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 summer semester 2017. If you are a KIT doctoral researcher or postdoc in Ulm, Garmisch-Partenkirchen, or Dresden, 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: If you have already received funding twice within the framework of the fee refund program for German courses it may be less likely to be funded 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 summer semester 2017. The course times and venues are up to date on the German website. The English website has not yet been updated. However, for information on the course contents please refer to this English website. 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”; not needed for courses A 1.1.4 and A 1.8). 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.

Application process
Deadline for the application for the refund at KHYS is April 2, 2017. 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 and state which course you plan to attend. Please also 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 April 10, 2017. If you don’t 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’ve 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’ve regularly participated in the course. So please send a scan of the certificate of attendance that will be provided by the 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)
2. E-mail application to KHYS by April 2, 2017 should contain:
   - information on which Studienkolleg course you plan to attend
   - forwarding of assessment by Ms. Fazlic-Walter
   - information whether you are a doctoral researcher or a postdoc
3. Approval of funding by KHYS (decisions will be made on a “first come, first served” basis)
4. Registration for the Studienkolleg course on April 10, 2017
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: September 30, 2017)
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 in early 2018. Participation in the survey is voluntary.

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