Fee refund for German courses

Are you interested in learning German? And have you already checked out the upcoming courses offered by the Studienkolleg Karlsruhe? Karlsruhe House of Young Scientists (KHYS) offers refunds for participation fees for doctoral researchers and postdocs who successfully attend German classes in the winter semester 2018/2019. If you are a KIT doctoral researcher or postdoc in Ulm or Garmisch-Partenkirchen, please contact us concerning the possibility to get a fee refund for German courses. You have to be a member of KHYS to be eligible for the refund. For doctoral researchers this funding is part of the KHYS Internationalization Program, which is promoted by the German Academic Exchange Service (DAAD) and funded by the Federal Ministry of Education and Research (BMBF).

**Please note:** For the first time in the upcoming winter semester, doctoral researchers who are enrolled at KIT as PhD students (“Immatrikulation”) receive one German course per semester at Studienkolleg free of charge. Therefore, we ask only doctoral researchers to apply for the KHYS refund program who are not enrolled at KIT. Please also note that if you have already received funding twice within the framework of the fee refund program for German courses it is less likely that KHYS will fund you a third time due to the limited budget.

**Studienkolleg courses**

Here you can find an overview of the Studienkolleg courses that will be offered in the winter semester 2018/2019. For most courses, it will be necessary to take an online placement test which gives information on the level of your German language skills (“Online-Einstufung”). Please take the online test that is indicated for the respective course and send the results to Ms. Fazlic-Walter of the Studienkolleg. She will give you an assessment of which course would be best suited for you. If you plan to attend the courses A 1.1.4 or A 1.8 or have already passed the preceding course at Studienkolleg, then you do not have to take the test.

**Application process**

Deadline for the application for the refund at KHYS is September 16, 2018. Simply apply by sending an e-mail to germancourses@khys.kit.edu. Please also forward the assessment by Ms. Fazlic-Walter with your e-mail. If you have already passed a Studienkolleg course, please send us the corresponding certificate. Please state in your e-mail which course you plan to attend and indicate whether you are a doctoral researcher or a postdoc. KHYS will make the funding decision on a first come, first served basis (provided that all prerequisites have been met) so make sure you take the necessary steps early on. Please note that you have to be a member of KHYS to be eligible for the refund. KHYS will inform all applicants of the outcome of their application soon after the deadline.
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For successful applicants the process will be as follows:
Please register for the corresponding course with the Studienkolleg as soon as registration begins on October 8, 2018. If you do not register in time for the class, we will not be able to guarantee that you can attend the course. Please note that for registration for the course you will need either a KIT e-mail account or a DaF account. (When applying for a DaF account please refer to the KHYS refund program since this will speed up processing.) Once you have registered successfully you have to make the payment for the registration within two days.

Due to DAAD regulations, KHYS will only be able to make the refund once the courses have finished. Please note that you will have to show proof that you have regularly participated in the course. So please send a scan of the certificate of attendance that will be provided by Studienkolleg at the end of the course to germancourses@khys.kit.edu and include your bank details. KHYS will then refund the participation fee.

Overview of steps for the refund:
1. Online placement test and assessment by Ms. Fazlic-Walter
   (not needed for courses A 1.1.4 and A 1.8 or in case you have already passed the preceding Studienkolleg course)
2. E-mail application to KHYS by September 16, 2018 should contain:
   • information on which Studienkolleg course you plan to attend
   • forwarding of assessment by Ms. Fazlic-Walter or of Studienkolleg certificate for the preceding course
   • information whether you are a doctoral researcher or a postdoc
   • for doctoral researchers: a statement that you are not enrolled (“immatrikuliert”) at KIT as a PhD student
3. Approval of funding by KHYS (decisions will be made on a “first come, first served” basis)
4. Registration for the Studienkolleg course on October 8, 2018
5. Payment of the registration fee within two days upon registration
6. Regular participation in the course
7. Submission of the certificate of attendance to KHYS (plus bank details) once the course is finished (deadline: March 31, 2019)
8. KHYS will make the refund
9. An evaluation of the refund will take place in two ways. On the one hand, you will receive an evaluation sheet by KHYS once the refund is completed. On the other hand, KHYS will send you a link for a DAAD survey concerning the KHYS Internationalization Program at a later point in time. Participation in this survey is voluntary.

If you have any questions concerning the refund or the process, please contact Jutta Klein-Hitpaß.