

Guidelines for HEINRICH J. KLEIN FOUNDATION

A. SELECTION CRITERIA

1. „Formal“

- University or college degree
- Certificates/ evaluations (professional/ scientific background)
- References
- Good academic results (above average)
- Fluent English skills; if applicable adequate knowledge of foreign language for the planned stay abroad

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.)
- 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:
 - o 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
 - o Curriculum Vitae/ Resume
 - o Description of how you personally have been supporting international exchange by voluntary / extra-curricular / off-the-job activities in the past
 - o Letter of recommendation by the responsible professor
 - o Letter of confirmation of the foreign university
 - o Estimate of probable costs, incl. indication of sources – only additional costs compared to home country (e.g. flights, university fees, higher cost of living)
- Interview:
 - o Reasons for applying
 - o Language ability
 - o Personality
- Willingness to prepare a final report/testimonial

C. STAYS ABROAD WHICH WILL BE SUPPORTED

Stays abroad 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