

One-year scholarship program 2023/24  
sponsored by the Free State of Bavaria for graduates  
of Central, Eastern and Southeastern European states



## - Important advice: applications for extensions -

### PLEASE NOTE:

We can only accept applications **that arrive by the set deadline** and that are **complete** (see list of documents needed in the application form). **Submission only online via StipSys.**

### A. General advice

- Hand or send your application document in **by the due date!**
- You cannot count on an automatic extension only because you already received the scholarship for one year and your research project / study program was conceived for several years. We need to be able to see a **progression in your work**. Show us tangible **provisional results** that illustrate that you are advancing your project and will successfully bring it to a close.
- Make sure you take care of the two **expert opinions early on!** Note that professors are hard to get a hold of during the extra-curricular periods. Refer your referee to our "guidelines for referees" ([www.bayhost.de](http://www.bayhost.de) → "funding & scholarships")
- If you need only one semester to complete your studies in Bavaria, you can also apply for an **extension for one semester** (= winter term 2023/24). Please note that in this case a further application for an extension for the summer term 2024 is not possible.
- The Sponsorship is generally granted for a maximum period of three years. The scholarship is given for one year (at most until the master or PhD graduation) and can be extended twice for each further year by application. In case of a PhD in Bavaria it's possible to obtain via a third extension further funding for one or two semesters in well justified and comprehensible documented exceptional cases. Please contact us in time if you need such an additional extension; we might require additional documents. In principle, you may also refer in your extension to a compensation for disadvantages due to disabilities or chronic diseases.
- The funding period of one-year research sojourns in Bavaria as part of a PhD in the home country is in restricted to one year.

## B. List of documents needed in the application (extensions)

From 2022, all documents must be submitted online using our StipSys form. It is not possible to submit your application by post or email.

1. Please fill out our **online form StipSys here** and upload the following documents online in PDF format (max. 5 MB per file) at the end of the form:
2. an **enrolment certificate** for the following summer semester
3. a **justification of the extension** of the scholarship in Bavaria (1–2 pages)
4. an **estimation** of which **new perspectives** have developed during the past year of studies for your (future) professional career (1–2 pages)
5. a **tabular CV** in German or English

### → for postgraduate studies (i.e. master's program):

6. proof of the so far achieved **exam or course results** in Bavaria (copies)
7. a **report** (1–2 pages) covering the **most important results** achieved in your past year of study (i.e. attendance of seminars or lectures, course results, conferences etc.)
8. **two expert opinions** of professors from your course. Please refer your referees to our "guidelines for referees" ([www.bayhost.de](http://www.bayhost.de) → "Funding & Scholarships") .

### → for doctoral candidates:

6. an **interim report** (max. 4 pages) about the results of your research in Bavaria, which refers to the project outline in your application document (what aspects have you already realized?)
7. **two expert opinions** of professors from the field that your dissertation relates to from your Bavarian higher education institution. One expert opinion has to be from the supervisor of your dissertation. In case of Joint PhDs (e.g. Cotutelle) or collaborative doctoral degrees (with universities of applied sciences) it's possible to submit one expert opinion of the supervisor from the partner higher education institution in the home country.

**Applications for extensions** must be submitted online via StipSys at BAYHOST / BTHA by the **28th February 2023**.

Please note that the **expert opinions** may also be sent directly to BAYHOST / BTHA by e-mail.

**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.

### C. 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 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.

**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. justification, CV) only one file can be uploaded per category. 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.

**It's no longer possible to make any changes to the submitted application.** However, you are welcome to contact the responsible contact persons at BAYHOST & BTHA 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". Your withdrawn application will then no longer be considered in the scholarship selection.

### D. Time frame: selection of scholarships for the academic year 2023/2024

deadline for extensions (date of receipt!)	<b>28th February 2023</b>
first inspection and evaluation of the applications	March – April 2023
expert committee meetings	April – May 2023
dispatch of notification letters to the selected candidates	May 2023
continuation of the scholarship program	1st October 2023

## E. Contact

For applicants with the  
citizenship of the Czech Republic:

Ms Martina Guttenberger  
Bayerisch-Tschechische Hochschulagentur |  
Česko-bavorská vysokoškolská agentura  
Consultation hours: on appointment  
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For applicants from  
other countries:

Ms Katrin Döppe  
BAYHOST scholarship programs  
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