Internship Grant

The Internship Grant offers doctoral researchers at KIT the opportunity to supervise a Master’s student from abroad during a six to twelve-week internship at KIT. The application will be made jointly by the doctoral researcher and the intern and in close cooperation with the supervising professor at KIT. The Karlsruhe House of Young Scientists (KHYS) will pay out a flat-rate travel and subsistence allowance for the intern’s stay. The KIT doctoral researcher provides professional support and assists the intern with regard to administrative issues or questions concerning working at KIT or living in Karlsruhe.

The Internship Grant gives doctoral researchers at KIT the chance to increase their intercultural competences and improve their language and leadership skills. Furthermore, all parties involved profit from the opportunity to expand their international network.

The Internship Grant offers various chances and opportunities:

For the KIT doctoral researcher

- Improving intercultural competences
- Improving language skills
- Increasing leadership skills
- Fostering his/her international network
- Support by the intern for six to twelve weeks
- The option for taking part in an introductory buddy training

For the intern

- Gaining work experience abroad
- Improving intercultural competences
- Fostering his/her international scientific network
- Gaining an insight into a German scientific work environment and a German university/research institute (KIT)
- Gaining an impression of German academic culture

For the supervising professor at KIT

- Qualification opportunities for the KIT doctoral researcher
- Meeting a potential future doctoral researcher from abroad

Target group

- Doctoral researchers at KIT and their supervising professors
- Master’s students from abroad with a Bachelor’s degree

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Scope of funding

- The intern will be paid a flat-rate travel allowance specified by DAAD according to the country of departure [DAAD list of flat-rate sums (German only)].
- The intern will be paid a flat-rate subsistence allowance of €650 for each month or €162.50 for each week respectively.
- The KIT doctoral researcher will have the option for taking part in an introductory buddy training.

Testimonials

“The Internship Grant gives you a great way to gain skills and knowledge, especially if you know beforehand what you want to learn. It’s also a wonderful way to gain international contacts because it makes travelling abroad and living here practically effortless. I appreciate very much the fact I had a chance to spend almost three months at KIT working with great people.” (Visiting intern from Russia)

“I would absolutely recommend this Internship Grant. The scientists and students at KIT conduct state-of-the-art measurements and are very kind and support politely.” (Visiting intern from Japan)

“The KHYS Internship Grant is a great new funding measure that fosters both international exchange and early leadership experience for KIT researchers.” (KIT doctoral researcher)

“It was simply fantastic to see the smooth functioning of the whole process and the great support offered by KHYS and I would personally recommend to the students out there who are constrained by inadequate finances but have the desire to do research at KIT. You have good support here!” (Visiting intern from India)

Please refer to our FAQ for any questions you may have concerning the Internship Grant. If you have further questions regarding the Internship Grant please write an e-mail to internshipgrant@khys.kit.edu.

This measure is promoted by the German Academic Exchange Service (DAAD) and sponsored by the Federal Ministry of Education and Research.
Internship Grant

Current call for applications

Deadlines and dates:

- Selection decisions will be made by members of the KHYS Steering Committee at a meeting on November 27, 2018.
- An introductory buddy training will take place in December 2018.
- Please note that the funding period ends on Saturday, June 30, 2019 at the latest.

Application requirements:

- The KIT doctoral researcher (in agreement with his/her supervising professor) and the intern have to jointly apply for the Internship Grant. The intern cannot apply by himself/herself.
- The KIT supervising professor has to provide the intern with an adequate workspace.
- The KIT doctoral researcher shall supervise the guest during his/her internship at KIT.
- The KIT doctoral researcher shall help the intern with regard to administrative issues or questions concerning living in Karlsruhe.
- The KIT doctoral researcher must be a member of KHYS.
- The intern has to be in his/her Master's studies.
- Funding for the same purpose is not admissible.

Application documents:

**Doctoral researcher + intern:**

- Application form indicating
  - the motivation for the application
  - the intern's tasks during his/her stay at KIT and how the KIT doctoral researcher will supervise the intern
  - further suggestions to support the intern with accommodation, living in Karlsruhe etc.
- XLS table containing the key data of the application (please hand in separately)

**Doctoral researcher:**

- CV including at least date, place and country of birth, postal address, school leaving exam (date, place, grade), course of studies (subject, duration, place, grade), research and work experience, beginning of doctorate (date, place, subject), stays abroad (if applicable), awards and prices (if applicable) etc.
- Non-certified copies of the Bachelor's/Master's degree certificate and Transcript of records

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Intern:

- CV including at least date, place and country of birth, postal address, school leaving exam (date, place, grade), course of studies (subject, duration, place, grade), stays abroad (if applicable), awards and prices (if applicable) etc.
- Current certificate of enrollment at home university in the original language and – if necessary – a certified translation thereof in English, German or French

KIT supervising professor:

- Letter of recommendation for the KIT doctoral researcher indicating/including
  - an assessment of the benefit for the KIT doctoral researcher
  - a short statement of the doctoral researcher’s qualification
  - a confirmation of the intern’s tasks and his/her qualification
  - if applicable, an assessment of the benefit for the working group
  - a confirmation that the intern will be provided with an adequate workspace

All documents should be in English (except certificates of the doctoral researcher). Please merge all documents (except the XLS table) into one PDF file in the order stated above and send the PDF file and the XLS table to internshipgrant@khys.kit.edu. The application deadline is Sunday, October 28, 2018.

Selection criteria:

- 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

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**Procedure**

**Approval:**

As soon as the application has been approved, the KIT doctoral researcher, the KIT supervising professor, and the intern will get a corresponding notice via e-mail. The notification of approval will contain information on the amount of funding that will be paid out. Attached to the e-mail there will be an *Agreement regarding the award of an “Internship Grant”*, which has to be signed by the intern and *Written Statements of Commitment*, which have to be signed by the KIT doctoral researcher and the KIT supervising professor. Furthermore, the travel data has to be confirmed via e-mail.

**Prior to arrival:**

**KIT doctoral researcher and supervising professor at KIT**

Please note that legal issues have to be taken into account for the intern’s stay (e.g. the use of KIT infrastructure, insurance, intellectual property rights, liability, secrecy obligation). All this can be covered by concluding an *Agreement on an Internship* ("unvergüteter Praktikantenvertrag", maximum duration: 90 days) with the intern. 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).**

The KIT doctoral researcher shall assist the intern with regard to administrative issues or questions concerning working at KIT or living in Karlsruhe. Please note that the *International Students Office* can also provide support with the planning and execution of the necessary procedures for the intern’s stay in Karlsruhe.

**Intern**

We recommend that the intern checks in good time whether he or she needs a visa for the stay in Germany. Please be aware that stays longer than 90 days might cause trouble with the visa application. For questions concerning visa the intern can first contact us at internshipgrant@khys.kit.edu. For further questions, the intern should contact the respective German Embassy or German Consulate. 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* (maximum duration: 90 days). Depending on the citizenship, this requires the intern to be enrolled at KIT which costs up to €148 (only applicable for non-EU citizens). 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 DMA Group Insurance scheme (tariff 728-D – also available for non-compulsory internships in the framework of this funding). 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.

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for accommodation published by International Affairs. However, bookings have to be made well in advance.

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. Please also have a look at the Intern Handbook.

In addition, the KIT doctoral researcher shall provide assistance with regard to administrative issues or questions concerning working at KIT or living in Karlsruhe.

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 or she will have to pay for the journey in advance. The flat-rate subsistence allowance is €650 for each month or €162.50 for each week respectively. There will be no accounting according to the actual costs incurred. 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.

Duty to report:

Please note that both the KIT doctoral researcher and the intern will have to send us a final report within two weeks after the intern’s stay at KIT. The obligation to submit a report is a compulsory part of the Internship Grant.

Template Final report of the KIT doctoral researcher

Template Final report of the visiting intern