu.de)

### Deadlines

With traineeship place:  
**3 months before**  
Without traineeship place:  
**6 months before**

### VISA

Please note that depending on the country, it may be necessary to apply for a visa at the earliest possible date. Please check the respective embassy websites to find out which visa regulations are relevant for you!

### SAFETY

Make sure you have sufficient *insurance cover*!

Before and after entering the country, regularly check the pages of the *Federal Foreign Office* for travel and security information on your destination country!

### WHAT & WHERE:

Students who intend to plan an internship abroad in a European country can apply at the Leonardo Office Brandenburg for an Erasmus+ Traineeships scholarship.

Funding goes to enrolled fulltime students of Brandenburg universities of applied sciences that are motivated in getting practical work experience in a European target country.

### SCHOLARSHIP FUNDING:

The Erasmus+ programme grants a scholarship to successful applicants that helps with the living costs abroad. This financial support is between 435 und 600€/month (+ Top-Ups for disadvantaged groups), therefore it is not sufficient to cover all the costs. Please check other funding opportunities such as Auslands-BAföG. The payment of the scholarship is additional to any possible salary from the internship.

The funding period is a minimum of 2 to a maximum of 12 months.

### APPLICATION DOCUMENTS:

Please view application documents on the website  
[www.b-tu.de/leonardo](http://www.b-tu.de/leonardo)

### SELECTION CRITERIA:

- You are enrolled as a full-time student in a Brandenburg university.
- Your „Erasmus+-contingent“ of 12 months has not been exhausted in your latest study cycle (Bachelor, Master, PhD).
- You can successfully present your motivation for an internship abroad.
- A professor or member of teaching staff suggests you for the scholarship.
- You have good language skills in the official language of your hosting country. Those will be demonstrated by an online-language test after successful application.
- You apply in a timely matter before the start of your internship (without internship place 6 months before, with internship place 3 months before the starter).

## ERASMUS+ STUDY ABROAD IN EUROPE

### WHAT& WHERE:

Erasmus+ gives financial support to students for carrying out studies in a European partner country of Eberswalde University for Sustainable Development (HNEE).

To gain an Erasmus+ scholarship for studying abroad, you have to make sure there is an Erasmus+ cooperation contract between HNEE and the chosen foreign university. Furthermore you have to consider the recognition of your academic achievements and choose a partner university that suits your degree course.

### SCHOLARSHIP FUNDING:

The amount of the scholarship depends on the respective target country and is calculated according to the funding rates set by the DAAD including travel expenses. It might not cover all of your costs.

The funding period is a minimum of 2 to a maximum of 12 months.

### APPLICATION DOCUMENTS:

- Application form completed and signed (see website)
- Letter of motivation (if the working language is English, submit the letter of motivation in English)
- Tabular curriculum vitae with information about any political / social commitment, if applicable
- Certificates of achievement (ToR or BA - certificate)
- Current certificate of enrolment at HNEE
- Current proof of language proficiency according to local working language requirements

### SELECTION CRITERIA:

HNEE decides on the applications in a timely manner according to the specifications of the DAAD and the selection criteria of HNEE.

- Application received on time and in complete form
- Formal eligibility (e.g. double funding via other scholarships, expense allowances pursuing the same purpose, or priority need for funding via ERASMUS+)
- Previous academic qualification (measured by GPA & ECTS)
- Purpose of the planned stay for further study and/or professional future
- Current proof of language proficiency according to the required working language on site
- Special commitment and extracurricular qualifications

### Applications to

[outgoings@hnee.de](mailto:outgoings@hnee.de)

### Further Information:

[www.hnee.de/erasmus](http://www.hnee.de/erasmus)

### Deadlines

For summer semester:

**30. June**

For winter semester:

**31. January**

### VISA

Please note that depending on the country, it may be necessary to apply for a visa at the earliest possible date. Please check the respective embassy websites to find out which visa regulations are relevant for you!

### SAFETY

Make sure you have sufficient *insurance cover!*

Before and after entering the country, regularly check the pages of the *Federal Foreign Office* for travel and security information on your destination country!

## INTERNSHIP ABROAD—KOSOVO

### Applications to

[outgoings@hnee.de](mailto:outgoings@hnee.de)

### Further information

[www.hnee.de/erasmus+partnerlandpraktikum](http://www.hnee.de/erasmus+partnerlandpraktikum)

### Deadline

At least 3 months before the start of the internship

### VISA

Please note that depending on the country, it may be necessary to apply for a visa at the earliest possible date. Please check the respective embassy websites to find out which visa regulations are relevant for you!

### SAFETY

Make sure you have sufficient *insurance cover!*

Before and after entering the country, regularly check the pages of the *Federal Foreign Office* for travel and security information on your destination country!

### WHAT & WHERE:

Students who are planning an internship in Kosovo can apply for an Erasmus+ scholarship at the International Office of HNEE.

HNEE Bachelor's and Master's students who want to carry out projects at the respective partner university or with practice partners for at least 2 months are eligible for funding.

### SCHOLARSHIP FUNDINGS:

- Monthly residence allowance in the amount of 700 €
- One-time flat-rate travel allowance of 275 €

The funding period is a minimum of 2 to a maximum of 6 months.

### APPLICATION DOCUMENTS:

- Application form (see website)
- Letter of motivation (if the working language is English, submit the letter of motivation in English)
- Certificates of achievement (ToR or BA - certificate)
- Current certificate of enrolment at HNEE
- Current proof of language proficiency according to the required working language on site
- If applicable: proof of special commitment
- If applicable: internship contract (copy) or
- If applicable: topic of the thesis and timetable as well as details of the supervising professor and a (provisional) certificate from the host institution at which the thesis is to be written.

### SELECTION CRITERIA:

- Previous academic qualification, measured by academic performance
- Meaning and purpose of the planned stay for the further course of studies and/or professional future
- Language skills
- Special social or community commitment and/or special need
- Knowledge of the language and the country
- Special commitment or extracurricular knowledge & interests as well as extracurricular commitment