

## Information Sheet

### Regarding scholarship applications for a partial study course in Sorbian Studies at the Leipzig Institute for Sorbian Studies



#### **The aim of the funding is**

to enable three international students, graduates or doctoral candidates from recognised higher education institutions each year – preferably from neighbouring Slavic countries – to pursue a partial course of study in Sorbian Studies at the Institute for Sorbian Studies at Leipzig University with a scholarship. Through this programme, they can either learn Upper or Lower Sorbian or improve their existing language skills and engage with Sorbian topics.

As part of the partial study programme in Sorbian Studies, the Foundation for the Sorbian People invites scholarship recipients on a short educational trip to the Sorbian/Wendish settlement area. During this trip they will have the opportunity to become familiar with Sorbian institutions and attend one or more Sorbian events.

By the end of the partial study programme, scholarship recipients should have acquired knowledge of the Lower or Upper Sorbian language at a level enabling them to read and understand more complex texts. In addition, they are expected to complete a final thesis on a topic agreed upon with the Institute for Sorbian Studies in Leipzig and to present the findings of their work in Sorbian at a final colloquium.

With this initiative, the Foundation for the Sorbian people aims both to promote young academics and to support scholarly exchange on Sorbian topics, as well as research on minorities and small ethnic groups in the European context.

#### **What is funded?**

A 10-month in-person study programme (from October until July) is funded.

Participation in the curriculum put together specifically for scholarship recipients by the Institute for Sorbian Studies at Leipzig University is mandatory.

#### **Duration of funding**

The scholarship is granted for 10 months.

An extension, interruption, or later resumption of the scholarship is not possible.

#### **Scholarship payments**

The scholarship includes the following payments:

- a monthly stipend of € 800
- a book allowance of € 100

In addition, the Foundation for the Sorbian People covers the necessary expenses for scholarship recipients to participate in the 3-to-4-day educational trip to the Sorbian/Wendish settlement area which takes place in March every year.

In justified cases, such as when a scholarship recipient is unable to participate in this educational trip, the Foundation for the Sorbian People may alternatively grant a subsidy for an individual trip to the Sorbian/Wendish settlement area based on an application. In this case, the individual trip must be directly related to the topic of the final thesis. The application must include a detailed cost estimate and a confirmation from the supervising faculty member of the Institute for Sorbian Studies at Leipzig University.

The scholarship grant neither includes university semester fees nor contributions for health, accident and liability insurance.

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Please refer to the following link for the current semester fees at Leipzig University:  
[www.uni-leipzig.de/studium/im-studium/rueckmeldung-und-semesterbeitrag#c814400](http://www.uni-leipzig.de/studium/im-studium/rueckmeldung-und-semesterbeitrag#c814400)

Information regarding the necessary insurance cover, approximate living costs in Leipzig and other requirements for studying in Leipzig can be found in the section “Notes regarding admission for studies at Leipzig University, etc.”.

Third-party benefits, such as additional scholarships or salary payments, will not be credited towards the scholarship from the Foundation for the Sorbian People.

However, engaging in sideline employment during the scholarship period is only permitted with prior written approval from the Foundation for the Sorbian People. The main criterion for approval is that any sideline employment does not jeopardise or contradict the purpose of the scholarship.

### Application deadline

The annual application deadline is **01<sup>st</sup> March every year**.

The application is valid for the start of the scholarship in the winter semester starting in October of the current year. In principle, a scholarship granted for a specific start date of study is not transferrable to a later start date.

### Application conditions

Applicants should:

- be enrolled in or have completed an undergraduate course (Bachelor, Master, State Examination or equivalent) in Slavic Studies or a related field at an approved university – degrees should not be older than 2 years; if degrees were obtained further in the past, applications are only permitted in justified cases, such as pregnancy and childbirth, childcare up to the age of 3 years and similar circumstances (please enclose relevant supporting documents with your application),
- have successfully completed at least the second year of an undergraduate degree programme,
- not be older than 32 years,
- have sufficient language skills to ensure they can follow courses held in Sorbian from the start,

Sufficient language proficiency is defined as at least B1-level in Sorbian according to the Common European Framework of Reference (CEFR), or C2-level in another Slavic language.

- Applicants from Slavic-speaking countries or regions who can provide evidence of native-level education or academic qualifications in a Slavic language are not required to submit additional certification of their Slavic language proficiency.
- Applicants who are not from Slavic-speaking countries or regions must provide proof of their Slavic language skills – either with a language competency certificate or a language diploma.
- Applicants whose Slavic language skills are below CEFR C2-level must also demonstrate evidence of their language competency as well as Sorbian language skills at B1-level - either with a language competency certificate, a language diploma, or alternatively for Sorbian, through an assessment carried out by recognised language instructors.

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### Please note

Applicants interested in the Upper Sorbian language are encouraged to consider the international summer course in Sorbian Language and Culture, organised by the Sorbian Institute every two years. For more information please see:

[www.serbski-institut.de/institut/angebote/sommerkurs/](http://www.serbski-institut.de/institut/angebote/sommerkurs/)

Applicants interested in the Lower Sorbian language can find information about language courses at the School for Lower Sorbian Language and Culture:

[www.sorbische-wendische-sprachschule.de/webseite/kontakt/index.php](http://www.sorbische-wendische-sprachschule.de/webseite/kontakt/index.php)

Online courses are also available:

<https://sprachkurs.sorbischlernen.de/#/welcome>

<https://sorbischlernen.de/de/>

For information on obtaining a Sorbian language certificate, interested parties can contact the WITAJ Language Centre:

[www.sprachzertifikat-sorbisch.de/index.php?id=20](http://www.sprachzertifikat-sorbisch.de/index.php?id=20)

- Applicants should give their consent that the Foundation for the Sorbian People, within its jurisdiction, may store and process their personal data and final theses written in the context of the scholarship, not only for the current scholarship and related events and publications but also for events and activities connected to the scholarship in the future.

In any case, applicants must also meet the admission requirements of Leipzig University.

### **Notes regarding admission for studies at Leipzig University, etc.**

Please inform yourself about the admission requirements of Leipzig University directly via the university's website prior to applying for a scholarship.

### The following documents are required for university admission:

- certificate of general or subject-specific higher education entrance qualification, including a list of subjects and grades – in the original language and as an officially certified translation into German or English
- if you previously studied at a higher-education institution: proof of all completed academic achievements and degrees, including Transcript of Records – in the original language and as an officially certified translation into German or English
- if applicable: university entrance examination – in the original language and as an officially certified translation into German or English

### Information on health, accident and liability insurance

- *Mandatory health insurance for Germany*

University students are legally required to provide proof of adequate health insurance in Germany and to maintain this coverage for the whole duration of their studies. Without such health insurance, enrolment cannot take place.

Statutory health insurance providers must accept students under 30 years of age. Students aged 30 and above must take out private health insurance.

Please refer to the Health Insurance Guide of Leipzig University.

[www.uni-leipzig.de/fileadmin/ul/Dokumente/220901\\_SI\\_Ratgeber\\_Krankenversicherung\\_de.pdf](http://www.uni-leipzig.de/fileadmin/ul/Dokumente/220901_SI_Ratgeber_Krankenversicherung_de.pdf)

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- *Accident Insurance is provided at the university*  
Students are covered by statutory accident insurance during their education and training at universities. Accident insurance at Leipzig University is provided through the Accident Insurance of Saxony. This coverage includes activities that fall within the university's organisational and content-based responsibility.
- *Liability insurance is recommended*  
Taking out liability insurance is not mandatory. However, it is recommended to check whether the coverage of your insurance from your home country also extends to Germany.

#### Information on residence permit and visa

- EU citizens do not need a residence permit or visa for their scholarship stay in Leipzig. Citizens of EEA countries Iceland, Liechtenstein and Norway have the same access rights.
- All non-EU/non-EAA citizens who wish to study and live in Germany for more than 90 days must apply for a residence permit for study purposes at the immigration office.  
Citizens of non-EU/non-EEA countries can consult the German Foreign Office to find out whether they are among those who can enter Germany without a visa and apply directly for a residence permit, without having to first apply for a student visa at the German Embassy.
- All nationals who are not permitted to enter Germany without a visa require both a German student visa, which must be applied for and issued in their home country before entering Germany, and a residence permit, which they must apply for after arriving in Germany.

Please refer to the information sheet from Leipzig University for more details:

[www.uni-leipzig.de/fileadmin/ul/Dokumente/2021\\_SI\\_Aufenthaltserlaubnis\\_Studierende.pdf](http://www.uni-leipzig.de/fileadmin/ul/Dokumente/2021_SI_Aufenthaltserlaubnis_Studierende.pdf)

Here you can find an overview of visa requirements and visa exceptions for entry into Germany:

[www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820](http://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820)

#### Note regarding registration obligation with the registration office

Since registration is mandatory in Germany and, as a scholarship recipient, you will be staying for more than 90 days, you must register with the registration office of the city of Leipzig when you arrive. To do this, you need to:

- prove that you can financially support your studies
- provide evidence of health insurance
- submit a confirmation from the landlord of your student accommodation

#### Information regarding living in Leipzig

According to information provided by Leipzig University, the monthly rent for a student apartment or room in Leipzig currently ranges from EUR 250 to EUR 425.

If you would like to have a dormitory place provided by the Student Services Organisation [Studentenwerk Leipzig], you can apply for a place in a student dormitory through them.

If you would like to live together with other Sorbian students, you should apply for a dormitory place on Arno-Nitzsche-Straße, where many Sorbian students live.

However, you can only apply for a dormitory place once you have received admission to study at Leipzig University.

Here is the link to apply for a dormitory place with the Student Services Organisation Leipzig:

[www.studentenwerk-leipzig.de/wohnen/wohnheim-bewerbung/](http://www.studentenwerk-leipzig.de/wohnen/wohnheim-bewerbung/)

### Application procedure for the scholarship

Applications must be handed in within the specified deadline and exclusively using the online form provided by the Foundation for the Sorbian People. Applications sent by email or in the post, as well as incomplete applications, will be disregarded. Applications are considered submitted on time if they are complete and received by 12:00 AM (CET or CEST) on the last day of application.

Please avoid submitting applications on the last day to allow for any missing documents to be handed in on time and to ensure timely arrival considering potential technical issues etc.

The following documents must be submitted:

- **the completed online application form** – if possible, please complete in Upper Sorbian, Lower Sorbian or German

In the online application form, the following must be uploaded as PDF files:

- **tabular CV** including photograph – if possible, please complete in Upper Sorbian, Lower Sorbian or German (the photograph can also be uploaded as a separate picture file)
- **certificate of general or subject-specific university entrance qualification** including a list of subjects and grades – in the original language and as an officially certified translation into English or German
- **proof of study in the field of Slavic studies or a related discipline** including:
  - study progress certificate issued by your home university – please provide in English
  - official listing of all previous study achievements and examination results including scored credit points (CP) and the average grades (Transcript of Records) – please provide in English or in the original language along with an officially certified translation into German
  - if applicable: university entrance exam – in the original language and as an officially certified translation into German or English

If you have completed your studies, please also provide:

- documentation of the awarded academic degree and diploma supplement – please submit in German
- **proof of language competence:**

Proof of Sorbian language skills of at least B1-level or proficiency in another Slavic language at C2-level according to the Common European Framework of Reference for Languages (CEFR) must be provided.

  - Applicants who can prove that they come from a Slavic-speaking country or region and who have the relevant school or university qualifications do not need to provide additional certification for their Slavic language skills.
  - Applicants who do not come from a Slavic-speaking country or region must provide proof of their Slavic language skills – either in the form of a language proficiency report or language certificate.
  - Applicants with Slavic language skills that are below C2-level according to the Common European Framework of Reference, must also provide evidence that they have Sorbian language skills at CEFR B1-level – this proof can be provided in the form of a language diploma or language certificate, or alternatively through an assessment carried out by recognised language instructors.
- **letter of motivation** (computer-typed), which briefly and concisely outlines the reason for the application on a maximum of four A4 pages, specifically addressing the fulfilment of the application requirements, highlighting topics of particular interest, and discussing how the study abroad programme is important for your future career and development, as well as how it can help achieve

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academic, professional or personal goals – if possible please provide in Upper Sorbian, Lower Sorbian or German.

- **at least one supporting letter of recommendation** written by university lecturers in the field of Slavic Studies or a related discipline in your home country - if possible, please provide this in Upper Sorbian, Lower Sorbian, German or English

The recommendation letters must be sent by post in the original to the following address, parallel to the online submission (letters stamped by 01<sup>st</sup> March are considered despatched in time).

Założba za serbski lud / Stiftung für das sorbische Volk  
– Stipendij/Stipendium –  
Postplatz 2 / Póstowe naměsto 2  
02625 Bautzen/Budyšin  
GERMANY

### Selection process

The Foundation for the Sorbian People reviews the submitted documents for formal correctness and completeness.

The evaluation of the applications and the decision on awarding the scholarships is made by a selection committee convened by the Foundation for the Sorbian People which consists of members with relevant expertise. The selection committee includes university lecturers from the Institute for Sorbian Studies in Leipzig, external researchers and representatives of the Foundation for the Sorbian People. If necessary, additional opinions and expert assessments will be obtained. Former scholarship holders may also be involved in the selection process.

#### Selection Criteria:

- fulfilling the scholarship requirements
- motivation and the potential for development
- previous academic performance
- letter of recommendation
- extracurricular knowledge, interests and personal commitment that support the purpose of the scholarship.

Applicants who have previously received a scholarship from the Foundation for the Sorbian People are excluded from the process and cannot be granted a scholarship.

Applicants will be informed about the outcome of the selection process.

### Necessary steps after receiving the scholarship offer

Please contact the Institute of Sorbian studies in Leipzig immediately after receiving the scholarship offer.

Your contact person there is Matthias Schlegel/Mato Šlegel (matthias.schlegel@uni-leipzig.de, Tel. +49 341 937650, Fax +49 341 97 37659). He will support you with the preparatory steps for your partial studies and throughout your time at university.

To start with, you must apply for admission to Leipzig University. For details, please refer to the section “Notes regarding admission for Studies at Leipzig University, etc.”.

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Some of the required documents will already have been obtained as scanned copies for your scholarship application. Additionally, you will need to provide proof of your health insurance valid in Germany and, if applicable, a visa and/or residence permit.

Once you have received your admission for partial studies, you must still enrol at Leipzig University to be able to commence your studies. Enrolment (also referred to as matriculation) must be completed by the deadline specified in the admission notice.

The admission notice is also a prerequisite for applying for a dormitory place. Dormitory assignments for the winter semester usually begin in August. We strongly recommend that you hand in your application (which as a rule you must submit yourself) earlier, i.e. by the beginning of July. You will find further details regarding applying for dormitory housing in the section "Information regarding living in Leipzig".

**Please confirm your acceptance of the scholarship to the Foundation for the Sorbian People in good time before commencement of your studies (by 15<sup>th</sup> Sept at the latest).** In this regard, please also provide proof of your enrolment at Leipzig University, your address of residency for the duration of your studies, and your landlord's details.

By accepting the scholarship, you commit to adhering to the conditions associated with it. Only on this basis will the Foundation for the Sorbian People enter into a scholarship agreement (a private-law contract) with you.

The scholarship agreement will be signed when you commence your studies in Leipzig.

At around the same time, you must register with the Residents' Registration Office (Einwohnermeldeamt) of the city of Leipzig and open a bank account in Germany, where the scholarship payments will be deposited. Please provide the corresponding IBAN to the Foundation for the Sorbian People.

#### Note

Please remember to deregister at the Residents' Registration Office (Einwohnermeldeamt) of Leipzig before returning to your home country.

### Payment of scholarship benefits

Scholarship payments are exclusively made to a Bank account in Germany. Transfers to accounts outside Germany are not possible.

Payment of scholarship benefits is planned as follows:

- |  |         |                  |
|--|---------|------------------|
| • at the start of your studies                                   | € 1,000 | cash payment     |
| • starting Nov, 8 x monthly on the 5 <sup>th</sup> of each month | € 800   | by bank transfer |
| • in July, on 5 <sup>th</sup> of the month                       | € 600   | by bank transfer |

In principle, the book allowance is only granted for Sorbian-language literature on Sorbian studies, which is primarily available from Smoler Publishing House (Smoler'sche Verlagsbuchhandlung) of Domowina Publishing in Bautzen/Budyšin, and is considered a subsidy.

The book allowance will be paid out based on submitted invoices with a detailed listing of purchased books, including proof of payment.

### Notes regarding data protection

The application documents remain with the Foundation for the Sorbian People and become its property.



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The personal data of applicants will be stored and processed in accordance with the Federal Data Protection Act and the EU General Data Protection Regulations within the scope of responsibilities of the Foundation for the Sorbian People, not only for the current scholarship and related events and publications, but also for related events and activities.

For more information regarding data protection please refer to:

[stiftung.sorben.com/deutsch/datenschutz/](http://stiftung.sorben.com/deutsch/datenschutz/).

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### Contact person:

Anka Němcec/Niemz  
Założba za serbski lud / Foundation for the Sorbian people  
Póstowe naměsto 2 / Postplatz 2  
02625 Bautzen/Budyšin  
Tel.: +49 (0)3591 550 319  
E-Mail: a.nemcec@zalozba.de