



Bayerisch-Tschechische
Hochschulagentur
Česko-bavorská
vysokoškolská agentura



One-year scholarship program sponsored by the Free State of Bavaria for graduates of Central, Eastern and Southeastern European states Call for application for the funding year 2024/25

– advice for extension applications –

The Free State of Bavaria will sponsor scholarships for the academic year 2024/25. Graduates from Bulgaria, Croatia, Czech Republic, Hungary, Poland, Romania, Russia, Serbia, Slovakia and Ukraine are eligible to apply. The scholarships are meant to finance postgraduate studies (i.e. master's programs), PhDs or one-year research sojourns at Bavarian higher education institutions.

A. General advice

- Submit your application **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 → “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 2024/25). Please note that in this case a further application for an extension for the summer term 2025 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. Please note in this regard:
 - 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.
 - 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.
 - For Master's students applying for a 2nd extension and exceeding the usual duration of study, the extension by one semester or one year must be explicitly justified.

→ In principle, you may also refer in your extension to a compensation for disadvantages due to disabilities or chronic diseases.

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

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** and upload the following documents 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 the current course of study in Bavaria for which you are receiving BAYHOST / BTHA funding. Please refer your referees to our "guidelines for referees" (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 2024**.

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.

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. If you have submitted more than one application, only the most recent application will be considered.

D. Time frame: selection of scholarships for the academic year 2024/2025

deadline for extensions	28th February 2024
first inspection and evaluation of the applications	March – April 2024
expert committee meetings	April – May 2024
dispatch of notification letters to the selected candidates	May 2024
continuation of the scholarship program	1st October 2024

E. Contact

For applicants with the
citizenship of the Czech Republic:

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Bayerisch-Tschechische Hochschulagentur |
Česko-bavorská vysokoškolská agentura
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For applicants from
other countries:

Ms Katrin Döppe
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