

One-year scholarship program
sponsored by the Free State of Bavaria for graduates
of Central, Eastern and Southeastern European states
Funding year 2025/26



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1. Does the application deadline apply to my first time or extension application?

If you are not currently receiving a one-year scholarship from the Free State of Bavaria via BAYHOST / BTHA, your application counts as a first time application and the application deadline is December 1, 2024. This also applies if you have already unsuccessfully applied for a scholarship in a previous year and are now attempting to reapply.

If you have already been accepted for funding and would like to extend your scholarship, you can submit an extension application by February 28, 2025.

2. What are the selection criteria?

- outstanding academic achievements at a university in your home country
- convincing letter of motivation (including a coherent explanation of the significance of the study project in Bavaria for your future career)
- for PhDs: convincing presentation of your research project and the scientific relevance of your research question
- sufficient knowledge of German and / or English to enable you to study at a German higher education institution (see question 5)
- letter of endorsement from a Bavarian higher education institution (desirable for Master's degrees; obligatory for PhDs / one-year research stays as part of the PhD in the home country)
- letter of recommendation from the PhD supervisor at the home university (only for one-year research stays with a PhD at the home university)
- practical experience (e.g. internships, part-time job)*
- international experience (e.g. semester abroad, internships abroad)*
- awards (e.g. scholarships, prizes)*
- publications*
- attendance at specialist conferences*
- foreign language skills*
- voluntary commitment (e.g. club, student initiative, culture, politics, NGO, social commitment)*
- in some cases: online application interview

Items marked with * are not mandatory. If you have such experience, please enclose a maximum of ten supporting documents. A translation / certification is not necessary.

3. Can I still apply for the 2025/26 funding year if I have already started or will start my Master's degree or PhD in Bavaria on October 1, 2024?

Applicants should still be permanently resident in their home country at the time of applying for the scholarship.

However, if you have just started your Master's degree or PhD in Bavaria, i.e. if you are enrolled in the first semester of your Master's degree or PhD at a Bavarian higher education institution in the winter semester 2024/25, you can still try to apply for the funding year 2025/26. Please also enclose a copy of your certificate of enrollment.

4. I will not finish my current studies until the upcoming summer semester. Can I still apply?

You can apply. However, in this case you must enclose confirmation from your university that you expect to successfully complete your studies by the end of July 2025 at the latest. As soon as you have your certificate, please submit it immediately.

5. What language skills (German and/or English) are required?

This depends on your planned studies in Bavaria: If you are completing your studies, PhD or research stay in German, you must provide proof of sufficient German language skills. If you are studying/doing research in English, we require proof of your English language skills. The language level should meet the requirements of your study project (usually C1 level of the Common European Framework of Reference for Languages).

Therefore, please find out in good time which language skills and certificates are required for admission to your desired degree program.

6. What is proof of citizenship?

A scan of your passport or identity card will suffice as proof of your nationality.

7. What is a „Betreuungsusage“ (letter of endorsement) and do I really need one?

A letter of endorsement is an informal letter in which a Bavarian higher education institution confirms that you will receive academic supervision during your studies in Bavaria (or during your PhD). The letter must be written on the official letterhead of the chair and signed by the person responsible.

If you are planning a Master's degree in Bavaria, a letter of endorsement is desirable, but not obligatory, for the scholarship application to BAYHOST / BTHA. This means that you can also apply for a scholarship without a letter of endorsement. Please note, however, that a letter of endorsement has a positive effect on your application and plays an important role in the selection process. You should therefore definitely try to get in touch with a contact person responsible for your desired degree program in good time. If a letter of endorsement cannot be issued for your desired degree program, please let us know in your application.

For PhDs in Bavaria and one-year research stays in Bavaria as part of the PhD in the home country, a letter of endorsement is mandatory and a decisive component of the application. Applications without a letter of endorsement from a professor in Bavaria cannot be considered in the selection process.

8. How do I get a letter of endorsement?

It is best to contact a professor at the university at which you would like to study in Bavaria directly and ask for a written confirmation of supervision. If you intend to attend a Master's program, please contact the respective coordination office of the program. Please note that you do not have to be enrolled at a Bavarian university at the time of application.

The letter of endorsement can be sent by the university either to you or directly to BAYHOST / BTHA. It is possible to send it as an e-mail attachment with a scanned signature. (See also question 7.)

9. Can I hand in documents later?

The only document that is accepted at a later point is the copy of your degree certificate. (See also question 4.)

10. Do my documents have to be certified translations?

Only the university degree certificate (incl. overview of grades) must be submitted online with a certified translation into German or English. If your original university degree certificate is also issued in English, you do not need to have a certified translation made.

This does not apply to Czech applicants: Please submit your university degree certificate including grade overview in Czech, English or German without a certified translation.

11. Is there an age limit for the scholarship program and how can I apply for an exception?

Yes, if you are planning to study for a Master's degree in Bavaria, you must not have reached the age of 30 at the time the scholarship is first awarded (i.e. on October 1, 2025). For PhDs, the age limit is 35.

However, justified exceptions to the above age limits are possible on a case-by-case basis. Please state in an informal letter the reason(s) (incl. time frame) why you are applying for an exception to the age limit and enclose any supporting documents. The following can be taken into account, for example:

- compensation for disadvantages due to disabilities or chronic illnesses;
- the academic age (i.e. the active years of research and study = the biological age minus, for example, periods spent bringing up children);
- any other reasons for individual clarification.

Please submit this application together with your other scholarship documents to BAYHOST / BTHA. We will then carry out an individual assessment. If you have any questions, please do not hesitate to contact us.

12. Do I also have to apply for a place on the degree or PhD program?

In general yes, please check with the Bavarian higher education institution of your choice the relevant deadlines and required documents.

Please note that applying for our scholarship and applying for a study or doctoral place at a Bavarian higher education institution are **two separate procedures**. If you are admitted to a university, this does not automatically mean that you will also receive our scholarship. It is also possible that you will receive a scholarship but not a place at a university. It is therefore advisable to apply to several universities (see also question 14) or for several scholarships. You can find links to organizations that also award scholarships at www.bayhost.de under the heading "Funding & Scholarships".

13. Which studies can be funded?

BAYHOST / BTHA only award scholarships for studies at Bavarian higher education institutions. Therefore, during the period in which you receive the one-year scholarship, you must be enrolled at a Bavarian state university (university, university of applied sciences, university of art/music) or a state-recognized church-sponsored university (Katholische Universität Eichstätt-Ingolstadt, Katholische Stiftungsfachhochschule München and Evangelische Fachhochschule Nürnberg).

In principle, postgraduate studies (e.g. Master's degree programs, not Bachelor's degree programs) or PhDs in all subjects are funded. If you are already doing a PhD in your home country, you can apply for a one-year research stay at a Bavarian higher education institution.

14. How do I find suitable degree programs, research institutions and contact persons?

You can search for suitable degree programs in the following databases:

www.study-in-bavaria.de/ (→ „What and where to study in Bavaria“)

www.daad.de/ (→ „Study & research in Germany“ → „Universities & Programmes“)

For research projects in Bavaria, see the website: www.research-in-bavaria.de/

For Czech applicants, the sections „[Hochschulen in Bayern](#)“ an „[Studienangebote in Bayern](#)“ on www.btha.de (→ „Vernetzung“) are also recommended.

Once you have found a suitable degree program (or several) or research institution, take the time to read the information on the website of the degree program / chair thoroughly. For Master's degree programs, it is customary to contact the program coordinator (or a professor for PhD studies) by e-mail. Include your CV in your e-mail and briefly describe your academic profile and your study plans. Include the link to the one-year scholarship program of the Free State of Bavaria and the guidelines on the letter of endorsement.

15. Am I obliged to do a PhD at a Bavarian university if I receive a scholarship from BAYHOST / BTHA?

In principle, you can do your PhD in your home country and only use the scholarship for a research stay in Bavaria. In this case, the scholarship period is usually limited to one year and will not be extended. In the case of a PhD project at a Bavarian university, your scholarship can be extended twice to a total of three years (or, in well-founded and comprehensibly documented exceptional cases, three times to a total of four years).

Scholarships are not available for an exchange year in Bavaria as part of a Master's degree course in your home country and a fee-based further education course for experienced professionals.

16. Is it possible to receive additional income alongside of the scholarship?

One-year scholarship holders have a monthly income allowance of € 800 (gross). This means that they may receive an average monthly maximum of €800 (gross) in addition to their scholarship (e.g. work, scholarship). A combination with another scholarship is possible if this does not exceed €450 per month. However, scholarship holders are obliged to clarify this with BAYHOST / BTHA in good time in advance and to submit a copy of the employment contract, scholarship certificate or similar.

17. Is a semester abroad / a longer research stay abroad compatible with the scholarship?

In principle, the study or research should mainly take place in Bavaria. However, continued funding during a longer stay abroad (e.g. exchange semester, research stay, internship) is certainly possible, provided it is an integral part of the studies or PhD in Bavaria and this is confirmed accordingly by the Bavarian higher education institution. In addition, the income allowance must be complied with (see question 16) and confirmation of enrollment for the semester in question must be submitted. Such a project must be discussed with BAYHOST / BTHA in advance and requires approval.

18. What happens to my data after the scholarship application process?

In order to be able to use your data for scholarship selection, you will be asked for the following declaration of consent in our online form:

I agree that my data may be stored for the purpose of scholarship selection, awarding and administration in accordance with the statutory data protection regulations. Your applicant data will only be forwarded to the bodies responsible for awarding the scholarship and will be deleted 1.5 years after the selection process if you were not considered. The remaining documents will be stored for the purposes of scholarship administration and will only be used with your consent or in accordance with the statutory data protection regulations. Furthermore, the privacy policy of the University of Regensburg applies.

In order to receive further offers from BAYHOST / BTHA, you can also provide an additional voluntary declaration of consent in the online form:

I agree that the data collected may also be used for the purpose of informing me about further offers from BAYHOST (in the form of electronic mailings). Consent to the above-mentioned use of data can be revoked at any time, in whole or in part, with effect for the future. The revocation is to be addressed to: BAYHOST, University of Regensburg, D-93053 Regensburg. Consent is voluntary. Refusal or revocation of consent will not result in any disadvantages for the scholarship.

19. Who can I contact if I have questions regarding the scholarship program?

Applicants with the citizenship of the Czech Republic please contact:

Ms. Adela Jones
Bayerisch-Tschechische Hochschulagentur |
Česko-bavorská vysokoškolská agentura
Consultation hours: on appointment
Tel: ++49 941 943-5315
sekretariat@btha.de
www.btha.de

Applicants from other countries please contact:

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
www.bayhost.de