

Application, Selection and Scholarship Award Procedures for Participants from Partner Universities within the DAAD funded project Eastern Partnership/Ostpartnerschaften

A public announcement of the offered scholarships with the corresponding deadlines is published on [the project web page of the International Office \(IO\)](#) of Leibniz University Hannover (LUH). It is also to be announced by the project partner universities at their institutions upon availability of the scholarships.

The application and selection processes of scholarships and mobilities are handled by the IO of LUH in cooperation with the partner institutions. It is based on the following criteria, designed to ensure academic quality and promote inclusivity and diversity.

Criteria	Weighting	Total weight
Personal Motivation	30 %	60%
Language & Preparation	20 %	
Social need, engagement, diversity	10%	
Average grade (GPA)	10 %	40 %
Expert recommendation	30 %	

As for the selection of teaching and/or research staff, it is based on agreed-upon qualification with the project partners, which include a university degree, relevant language skills, and teaching and/or research experience. The primary criteria for staff is the matching of a teaching and/or research profile of the applicant to the thematic fields of the project and its goals. A staff mobility agreement is to be signed before the exchange.

The corresponding partner university is responsible for pre-selection and nomination of candidates in a transparent manner, ensuring that the mentioned criteria are taken into account. In certain cases additional interviews with the faculty staff of the receiving institution may be arranged for applicants, if considered relevant.

All scholarship applications must be submitted in writing and include the following documents:

- A printout of the [moveon online application via the link](#) provided by Leibniz University Hannover, signed by a faculty coordinator.
- The application form for a DAAD scholarship under the Eastern Partnership programme.
- A letter of motivation explaining the reasons for the proposed period abroad, personal motivation, expectations, and the relevance and benefits of participating in the project.
- A letter detailing the need for the scholarship, describing the socio-economic situation or other relevant aspects such as social engagement and diversity.
- Proof of language proficiency in the language of instruction, if applicable.
- A letter of recommendation or reference from a university lecturer.
- A transcript of records indicating the average mark from the Examinations Office or a similar proof of completed course units and interim results, if applicable.
- A Learning Agreement confirmed by the academic coordinator of the faculty or institute.

The scholarship award process begins with the IO of LUH sending a written confirmation to the applicant. Alongside this scholarship notification, the applicant receives a document titled "Confirmation of Acceptance". This document outlines the duration and amount of the scholarship, as well as the rules and regulations governing the funding.

Prospective scholarship recipients are given time to accept the scholarship by completing, signing, and returning the “Confirmation of Acceptance” document to the IO. Once this document is received, the IO arranges the payment to ensure that scholarship holders receive their funding upon arrival in Hannover.

The International Office, in collaboration with partner universities, is responsible for facilitating mobility and providing supporting activities before, during, and after the mobility period. Furthermore, coordinators for international cooperation within each faculty and institute manage the organisation of mobility periods for students and staff at their respective locations.

The recognition and transfer of obtained results and credits are conducted in accordance with the Learning Agreement, which is signed by representatives of the partner universities and academic mobility coordinators before the mobility period begins. This confirmed Learning Agreement assures the recognition of academic results after the completion of the mobility period, with recognition being handled by the partner universities involved in the project. The outcomes of staff mobility can be acknowledged as part of the annual university teacher rankings and contribute to continuous professional development.

At the end of the mobility, scholarship holders receive scholarship confirmations from the IO of LUH, which detail the duration, type, subject of stay, funding source, and the main results. Selected scholarship holders are required to prepare relevant experience reports at the end of the funding period. These reports will be published at the project web page to showcase the results and experience of the scholarship holders.