FAQ

KHYS Internship Grant

1) What are the amount and the duration of the funding provided by the KHYS Internship Grant?
The grant covers a stay of six to twelve weeks. The funding includes a maximum flat-rate subsistence allowance of €650 for each month or €162.50 for each week respectively. In addition, all interns travelling to Germany for the grant will be paid a flat-rate travel allowance specified by DAAD according to the country of departure. Here you can find a list of the travel allowances (German only). The amounts are in Euro.

2) In which language do we have to submit the application?
Please hand in the application in English.

3) Which documents do we have to submit and in which form?
Please submit the application documents as stated in the current call for applications.

4) I have already finished my doctorate. Am I eligible for the grant nevertheless?
No, the KHYS Internship Grant is only intended for doctoral researchers as main applicants and students in their Master’s studies as interns.

5) Is it possible to invite an intern who is not a student in his/her Master’s studies?
No, it is not possible. Only Master’s students can be funded with this program.

6) As the main applicant (KIT doctoral researcher), am I in charge of finding an intern? What am I supposed to do, if I do not know an eligible intern?
If you do not know an eligible intern yourself, please contact your KIT supervisor. He/she might have knowledge of possible interns, ask respective contact persons of his/her international cooperation partners or simply forward the call for application for the KHYS Internship Grant to them.

7) Does the intern have to hand in copies of their Bachelor’s certificates?
No, but please indicate the final marks (Bachelor’s) and the period of studies in the CV and the XLS table. However, please keep your certificates at hand, so in case of questions you should be able to promptly send a scanned copy.

8) Is it okay if the intern receives additional funding from another institution during his/her stay at KIT?
It depends. At any rate double funding must not occur. Double funding means funding for the same purpose (in this case funding for a stay abroad/at KIT). However, if the intern is
receiving any other financing for his/her studies in the home country, the intern does not have to suspend (temporarily deactivate) his/her scholarship during the time of the internship at KIT. Please indicate any additional funding in the XLS table.

9) Which applications do most likely succeed? Which are the most important selection criteria?
The selection criteria are:

- Fulfillment of the application requirements
- Fulfillment of the required formalities (see the application documents): Hand in a complete application in time including all required documents, filled in correctly and signed.
- Plausibility of the main applicant’s benefit of the intern’s stay at KIT (improving intercultural competences, language skills, leadership skills and fostering of international network)
- Personal motivation of the main applicant
- Plausibility of the suggestions on how the intern will be supervised by the doctoral researcher during his/her internship
- Further ideas on how to support the intern during his/her stay at KIT/in Karlsruhe/in Germany

10) Is it possible for the intern to go on a holiday, to visit a conference or to attend a language course before or after the internship? Which aspects does he/she have to consider?
Yes, this is possible. However, please note that the internship has to be in the focus of the stay abroad. Any extension of the stay requires the prior consent of KHYS. That is the only way to ensure that the intern will be paid the flat-rate travel allowance. The intern also has to make sure that the visa covers the extension (if applicable). Please indicate in the KHYS Internship Grant application only the period of the intern’s stay at KIT (not the extension).

11) Is it possible to extend the stay at KIT?
Yes, it is possible. However, according to DAAD regulations no further funding can be made available for the extended stay. In addition, the intern has to make sure that the visa covers the extension (if applicable).

12) Can the intern write his/her Master’s thesis during the internship at KIT?
The KHYS Internship Grant is not meant as a financing tool for the Master’s period. However, if the doctoral researcher and the KIT professor consider your Master’s thesis as an indispensable part of the doctoral researcher’s project then this could make it possible for you to receive the grant. This would have to be decided by the corresponding selection committee.
13) What are the payment arrangements?
KHYS will directly assign and pay out the grant to the intern. The grant payment will be made in cash or be transferred to an IBAN bank account as soon as the intern comes to KIT. Please note that the amount of funding for travel expenses will only cover the flat-rate sum specified by DAAD that varies depending on the country of departure [download (German only)]. Since the KHYS payment will only be made once the intern comes to KIT he/she will have to pay for the journey in advance. The flat-rate subsistence allowance is a maximum of €650 for each month or €162.50 for each week respectively. There will be no accounting according to the actual costs incurred. Please note that you might need additional financial resources for your stay at KIT since actual living expenses at Karlsruhe might exceed the flat-rate subsistence allowance.

14) What are the consequences if the actual length of the stay is shorter than initially indicated?
You are obliged to inform KHYS immediately about any changes that may have an impact on the funding. Should the actual length of the stay be shorter than indicated in the application form and/or the notification of approval KHYS is entitled to reclaim the surplus.

15) When does the intern have to apply for a visa? Which visa does the intern need?
We recommend that the intern checks in good time whether he/she needs a visa for the stay in Germany. In order to enter and stay in Germany during the internship, the intern may require an entry visa and/or a residence permit, depending on the citizenship and the longitude of the stay. We recommend applying for a student visa. For more detailed information please contact the respective German Embassy or German Consulate in your home country or have a look at the Intern Handbook. Please note that the International Students Office can provide support with the planning and execution of the necessary procedures for the intern’s stay in Karlsruhe.

16) What does the intern have to consider concerning other formalities?
Due to legal issues (casualty insurance/use of infrastructure/secrecy obligation) we recommend that the intern signs an Agreement on an Internship or a Student Research Assistant Contract. Since it is mandatory to have health and private liability insurance coverage for a stay in Germany we recommend that the intern gets in contact with insurance companies in his/her home country. Another option would be a combined health, accident and liability insurance offered by the DAAD Group Insurance scheme (tariff 728-D – also available for non-compulsory internships in the framework of this funding).

17) What do I have to consider concerning housing?
For short-term stays, guests can book a room at KIT’s International Guesthouse or at the Heinrich Hertz house for guest lecturers. Additional accommodation possibilities are listed in the PDF file How to search for accommodation published by KIT International Affairs. However, bookings have to be made well in advance.
18) Why does the intern at all have to conclude an *Internship/Student Research Assistant Contract*?
   This contract regulates the general conditions of the internship including the intern’s obligation of discretion and confidentiality.

19) Does the intern have to hand in the travel tickets (plane tickets etc.) or keep them with his/her documents?
   No, there is no need to keep the tickets.