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 of 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 KIT supervisor

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

Target group

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

Effective: February 22, 2016
**Internship Grant**

**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](https://www.daad.de/en/financial-matters/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 to take 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 in 2015)

“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 in 2015)

“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 in 2015)

“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 in 2015)

If you have any questions regarding the Internship Grant please feel free to contact Jana Schmitt or 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.
Current call for applications

Deadlines and dates:

- Application deadline: Sunday, **February 07, 2016**.
- Selection process: Selection decisions will be made by members of the KHYS steering committee in **February 2016**.
- The introductory buddy training takes place on Wednesday, **March 09, 2016**.
- Please note that the funding period ends on Sunday, **December 18, 2016** at the latest.

Application requirements:

- The KIT doctoral researcher (in agreement with his/her supervisor) and the intern have to jointly apply for the Internship Grant. (The intern cannot apply by himself/herself).
- The KIT supervisor 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 has to be registered officially at KHYS.
- The intern has to be in his/her Master’s studies.

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 and place and country of birth, postal address, school leaving exam (date, place, grade), course of studies (subject, duration, place, grade), research and work experience, begin 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
Internship Grant

Intern:

- CV including at least date and 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 supervisor:

- 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 into one PDF file (except for the XLS table) in the order stated above and send the file to internshipgrant@khys.kit.edu. The application deadline is Sunday, February 07, 2016.
Procedure

Approval:
As soon as the application has been approved, the doctoral researcher and the intern will get a corresponding notice via e-mail. Please note that double funding is not permitted. 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 a Written Statement of Commitment, which has to be signed by the doctoral researcher as well as the intern. Furthermore, the travel data has to be confirmed via e-mail.

Prior to arrival:

KIT doctoral researcher and supervisor
Due to legal issues (casualty insurance/use of infrastructure/secrecy obligation) we recommend that you conclude an Agreement on an Internship. Please clarify any necessary formal steps with the persons in charge at KIT. For more information on internship agreements please contact Alina Berger (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. For any questions concerning visa the intern should contact the respective German Embassy or German Consulate. Due to legal issues (casualty insurance/use of infrastructure/secrecy obligation) we recommend that the intern signs an Agreement on an Internship. 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). For short-term stays, guests can book a room at KIT's International Guesthouse or at the Heinrich Hertz house for guest lecturers. Additional accommodation possibilities are listed in the PDF file How to search for accommodation published by the Department of 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.
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Payment arrangements:

KHYS will directly assign and pay out the grant to the intern. The grant payment will be made in cash or be transferred to an IBAN bank account 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 €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 notification of 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.