

### 3. References/ Certificates (max. the last two documents)

## **Guidelines for HEINRICH J. KLEIN FOUNDATION**

### **A. SELECTION CRITERIA**

#### 1. „Formal“

- University or college degree
- Certificates/ evaluations (professional/ scientific background) and References (max. the last two documents)
- Good academic results (above average)
- Fluent English skills; if applicable adequate knowledge of foreign language for the planned stay abroad
- No current financial support or support for the planned stay abroad (e.g. for current studies, support by 3<sup>rd</sup> parties, scholarships, etc.)

#### 2. Candidates identification with the objects of the Foundation

- Extra-curricular activities/ off-the-job (e.g. activities in youth and sports groups, participation in international partnerships between countries and cities, Amnesty international, etc.) – no on the job/ study related activities
- Personal qualifications
  - o Commitment to international exchange
  - o Engagement outside school, studies or job
  - o Communicative character
  - o Interpersonal skills
  - o Open-minded and outgoing
  - o Internationally mobile
- Contact to foreign countries (e.g. student exchange)

### **B. SELECTION PROCESS**

- In writing (please submit only the below mentioned mandatory documents):
  1. Letter of motivation (Why you are applying, what is the purpose of your stay abroad?) incl. potential starting/ending date and the period of the stay abroad
  2. Curriculum Vitae/ Resume
  3. Certificates/ References (max. the last two documents)
  4. Official transcript of records (current grades)
  5. Description of how you personally have been supporting international exchange by voluntary / extra-curricular / off-the-job activities in the past
  6. Overview of estimated costs, incl. indication of sources (only additional costs compared to current living country; e.g. flights, university fees, higher cost of living)
  7. Letter of recommendation by the responsible professor
  8. Letter of confirmation of the foreign university
  9. Written confirmation that you meet the funding requirements of the foundation in accordance with § 5 of the Charter of the Heinrich J. Klein Foundation, respectively that you immediately are going to inform the Heinrich J. Klein Foundation, in case that you will receive another commitment or offer of payment

- Interview:
  - o Reasons for applying
  - o Language ability
  - o Personality
  
- Willingness to prepare a final report for the Board of Trustees and a testimonial for publishing on the homepage of the Heinrich J. Klein Foundation

### **C. STAYS ABROAD WHICH WILL BE SUPPORTED**

Stays abroad (one only) which further the scientific qualifications of scholarship recipients, as defined under Foundation objectives:

- Project-related work  
Direct work on a scientific project (in the sense of the goals defined by the foundation, also possible in cooperation with a business)
  
- Seminar  
Attendance at a scientific seminar related to the scholarship recipients scientific work
  
- Summer courses/semester exchanges  
At a university, (technical) college, or any institute of comparable standard