FAQ
Internship Grant

1) What is the duration of the funding provided by the Internship Grant?
The grant covers a stay of six to twelve weeks.

2) What is the amount of the funding provided by the Internship Grant?
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).

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

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

5) Is it possible to invite an intern if the KIT doctoral researcher will finish his/her doctorate soon or has already finished his/her doctorate? Is the KIT doctoral researcher eligible for the grant nevertheless?
During the period of the internship the KIT doctoral researcher may not yet have finished his/her doctorate. The Internship Grant is only intended for KIT doctoral researchers as main applicants and students in their Master’s studies as interns.

6) Is it possible to invite an intern who is not a student in his/her Master’s studies?
During the period of the internship the intern needs to be a student in his/her Master’s studies. Only Master’s students can be funded with this program.

7) As main applicant, is the KIT doctoral researcher in charge of finding an intern? What is he/she supposed to do, if he/she does not know an eligible intern?
If the KIT doctoral researcher does not know an eligible intern himself/herself, he/she shall contact his/her KIT supervising professor. 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 Internship Grant to them.

8) Does the intern have to hand in copies of his/her 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 the certificates at hand, so in case of questions you should be able to promptly send a scanned copy.

FAQ Internship Grant – Effective: September 5, 2018
9) **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 or temporarily deactivate his/her scholarship during the time of the internship at KIT. Please indicate any additional funding in the application form and XLS table.

10) **Which applications do most likely succeed? Which are the most important selection criteria?**

The selection criteria are:

- Fulfillment of application requirements
- Fulfillment of required formalities (a complete application, submitted in time, including all required documents, filled out correctly and signed)
- Conclusiveness of motivation of KIT doctoral researchers to invite interns from abroad and added value for the KIT doctoral researchers through their stay
- Likelihood to achieve the primary objective of funding (esp. acquiring new skills and qualifications for KIT doctoral researchers)
- Plausibility of the tasks and proposals presented concerning the supervision of the interns
- Support of supervisors
- Qualification of KIT doctoral researchers and interns

11) **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 Internship Grant application only the period of the intern’s stay at KIT (not the extension).

12) **Is it possible to extend the stay at KIT?**

Yes, in principal this is possible. However, according to DAAD regulations no further funding can be made available for the extended stay. Furthermore, if the stay exceeds 90 days due to the extension this might cause trouble with the visa application. On addition, an *Agreement on an Internship* ("unvergüteter Praktikantenvertrag") which is highly recommended, can only be concluded for a maximum of three months.

13) **Can the intern write his/her Master’s thesis during the internship at KIT?**

The Internship Grant is not meant as a financing tool for the Master’s period. However, if the
doctoral researcher and the KIT professor consider the intern’s Master’s thesis as an indispensable part of the doctoral researcher’s project then this could make it possible for the intern to receive the grant. This would have to be decided by the corresponding selection committee.

14) What are the payment arrangements?
KHYS will directly assign and pay out the grant to the intern. The grant payment will be carried out according to prior agreement for each individual case 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 the intern might need additional financial resources for the stay at KIT since actual living expenses at Karlsruhe might exceed the flat-rate subsistence allowance.

15) 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 letter of grant approval KHYS is entitled to reclaim the surplus.

16) When does the intern have to apply for a visa?
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 depending on the citizenship and the length of the stay. For questions concerning visa the intern can first contact us at internshipgrant@khys.kit.edu. For more detailed information please contact the respective German Embassy or German Consulate in the intern’s home country or have a look at the Intern Handbook.

17) What does the intern have to consider concerning other formalities?
Due to legal issues (e.g. the use of KIT infrastructure, insurance, intellectual property rights, liability, secrecy obligation) we recommend that the intern signs an Agreement on an Internship. Concluding an Agreement on an Internship, depending on the citizenship, requires the intern to be enrolled at KIT which costs up to €148 (only applicable for non-EU citizens). Please clarify any necessary formal steps with the persons in charge at KIT. For more information on internship agreements please contact Ann-Katrin Schaber (Campus North) or Jasmin Holzmiller (Campus South). When contacting them, please indicate the application for the Internship Grant at KHYS. Please bear in mind that you may have to allow for enough processing time for the agreement (up to three months).
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).

18) **What do we have to consider concerning housing?**
   For short-term stays, guests can book a room at KIT’s International Guesthouse or at the Gastdozentenhaus (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.

19) **Why do we highly recommend that the intern concludes an “Agreement on an Internship”?**
   This contract regulates the general conditions of the internship including the use of KIT infrastructure and secrecy obligation by the intern, intellectual property rights, the intern’s casualty insurance, liability. Concluding an *Agreement on an Internship*, depending on the citizenship, requires the intern to be enrolled at KIT which costs up to €148 (only applicable for non-EU citizens).

20) **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.