

## - Important advice and FAQ -

### As an applicant for a summer school scholarship by the Free State of Bavaria you need to

- hold the citizenship of one of the following countries: Albania, Bosnia and Herzegovina, Croatia, Kosovo, North Macedonia, Montenegro, Serbia, Slovenia, Ukraine.
- be enrolled as a student or employed as an academic at an institute of higher education in one of the nine eligible countries at the time of the scholarship application. [The country limitation regarding the location of the institute of higher education does not apply to applicants with Ukrainian citizenship.]
- provide grades of at least two semesters from an institute of higher education.
- be able to prove German language skills of at least B1-level.
- be of legal age at the time of the application.
- Please note: Applicants who have already received funding in this program are excluded from being funded again (this does not apply to scholarship holders from online courses).

### List of documents needed in the application by **21<sup>st</sup> of March 2023**:

Please fill out our [online form via StipSys here](#) and **upload the following documents online in PDF format** (max 5 MB per file) at the end of the form:

1. **letter of motivation** concerning your participation in a German language course in Bavaria (1-2 pages, in German or English)
2. a **tabular CV** in German or English
3. proof of all **previous exams and grades** (i.e. an overview of your grades, e.g. transcript) including a short explanation of the grading system
4. **proof** that you are **currently enrolled / employed** at an institute of higher education in your home country (i.e. copy of current transcript or student ID / copy of your working contract)
5. a photocopy of your **passport** (for non-EU countries) **or ID-card**
6. **proof of German proficiency of at least B1-level** (any certificate / letter proving your achieved level of German proficiency)
7. Optional: proof of internships, additional qualifications and / or voluntary experiences (These documents are not obligatory, but it would be good to include them if you have such an experience.)

**You do not need to have documents translated or certified legally.**

## Scholarships of the Free State of Bavaria for summer courses of German language in Bavaria 2023



**Application deadline is the 21<sup>st</sup> of March 2023**, meaning that all documents must be submitted online at BAYHOST by then.

**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.

**From 2023, all documents must be submitted online using our StipSys form. It is not possible to submit your application by post or email.**

### Time frame: selection of the summer course scholars in Bavaria

deadline for applications	21st March 2023
evaluation of the applications	April – May 2023
final selection meetings	May – June 2023
notification of all applicants by email not later than: (We try to complete the selection as fast as possible, usually in June. Applicants from countries requiring a visa will be notified first. Unfortunately, we are unable to give reasons for refusal of the application.)	1st July 2023
BAYHOST registers the selected candidates for the summer courses	June 2023
start of the Bavarian summer courses	from mid-July

### Instructions for completing the online form

**First of all, you will be asked questions about your CV and certificates:** Please note that a good application takes time, so please take the necessary time and peace that is required to complete your application. If you have the relevant documents at hand when filling in the form, it should take you about 20-30min (working steadily through it) to complete it. Important: If the form is inactive for too long, the session is automatically terminated. In addition, it is not possible to save the form temporarily. We therefore recommend preparing all documents BEFORE filling the form in and updating the form window in your browser (e.g. F5 key in Windows). Please process the form quickly afterwards and do not leave it open for a longer period.

## Scholarships of the Free State of Bavaria for summer courses of German language in Bavaria 2023

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**All needed documents must be uploaded at the end of the form:** Only files in PDF format with a maximum of 5 MB per file are permitted. Please note that in case of the defined upload-categories (e.g. letter of motivation, grade overview) only one file can be uploaded per category. This means e.g. that different documents must be merged into one PDF-file. At the end, however, you can also upload additional documents as separate files under "further attachments".

Afterwards please click on "**Continue to privacy**" and accept it.

**It is necessary to register at StipSys to finally submit your application:** Please enter your name, your country and your e-mail address and assign a password. If you have already previously applied via StipSys (also to other funding organizations), please make sure that you have your password ready. If you have forgotten your password, you can reset it [here](#).

**After submitting your application, you will receive an e-mail confirming that your application has been received and an e-mail to activate your e-mail address.** Please click on the activation link so that your application can be processed.

[Please also note our answers to important questions \(FAQ\) on the following pages.](#)

## [FAQ list](#)

### Application requirements

1. Who can apply?
2. Can I apply, if I study in one of the 9 countries, but I have another citizenship?
3. Can I apply, if I have the citizenship of one of the 9 countries, but I don't study in this country?
4. Can I apply, if I have already participated in a funded language course and/or study visit in a German-speaking area?
5. Do I really have to provide evidence of the completed B1-level?

### Online-form and required documents

6. Which grading system should I indicate in the online-application form?
7. What do I do if I want to change my data in the online form?
8. Is it necessary to translate or certify my documents legally?
9. What kinds of proof of my German language skills are accepted?
10. What language should I write the letter of motivation in?
11. What should be considered in my CV?

### Courses and scholarships

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13. Can I apply for several courses?
14. Do I have to register for the language course at the same time?
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16. What costs are covered by the scholarship?
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22. "Isn't your time frame for contacting selected candidates a bit tight?"
23. Who can I contact regarding questions or problems?
24. What happens to my data after the scholarship selection?

### **1. Who can apply?**

Students of legal age and young academics with the nationality of the following countries: Albania, Bosnia-Herzegovina, Croatia, Kosovo, North Macedonia, Montenegro, Serbia, Slovenia, and Ukraine.

Applicants must be enrolled or employed at an institute of higher education of these nine countries at the time of application. In addition, applicants are required to have at least completed two entire semesters at an institute of higher education and provide corresponding grades.

Knowledge of German (at least B1 level) is required.

### **2. Can I apply, if I study in one of the 9 countries, but I have another citizenship?**

No. You must possess the citizenship of one of the 9 countries (Albania, Bosnia-Herzegovina, Croatia, Kosovo, North Macedonia, Montenegro, Serbia, Slovenia and Ukraine).

### **3. Can I apply, if I have the citizenship of one of the 9 countries, but I don't study in this country?**

No. You must be enrolled or employed at an institute of higher education of one of the nine countries at the time of application. Exceptions are possible for applicants with the Ukrainian citizenship who are studying or working at an institute of higher education in other countries.

### **4. Can I apply, if I have already participated in a funded language course and/or study visit in a German-speaking area?**

If you have already participated in a funded German language course (e.g. via the DAAD) in a German-speaking country and/or studied in a German-speaking country for a longer period (e.g. one semester) you can apply for a BAYHOST-scholarship, but we will treat your application with lower priority. The primary aim of the scholarship program is to support applicants who haven't had the chance to take part in a funded course or study sojourn so far.

Applicants who have already received funding in this program are excluded from being funded again (this does not apply to scholarship holders from online courses).

### **5. Do I really have to provide evidence of the completed B1-level?**

Yes, this is the minimum application requirement. The B1-level must be completed by the time of application. Please submit a proof of your language skills.

### **6. Which grading system should I indicate in the online-application form?**

You don't have to convert your grades into the German system. Just insert your grades according to the system of your home country.

### **7. What do I do if I want to change my data in the online form?**

After submitting the form, it's no longer possible to make any changes to the submitted application. However, you are welcome to contact the responsible contact person at BAYHOST if there are any additions to your application. You also have the option to delete your application completely. Please log in to StipSys with your access data and click on "Withdraw application". This withdrawn application will then no longer be considered in the scholarship selection.

### **8. Is it necessary to translate or certify my documents legally?**

No. Normal copies are sufficient. In case you already have translations of your documents, you are welcome to submit them additionally.

### **9. What kinds of proof of my German language skills are accepted?**

Any certificate or official letter confirming that you learn or speak German is accepted, e.g. TestDaF, OnDaF, proof from the Goethe-Institute or other language schools and universities. Thereby, it is important that the proof shows your achieved level of German language skills (i.e. B1, B2, C1, C2).

### **10. What language should I write the letter of motivation in?**

In German or in English. If you are already advanced, try to write the letter of motivation in German as much as you can. It's always good to show you tried.

We won't be strict about grammatical or spelling mistakes. It would, on the other hand, seem strange, if you were a beginner of German language and wrote your motivation in perfect German.

More important is that your letter is comprehensible and convincing. The letter of motivation is an essential part of the application, so of course you need to have a good argumentation. Whether you write it in German or in English is your choice according to your knowledge of German.

### **11. What should be considered in my CV?**

The CV should be tabular and start with the most recent event (chronologically backwards). Blocks: Personal data, education, work experience, language skills, other commitment (voluntary work, leisure activities, etc), additional to your subject related activities / qualifications (seminars, conferences etc.). This structure can vary. Complete every block by adding short explanations e.g. about the key aspects of your studies.

Further advice and a possible model format can be found at [Europass](#). You don't have to use the Europass-Templates for your CV and are welcome to create your own design. This is just an example.

### **12. For which courses I can apply for?**

An overview of the Bavarian summer courses is available on our [website](#). The courses in Munich and Eichstätt are suitable for all levels of German proficiency.

### **13. Can I apply for several courses?**

We recommend, stating a second summer courses preference in your application form that you will be able to attend as far as dates are concerned. We will try to adhere to your preference but cannot give any guarantee. Please note that the courses have restricted numbers of participants.

### **14. Do I have to register for the language course at the same time?**

No, only if you would also want to participate in the course without a scholarship. In the case that you are awarded a scholarship from BAYHOST, there will be a place reserved for you in one of the language courses mentioned on our scholarship webpage. BAYHOST is going to register all scholarship holders for the relevant courses after the selection process.

Please note that BAYHOST is only in charge of the scholarships. If you have questions regarding the courses, you have to direct these to the respective course organizers.

### **15. How many scholarships are available?**

The Free State of Bavaria will sponsor 42 scholarships in the funding year 2023. Please note that we usually receive a high number of applications and the competition is quite high. An application does not automatically mean that you also obtain a scholarship, but your application takes part in the selection process (please see question 20 regarding the selection criteria). We recommend preparing your documents very well (i.e. letter of motivation, CV etc.).

### **16. What costs are covered by the scholarship?**

The scholarship for courses in Bavaria covers the costs of the course, accommodation and includes an allowance for food. In 2023 the food allowance is expected to be 16€ per day for all summer courses.

Travel costs, insurance and visa costs will not be reimbursed! Costs for excursions will only be covered if they were already included in the course fee.

Please note that some courses require an accommodation deposit which is not covered by the scholarship. Therefore, you should plan to take some own financial means with you. The deposit will be paid back on your departure if there are no complaints (i.e. damages) at the accommodation.

### 17. What are my obligations if I am awarded a scholarship?

If you receive a scholarship and accept this, you are obliged to participate in and be present at the entire language course from beginning to the end. You are as well obliged to take out a health insurance for your stay in Bavaria. Please note that BAYHOST does not assume liability for your stay in Germany.

Further, scholarship holders are obliged to send a report on their stay in Bavaria as a Word-Doc via email to BAYHOST by 1<sup>st</sup> October 2023.

### 18. Where can I find further information on the summer school scholarships?

Further information can be found on the website [www.bayhost.de](http://www.bayhost.de) under the category "funding & scholarships". Here, you will also find an overview of all the universities offering summer schools that are supported by BAYHOST as well as the online application form. Our website also exists in a complete English version. To access the English version click on "English Version" and select the category "funding & scholarships" on our website.

You can find the reports on former scholarship holders' stay in Bavaria [here](#) under "Sprachkurse IN".

### 19. What do I have to consider regarding Covid-19?

Please keep yourself up to date with the travel regulations for entering Germany due to the Covid-19 pandemic and check in time whether any additional documents (e.g. negative corona test) is required. Information is available from the [Federal Foreign Office](#) and the German diplomatic mission in your home country.

### 20. What are the selection criteria?

For the selection we take the following points into consideration:

- previous academic achievements (i.e. grades, scholarships or prizes, talks at conferences etc.)
- convincing letter of motivation: Why do you learn German and why is a German language course important for you? (i.e. academic or professional reasons)
- How long and how intensively have you been learning German; what proficiency level have you already reached?
- practical experiences (e.g. internships, part-time jobs)
- participation at additional conferences / non-curricular seminars / advanced training courses etc.
- voluntary work and commitments (e.g. student representation, theater group, sports associations, political clubs, NGO, church, social initiatives etc.)
- primary funding of applicants who haven't participated in a funded German language course and / or longer study sojourn in a German-speaking country so far



### 21. Can I apply, if I haven't done an internship or voluntary work yet?

Yes. The proof of internships and voluntary work is additional information – it is not obligatory. Not having done an internship or voluntary work does not mean that you won't have a chance to get the scholarship.

### 22. "Isn't your time frame for contacting selected candidates a bit tight?"

We always try to select and contact first the candidates from countries where a visa is still needed. So far all candidates have always managed to organise themselves in order to take part in the language course of their choice. Moreover it is written that we try to contact the candidates **at latest by** [!] 1<sup>st</sup> of July 2023, i.e. we aim to do this earlier, or as early as we possibly can.

### 23. Who can I contact regarding questions or problems?

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.

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)

### 24. What happens to my data after the scholarship selection?

In order to use your data for the scholarship selection, you will be asked for the following consent after filling in the BAYHOST-online-form:

*I consent that my personal data may be saved for the purposes of the scholarship selection, granting and administration according to the legal data protection regulations. Your application data will be only transferred to all relevant bodies for the scholarship implementation and will be deleted 1,5 years after the selection process in case your application is not successful. The other documents will be saved for the purposes of the scholarship administration and only be used with your consent or according to the legal data protection regulations. Furthermore, the [privacy declaration of the University of Regensburg](#) applies.*

If you would like to receive further information on BAYHOST activities, you can add an additional optional declaration of consent:

*I consent that the collected data may be additionally used for the purposes of informing about further BAYHOST programs (via e-mail). The consent in the above mentioned use of data can entirely or partly be withdrawn to the BAYHOST at any time and effectively for the future. The revocation has to be addressed to: BAYHOST, University of Regensburg, 93053 Regensburg, Germany. The consent is optional. Through the refusal of the consent or the revocation do not arise any disadvantages for the scholarship*

**Scholarships of the Free State of Bavaria  
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*selection.*

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

BAYHOST, 27th of January 2023

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Bayerische Staatskanzlei



Bayerisches Staatsministerium für  
Wissenschaft und Kunst



[Courtesy Translation – only the German version of this document is legally binding.]