FAQs for the KHYS Aspirant Grant

1. I am interested in coming to KIT as an aspirant but I don’t have any contacts to a KIT professor. What should I do?
   The aspirant has to take matters into her/his own hands and find a KIT professor who would be interested in inviting the aspirant for the one-month stay. Here, you can find a list of all KIT institutes for your search. Please note that the KIT applicant and the aspirant have to jointly apply for the Aspirant Grant.

2. How do I submit the application documents?
   All documents should be in English. Please merge all documents into one PDF file in the corresponding order (excluding the Excel file) and send the files to aspirantgrant@khys.kit.edu.

3. Can doctoral researchers apply?
   No, those who have already started a PhD are not eligible to apply for the Aspirant Grant.

4. Can bachelor students apply?
   No, the aspirant should at least be in an advanced stage of his or her Master’s course. They can also have finished their Master’s degree.

5. Can a KIT group leader apply for the Aspirant Grant?
   KIT Associate Fellows and heads of certified KIT junior research groups can also apply. However, they should hand in a letter of support from the professor who would function as the primary supervisor of the potential doctoral project.

6. What is the funding period?
   The funding period is January to June 2019. This means that stays can only take place within this period since the DAAD funding program ends in June 2019.

7. Is it possible to apply if a decision has already been made about doing a doctorate at KIT?
   No, this is not possible since it does not correspond to the aim of the program. For both parties, the aspirant’s stay is meant as a basis for reaching a decision regarding the doctorate. If, for example, the aspirant and the KIT professor have already decided to jointly apply for a scholarship for financing a doctorate at KIT, we expect that this decision has a firm basis and does not need to be validated during a stay at KIT. However, if both parties would like to get to know each other during the stay and discuss a possible future scholarship application, this would be fine.

8. What are the amount and the duration of the funding provided by the Aspirant Grant?
   The funding includes a flat-rate subsistence allowance of €1,000 for one month. In addition, all aspirants 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).
9. **How should the KIT applicant describe the “activities/plans for the aspirant’s stay at KIT” in the excel table?**
   The applicants should state how they plan to get the aspirant involved in the work at KIT and at the institute. This could include consultations about a possible doctorate at KIT, a campus or city tour, team lunches, arrangements to introduce her/him into the work environment at KIT etc. It is sufficient to mention the aspects in bullet points.

10. **How should the applicant describe the “reasons for inviting this particular aspirant” in section A.4 of the application form?**
    Here, the applicant can state aspects such as relevant qualifications, research interests, their own impression of the aspirant, intentions for inviting this particular aspirant etc.

11. **How should the aspirant describe their “motivation for coming to KIT” in section B.3 of the application form?**
    The aspirant should state reasons why she/he wishes to come to KIT. This could include recommendations from fellow colleagues or supervisors, research interests, personal interests or a reference to doctoral projects in which the aspirant is interested.

12. **The application requirements state that “the aspirant will have to be able to fulfil the requirements for acceptance as a doctoral researcher by the respective KIT department once his or her Master’s course is completed.” What does that mean?**
    KHYS will ask the International Students Office at KIT to assess all academic certificates and transcripts of the aspirant. If the academic qualifications of the aspirant are equivalent to a German Master’s degree, the aspirant fulfills the mentioned requirements.

13. **Do the aspirants have to hand in certified copies of their degrees?**
    No, the copies don’t need to be certified. However, the aspirant should make sure to send scans of the certificates in English or German and in the original language.

14. **What are the tasks of the “buddy”?**
    The “buddy” assists the aspirant regarding administrative issues or questions concerning working at KIT or living in Karlsruhe. This will above all mean helping the aspirant to find suitable accommodation. It can also include showing the aspirant around KIT and Karlsruhe and helping her/him with visa matters.

15. **How should the applicant describe the previous cooperation with the aspirant in section A.3 of the application form?**
    The brief description should include answers to questions such as the following: How did the contact emerge? Since when have you and the aspirant been in contact? Did you cooperate previously with the aspirant?
16. Is it possible to extend the stay at KIT?
   Yes, this is possible. However, according to DAAD regulations no further funding can be made available for the extended stay. In addition, the aspirant has to make sure that the visa covers the extension (if applicable).

17. Is it possible to extend the stay in Germany in order to go on a holiday?
   Yes, this is possible. However, please note that the research stay has to be in the focus of the stay abroad. The aspirant also has to make sure that the visa covers the extension (if applicable).

18. What visa will the aspirant need?
   For the Aspirant Grant it will be sufficient to apply for a Schengen Visa (Category C) with the purpose of a business visit. Among other things the aspirant will have to provide a proof of accommodation for the stay in Karlsruhe. The KIT doctoral researcher who serves as the aspirant’s buddy shall help him or her finding accommodation in Karlsruhe. Please also refer to the information on our website. Please note that the Category C visa cannot be extended. This means that with this visa the aspirant cannot extend his or her stay at KIT in order to actually start the doctoral project discussed during the stay. He or she will first have to leave Germany and apply for another visa.

19. What are the payment arrangements?
   KHYS will directly assign and pay out the grant to the aspirant. The grant payment will be made once the aspirant arrives in Karlsruhe. This means that the aspirant will have to pay for the journey in advance. The process for the payment will be defined for each aspirant individually. They will receive more information in time before their stay begins. Please note that the amount of funding for travel expenses will only cover the flat-rate sum specified by DAAD depending on the country of departure [download (German only)]. The flat-rate subsistence allowance is €1,000 for one month. There will be no accounting according to the actual costs incurred.