

## - Frequently Asked Questions (FAQ) -

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## 1. Which deadline (first-time application or extension) applies to me?

If you are currently not receiving a one-year scholarship of the Free State of Bavaria via BAYHOST or BTHA, you are considered a first-time applicant. Therefore, you must submit your documents until December 1<sup>st</sup>, 2023. This deadline also applies to candidates who have already applied for the scholarship without success in previous years and are planning a reapplication this year.

Current scholarship holders who would like to prolong their scholarship should apply for an extension until February 28<sup>th</sup>, 2024.

## 2. May I apply for the funding year 2024/25 if I started / will start my master's program or PhD in Bavaria on October 1<sup>st</sup>, 2023?

As an applicant you should be living full-time in your home country at the time of application.

However, if you have just started your master's program or PhD in Bavaria (i.e. the winter term 2023/24 is your first semester of the master or PhD at a Bavarian higher education institution), you can also try an application for the funding year 2024/25. In this case, please submit a copy of your enrolment certificate.

## 3. What is a "Betreuungsusage" (letter of endorsement) and do I really need one?

A "Betreuungsusage" (= letter of endorsement) is a letter written by a professor or course coordinator from a Bavarian higher education institution which states that he or she will oversee and support your academic progress (e.g. your master's program / PhD studies) during your stay. The letter of endorsement needs to be written on the department's official letter paper and contain the signature of your supervisor.

If you are planning to study a master's program in Bavaria it's recommended to add a letter of endorsement to your scholarship application at BAYHOST or BTHA, but it's not mandatory. I.e. you can also apply for a scholarship without such a letter. However, please note that a letter of endorsement affects your application positively and is important for the selection process. Hence we strongly recommend contacting the course coordinator of the relevant master's program in Bavaria in time in order to ask for a letter of endorsement. If it's generally not possible for the course coordinator to issue a letter of endorsement, please inform us about this in your application.

In case of PhDs in Bavaria and one-year research sojourns in Bavaria (as part of the PhD in the home country) a letter of endorsement is mandatory and essential for the selection process. Applications without a letter of endorsement of a professor from Bavaria cannot be considered in the selection process.

## 4. How can I obtain a letter of endorsement?

Contact your future professor in Bavaria and ask for a written "Betreuungsusage". If you intend to participate in a master's program, please contact the coordinator of the program. Please note that the enrolment is not necessarily required at the time of the scholarship application.

The professor or coordinator can mail the "Betreuungsusage" directly to BAYHOST or BTHA. Sending the signed letter as a scanned attachment by e-mail is possible. (See also question 15)

## **5. Can I hand in documents later?**

You can only hand in a copy of your diploma by email later (see question 6).

## **6. I will finish my studies in the upcoming summer term. Can I still apply?**

Yes, you can send us your application. Please include a letter from your higher education institution, stating that you will presumably have finished your studies successfully by the end of July 2024. As soon as you get your diploma, please send us a copy.

## **7. What is a proof of citizenship?**

A scan of your passport or travel document which clearly states your citizenship.

## **8. Do you need certified translated documents?**

Only your university diploma (including your grades) must be submitted with a certified translation into German or English. If the original university diploma is already issued in English, you don't need a certified translation.

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

## **9. Is there any age limit for the scholarship program and how can I apply for an exception if necessary?**

Yes, if you are planning a master's program in Bavaria you must not be older than 30 in the first year of the scholarship (i.e. on the 01.10.2024). For doctoral candidates the age limit is 35 years.

Justified exceptions to the above stated age limits are possible on a case-by-case basis. Therefore, please state in an informal letter the reason(s) why you are applying for an exception to the age limit. Please indicate relevant times and provide evidence, if applicable. The following cases can be considered for example:

- compensations for disadvantages due to disabilities or chronic diseases;
- the academic age (i.e. the active research and study years = the biological age minus e.g. child-rearing periods);
- further reasons for individual clarification

Please submit your request along with the other scholarship documents to BAYHOST / BTHA. Afterwards we will check your application individually. If you have any questions, please do not hesitate to contact us.

## **10. Do I have to apply for a place in the study or PhD program at the higher education institution?**

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

Please note: Your application for a BAYHOST / BTHA scholarship and an application for a place at a Bavarian higher education institution **are two different applications to two different institutions**. Your admission to a study / research program doesn't mean that you automatically receive a BAYHOST / BTHA scholarship. Also, if you receive a scholarship from BAYHOST / BTHA it doesn't mean that you will be admitted to a study / research program at the higher education institution. Therefore, we advise you to apply to several higher education institutions (see question 15) and for several scholarship programs. On our webpage you can find links to other institutions and scholarship programs. See [www.bayhost.de](http://www.bayhost.de) "Funding & Scholarships".

### 11. Which language skills (German and / or English) are required?

This depends on your intended study program in Bavaria: If the master's program, the PhD or one-year research sojourn is conducted in German you must provide evidence of sufficient German language skills. If you are planning to study / research in English, we need a proof of your English skills. The language proficiency should be according to the requirements of the study project (generally C1 level of the CEFR).

Please contact the relevant Bavarian study program in time in order to check which language proficiency and certificates are required for the admission.

### 12. Am I obliged to complete my PhD studies at a Bavarian university if I receive a BAYHOST / BTHA scholarship?

You can complete your PhD studies in your home country and use the scholarship for a research sojourn in Bavaria. In this case your scholarship is generally restricted to one year and cannot be extended. If you plan to complete your PhD studies at a Bavarian university, your scholarship can theoretically be extended twice for up to three years (or in in well justified and comprehensible documented exceptional cases three times for up to four years).

### 13. What studies can be funded with a BAYHOST / BTHA scholarship?

Funding can only be given for study programs conducted at Bavarian state higher education institutions (universities, universities of applied sciences and art academies) and at the church universities (Katholische Universität Eichstätt-Ingolstadt, Katholische Stiftungsfachhochschule München and Evangelische Fachhochschule Nürnberg). BAYHOST and BTHA grant scholarships for all subjects, but only for postgraduate studies (mainly master's and PhD programs - no bachelor studies) at Bavarian universities.

In general, funding can only be given for study programs that do not charge any additional course fees (administration fees are exempted here). If you are awarded a scholarship this means that you have to be enrolled at a Bavarian higher education institution for the duration of the scholarship program. If you are already doing a PhD in your home country you can apply for a one-year study sojourn in Bavaria. Student exchange years as part of a master in your home country cannot be funded.

### 14. What are the criteria of selection?

- sufficient knowledge of German and / or English skills that enable studying at a German higher education institution (see question 11)
- excellent university degree from a higher education institution of your home country

- for PhDs: convincing description of your research project in Bavaria and the academic relevance of your topic of research as well as its relevance for your future profession
- \* practical experience (i.e. internships, voluntary work, part-time jobs)
- \* prizes or scholarships
- \* publications
- \* previous conferences attended
- \* foreign language skills
- voluntary work (i.e. clubs, student initiatives, culture, politics, NGO, religious)
- convincing letter of motivation
- conclusive explanation of the importance of your study visit in Bavaria for your future profession
- letter of endorsement of a Bavarian higher education institution (recommended for master's programs; mandatory for PhD in Bavaria / one-year research sojourns in Bavaria as part of the PhD in the home country)
- letter of recommendation of the PhD supervisor from the home institution (only for PhDs conducted in the home country)
- online interview on the submitted application (if applicable)

NB: Some of the criteria mentioned above marked \* are not obligatory, but it would be good to include them (at maximum 10 certificates) if you have such experiences. A translation / authentication is not necessary.

## **15. How can I find a suitable course, research institution and an academic supervisor?**

You can search for courses and subjects via the following websites:

[www.study-in-bavaria.de/en/](http://www.study-in-bavaria.de/en/) (→"What & where to study in Bavaria")

[www.daad.de/en/](http://www.daad.de/en/) (→"Study & Research in Germany" →"Courses of study in Germany")

For information on doing research in Bavaria we recommend the following website:

[www.research-in-bavaria.de/](http://www.research-in-bavaria.de/)

Once you have found a suitable course or research institution, take your time, and read through the information on the course website / department carefully. For master's programs it would then be best to contact the course coordinator, for PhD a professor who is an expert in your topic. When contacting your aspired future supervisor, contact them first by e-mail. Make sure you include a CV and a brief outline of your academic profile and what studies / research you plan to do. It's important that your first contact makes a good impression. Please also add a link of the annual scholarship program and the guidelines for the letter of endorsement so that the course coordinator or professor has some information on the scholarship program.

## **16. May I receive additional income during the funding period?**

Annual scholarship holders are permitted a monthly income allowance of 800,00 € (gross). This means that they can have a maximum of 800,00 € (gross) per month in addition to the scholarship (e.g. work, other scholarship). A combination with another scholarship is possible if this is less than 450,00€ per

month. However, scholarship holders are obliged to inform BAYHOST or BTHA beforehand and to send a copy of the work contract / scholarship notification.

## 17. Is it possible to do an exchange semester or longer research sojourn during the scholarship?

In general, the study or research program should take place in Bavaria. However, we can also continue funding during a longer stay abroad (e.g. exchange semester, research sojourn, internship) if it's an integral part of the study or PhD program in Bavaria and the Bavarian higher education institution confirms this accordingly. In addition, the scholarship holder has to adhere to the income allowance (please see question 16) and provide an enrollment certificate for the relevant semester. BAYHOST / BTHA must be informed beforehand as our permission is required.

## 18. Who can answer my questions regarding the scholarship program?

Applicants with the citizenship of the Czech Republic please contact:

Ms Martina Guttenberger  
Bayerisch-Tschechische Hochschulagentur |  
Česko-bavorská vysokoškolská agentura  
Consultation hours: on appointment  
Tel: +49 941 943-5315  
[guttenberger@btha.de](mailto:guttenberger@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](mailto:doeppe@bayhost.de)

## 19. 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 our 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 bodies relevant 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 / BTHA 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 selection.*

**PLEASE NOTE: We can only accept applications that arrive by the set deadline and that are complete. Submission only online via StipSys.**

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