

Scholarship Programmes and Financial Support for Participants in the FH SWF Study Abroad Programme

FH SWF supports its students in undertaking a study-related stay abroad by offering various funding programmes or by cooperating with relevant organisations.

Students who have successfully applied for an exchange place **at a cooperating partner university in an Erasmus+ programme or partner country** are exempt from paying tuition fees at that institution and **automatically receive an Erasmus+ scholarship** for the duration of their stay.

Students who have successfully applied for an exchange place **at a non-Erasmus+ university worldwide** are likewise exempt from paying tuition fees at that institution and **may apply for PROMOS scholarship** for their stay abroad.

In addition, students have the opportunity to secure further financial support for their study-related stay abroad, for example:

- **Auslands-BAföG:** Students can also apply for Auslands-BAföG for a study-abroad semester. All necessary information requirements, conditions and application procedures can be found on the websites of the [Deutsches Studierendenwerk](#).
- **Individual scholarship programmes:** Students spending a semester abroad at a partner university may be eligible to apply for additional scholarships. A good overview of various scholarship schemes is provided, for example, by the [DAAD scholarship database](#).

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1. The Erasmus+ Programme

Erasmus+ 2021-2027 is the EU's programme for education and training, youth, and sport. A total of 26.2 billion euros is available to support more than four million young people as well as 125,000 institutions and organisations up to 2027. The programme funds study periods at partner universities in Programme- and Partner Countries lasting a minimum of two months (60 days).

Students may receive an Erasmus+ scholarship for a stay at a partner university within the relevant funding lines for up to 12 months per study cycle (Bachelor's, Master's, Doctorate). The Erasmus+ grant is a partial scholarship, the amount of which depends on the destination country. It primarily consists of a **mobility allowance** to help cover living costs in the host country, supplemented by additional **travel allowances**.

Students with children, students with disabilities or chronic illnesses, employed students, and first-time academic students may receive an additional monthly top-up of 250 euros on top of the standard Erasmus+ funding.

Furthermore, all students who travel to and from their exchange destination using sustainable / green means of transport may receive funding for additional travel days.

1.1 Maximum Scholarship Amount

Regular **mobility grant / basic funding** for the destination country

- + standard distance-based **travel allowance** for study periods at partner universities
- + where applicable, additional funded travel days for sustainable / green travel
- + where applicable, a one-off top-up through additional funding of 250 euros per month

Important: Every student **may freely decide** whether to apply for Erasmus+ additional funding for students with fewer opportunities. The **mobility grant** to support living costs in the host country, as well as the **additional travel allowances**, are granted automatically to **all students** who have been allocated a place at a partner university.

1.2 What additional benefits do Erasmus+ scholarship holders have besides the partial grant?

The Erasmus+ programme enables an organised study period at a partner university with the aim of improving language skills, acquiring intercultural competences, and building international contacts for personal and professional development.

In addition, scholarship holders benefit from the following advantages:

- Scholarship holders are exempt from paying tuition fees at the partner university.
- Fachhochschule Südwestfalen, the partner university, and the European Student Network (ESN) provide support to scholarship holders before, during and after their mobility period.
- Through the Learning Agreement, academic recognition of coursework completed abroad is ensured.
- The rights of scholarship holders are set out in the Erasmus+ Student Charter.

1.3 Amount of the Mobility Grant (per destination country)

The monthly funding rates are determined at national level by the NA DAAD (Nationale Agentur of the Deutsche Akademische Austauschdienst / German Academic Exchange Service) and the BMFTR (Federal Ministry for Research, Technology and Space).

One-semester study periods abroad are funded **for a maximum of five months (150 days)**, and **two-semester stays for a maximum of ten months (300 days)**. If the actual stay at the partner university exceeds 150 or 300 days respectively, the additional days are considered zero-grant days and are not financially supported. If the actual stay is shorter than 150 or 300 days, the scholarship amount is recalculated to the exact number of days upon return on the basis of the Confirmation of Stay.

For the calculation of the mobility grant, the decisive factor is the total number of days spent on site plus either two standard travel days OR the additional travel days granted for “green travel”.

1.3.1 Mobility Allowance for Exchange Semesters at Partner Universities in Programme Countries

Group 1 (600 euros per month): Austria, Belgium, Denmark, Finland, France, *Germany*, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden.

Group 2 (540 euros per month): Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.

Group 3 (540 euros per month): Bulgaria, Croatia, Hungary, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Türkiye.

1.3.2 Mobility Allowance for Exchange Semesters at Partner Universities in Partner Countries

Region 5 (700 euros per month): Thailand

Region 10 (700 euros per month): Mexico

Region 12 (700 euros per month): Canada

Region 14 (600 euro per month): Switzerland

1.4 The Travel Allowance

All students participating in the Erasmus+ programme through study periods at partner universities in Programme or Partner Countries are entitled to a distance-based travel allowance in addition to the mobility grant, regardless of the duration of their stay. The amount of the travel allowance depends on whether participants use environmentally friendly (green) means of transport or not:

Travel distance	Standard travel	Green/sustainable travel
between 10 and 99 km	28 €	56 €
between 100 and 499 km	211 €	285 €
between 500 and 1.999 km	309 €	417 €
between 2.000 and 2.999 km	395 €	535 €
between 3.000 and 3.999 km	580 €	785 €
between 4.000 and 7.999 km	1.188 €	1.188 €
8.000 km or more	1.735 €	1.735 €

1.5 Additional Financial Support

Within the Erasmus+ programme, participants may apply for the following additional forms of support:

- **By all scholarship holders:** additional travel days for „green travel”,
- **By students with fewer opportunities:** an additional top-up of €250 per month,

whereby the forms of support may be applied for individually or in combination.

Important: The top-up for students with fewer opportunities can be granted only once, even if several criteria apply.

All forms required for the application are provided in good time by the International Office via the Mobility Online portal. The application always consists of at least two documents:

- Honorary Declaration (see application package for Erasmus+ additional funding)
- Relevant proof according to the explanations (see below and in the application package)
- Additional evidence, where applicable

1.6 Criteria for the Funding of Additional Travel Days for „Green Travel”

Students who travel at least half of one leg of the journey (outward or return) to/from the location of their internship or study-abroad semester using a sustainable means of transport (bus, train, or carpool) may apply for additional funded travel days for “green travel”, as well as the travel allowance for “green travel”.

Depending on the travel duration and distance, one to six travel days may be funded as additional travel days abroad at the applicable daily rate of the corresponding base funding for

the destination country (subject to available funds).

Please also apply for “green travel” funding even if you are not yet fully certain whether you will actually follow through with these plans. If you ultimately do not travel by bus, train or carpool, you may adjust your information after your stay.

If you indicate before your stay that you will not travel “green”, you cannot revise this afterwards – even if you did in fact travel using sustainable transport.

The use of sustainable modes of transport during the stay is not relevant.

Important: A carpool must consist of at least two passengers. Being accompanied by parents does not count as a carpool.

1.7 Additional Funding for Students with Fewer Opportunities

Students with children, students with disabilities or chronic illnesses, as well as **working students** and **first-generation academic students**, may **voluntarily** receive an additional monthly top-up of €250 on top of the Erasmus+ mobility grant.

All additional funding options can be combined with “Green Travel”. However, the €250 top-up can only be granted once, even if several criteria apply.

1.7.1 Criteria for Additional Funding for Students with Children

Students who take their child or children abroad with them may receive an additional €250 per month. A prerequisite is that the child or children remain at the place of stay for the entire duration of the mobility period. The additional funding amounts to a maximum of €250 per family per month, regardless of the number of children.

It is also possible to apply if an accompanying person (e.g. partner) travels with them.

Documents to be submitted:

- Honorary Declaration for additional funding
- Copy / copies of child's / children's birth certificate(s)
- After return: proof that the child / children were abroad (e.g. flight tickets, proof of childcare abroad)

1.7.2 Criteria for Additional Funding for Students with Disabilities

Students with a degree of disability of 20 or above may receive an additional €250 per month. If exceptionally high additional costs arise due to the stay abroad, it is possible – given several months' advance notice – to apply instead for reimbursement of actual costs (“real cost application”), through which up to €15,000 per semester may be covered, e.g. for an accompanying person. A grant for a preparatory trip to assess local conditions is also possible. As this requires significant advance planning, affected students are advised to seek early guidance from the International Office of Fachhochschule Südwestfalen.

Documents to be submitted:

- Honorary Declaration for additional funding
- Copy of disability ID card

1.7.3 Criteria for Additional Funding for Students with Additional Needs Due to a Chronic Illness

Students with a chronic illness that results in additional financial needs for their stay abroad may receive an additional €250 per month.

If particularly high additional costs arise due to the stay abroad, a “real cost application” – allowing reimbursement of up to €15,000 per semester – may be submitted instead, provided several months’ advance notice is given (e.g. for an accompanying person). A preparatory trip to assess local conditions may also be subsidised. As this requires substantial advance preparation, affected students are strongly encouraged to seek early advice from the International Office at Fachhochschule Südwestfalen.

Documents to be submitted:

- Honorary Declaration for additional funding
- Medical certificate confirming the chronic illness and the resulting additional financial needs

1.7.4 Criteria for Additional Funding for First-Time Academics

Students from non-academic family backgrounds (first generation academic students) may receive an additional €250 per month.

A degree from a vocational academy comparable to higher education is considered an academic degree. Qualifications obtained abroad are also regarded as academic degrees, even if they are not recognised in Germany. A master craftsman’s certificate does not count as an academic degree.

Documents to be submitted:

- Honorary Declaration for additional funding
- Self-declaration as a first-time academic

1.7.5 Criteria for Additional Funding for Working Students

Students who substantially support themselves financially may receive an additional €250 per month if the following conditions are met:

- ✓ Employment subject to social insurance contributions
- ✓ Or self-employment
- ✓ Monthly net income of more than €450 and less than €850 in every month
- ✓ Continuous employment for at least six months during the two semesters prior to the stay abroad

The employment must have taken place during the following periods: For stay abroad:

- Starting in or after the winter semester: August of the previous year until 31st July of the exchange year
- Starting in or after the summer semester: February of the previous year until 31st January of the exchange year

The employment may consist of a single position or several consecutive positions. Taking regular paid leave does not pose a problem. The employment **is not continued during the stay abroad**, resulting in a loss of earnings.

Documents to be submitted:

- Honorary Declaration for additional funding
- Employer's confirmation („Arbeitgeberbestätigung“)

2. The PROMOS scholarship programme

Important: Unlike Erasmus+ funding, which students automatically receive for their stay at a partner university in a Programme- or Partner Country, **students** who obtain an **exchange place at a worldwide partner institution outside the Erasmus+ programme** must **take responsibility in securing appropriate funding and must submit their own scholarship application!!**

The PROMOS programme provides financial support to students and doctoral candidates at German higher institutions who undertake a study-related period abroad. The German Academic Exchange Service (DAAD) funds this partial scholarship programme using resources provided by the Federal Ministry for Research, Technology and Space (BMFTR).

In addition to relevance and quality of the proposed project, academic performance is decisive for a successful application; applicants should have a grade point average no lower than 2.5.

Students who do not receive Erasmus+ funding for their stay at the partner university may apply for a PROMOS scholarship up to eight weeks before the start of their period abroad.

Application documents to be uploaded in the Mobility Online portal:

- Curriculum vitae
- Letter of motivation
- Transcript of records (students), Bachelor's / Master's certificate (for Master's students / doctoral candidates)
- Confirmation from a professor at FH SWF agreeing to provide a short academic reference
- Language certificate
- Letter of nomination from the host university abroad

As the PROMOS scholarship is a merit-based award, the budget is limited. If all eligibility requirements are met, scholarships are allocated on a *first come, first serve* basis (the date of application is decisive).

Detailed information on the PROMOS programme, the application procedure and conditions, as

well as the funding rates per destination country, can be found on our [website](#) in the drop-down menu.

3. Further questions?

For any questions regarding study abroad semesters, Erasmus+ funding, or the PROMOS scholarship, please contact the Outgoing Team at the International Office: mobility@fh-swf.de