



Baden-Württemberg
STIPENDIUM

BADEN-WÜRTTEMBERG-STIPENDIUM FOR VOCATIONALLY QUALIFIED PEOPLE

PROCEDURAL INFORMATION as of September 2020

1. GENERAL PROGRAMME INFORMATION

With the *Baden-Württemberg-STIPENDIUM for Vocationally Qualified People*, the Baden-Württemberg Stiftung supports the international exchange of young people with a non-academic education. The aim of the programme line for vocationally qualified people is to enable working people from Baden-Württemberg or from abroad to do a vocational internship, a work-shadowing programme or professional development in a foreign country. More information can be found online at <http://www.bwstiftung.de> or <http://www.bw-stipendium.de>.

1.1 TARGET AUDIENCE

1.1.1 VOCATIONALLY QUALIFIED PEOPLE FROM BADEN-WÜRTTEMBERG

The programme is aimed at applicants who

- live or work in Baden-Württemberg.
- have successfully completed a non-academic education (dual education or full-time school-based).
- can present an above-average professional degree and/or further significant references and qualifications.
- have at least one year of professional experience. It is possible to have gained this experience e.g. as part of a dual-education programme.

1.1.2 VOCATIONALLY QUALIFIED PEOPLE FROM ABROAD

Following the principle of reciprocity, the programme is also aimed at applicants from foreign countries

who have completed a professional education or have a comparable qualification. Due to the minimum wage issue, it is possible to do a work-shadowing programme, a mandatory internship or an orientation internship at a company in Germany. Applicants from abroad with an academic qualification that is equivalent to a non-academic professional qualification in Germany are also eligible to apply. They should also provide evidence of one year of professional experience.

2. INTERNSHIPS, WORK-SHADOWING PROGRAMMES AND PROFESSIONAL DEVELOPMENT

2.1 ELIGIBLE INTERNSHIPS OR DEVELOPMENT PROGRAMMES

All internships, work-shadowing programmes or professional development programmes must be occupation-related. This means that they must be directly related to the occupation the applicant has been trained in and that the stay abroad must enable the applicant to acquire new professional skills. The acquisition of professional skills ranks higher than the acquisition of personal or intercultural skills in the assessment of an application. Studying abroad may be eligible, too, if the courses are related to the occupation the applicant has been trained in and cannot be attended in the same form or in similar form in the applicants home country. The respective evidence must be provided with the application. When applying for studying abroad, the applicant has to give reasons why a

comparable course of studies cannot be attended in the applicants home country.

2.2 MANDATORY INTERNSHIPS AND WORK-SHADOWING PROGRAMMES

Vocationally qualified people from abroad who want to do an internship in Germany are entitled to be paid a wage at least equal to the German minimum wage by the employer. In this case, no *Baden-Württemberg-STIPENDIUM for Vocationally Qualified People* can be granted.

Exempt from the minimum wage are interns who are doing an internship which is mandatory pursuant to a provision under education law in respect of schools or to vocational training regulations (“mandatory internship”, Section 22(1), second sentence, point 1 of the German Minimum Wage Act (MiLoG)) as well as interns who are doing an internship of no more than three months as a period of vocational orientation or prior to commencing a higher education course (“orientation internship”, Section 22(1), second sentence, point 2 of the German Minimum Wage Act (MiLoG)). In addition, work-shadowing programmes at a company are also not covered by the Minimum Wage Act in Germany. The main focus of work-shadowing programmes is to acquire knowledge and skills from observations and explanations and thereby get to know working methods and procedures.

2.3 SELECTING THE LOCATION FOR THE INTERNSHIP OR DEVELOPMENT PROGRAMME

The location for the vocational internship, work-shadowing programme or professional development programme is primarily selected by the applicants themselves. With its partners and the network of internship companies, which has grown over years, the Baden-Württemberg Stiftung offers various support possibilities.

3. SCHOLARSHIP AMOUNT AND DURATION

3.1 SCHOLARSHIP DURATION

Internships abroad are supported for a duration of at least two months and six months at most. Work-shadowing programmes are financed for a duration of two

to three months. Professional development programmes are supported for a duration of two to eleven months.

3.2 SCHOLARSHIP AMOUNT

The *Baden-Württemberg-STIPENDIUM for Vocationally Qualified People* amounts to approximately EUR 1,000 per month, depending on the purchasing power of the euro in the destination country. An additional one-time payment of up to EUR 500 can be granted for a language training course abroad. This training can be attended in the home country or in the host country in preparation for the stay abroad.

The amount of the scholarship is calculated based on the information regarding internship compensation provided by the internship company. If the internship compensation is reduced after the scholarship has been granted, the amount of the scholarship is not increased.

If the internship compensation is increased after the scholarship has been granted, the Baden-Württemberg Stiftung must immediately be notified of this increase. If necessary, the amount of the scholarship will then be adjusted.

Minimum wages and compensations voluntarily paid for internships which exceed a free amount of EUR 350 per month are usually credited against the *Baden-Württemberg-STIPENDIUM*. The scholarship commission decides whether a scholarship is granted in addition to the compensation.

The scholarship will be transferred to a bank account in Germany to be designated by the scholarship holder shortly before the stay abroad begins. The transfer of money to accounts in foreign countries is only possible in duly substantiated exceptional cases.

4. APPLICATION PROCEDURE

4.1 DEADLINES AND BEGINNING OF THE STAY ABROAD

Vocationally qualified people from Baden-Württemberg and abroad can apply for the scholarship via the online portal at www.bws-world.de/registrierung. A decision about granting scholarships is made three to

four times a year at most. It usually takes three to four months from the application to the decision.

4.2 APPLICATION DOCUMENTS

The following documents must be submitted with the application:

- Tabular resume
- Letter of motivation containing a detailed written description of your professional development as well as your interests and expectations regarding the internship or development programme.
- Copies of certificates (certificate of apprenticeship or equivalent certificate of a final examination of a vocational training, diplomas of the vocational school and the general-education school, certificates of all further relevant qualifications)
- Employer's reference from the training company and, if applicable, from the current employer.
- Further references and commendations
- Confirmation from the provider of the vocational internship or work-shadowing programme or professional development programme (a form can be downloaded at <http://www.bw-stipendium.de>).

5. GRANTING OF THE SCHOLARSHIPS

5.1 SELECTION OF SCHOLARSHIP HOLDERS

The scholarship commission of the Baden-Württemberg Stiftung decides on the granting of scholarships. The applicants are invited to a personal interview and must present themselves and their plans to stay abroad. A decision is made based on the application documents and the personal interview.

With applications from abroad, the decision is made based on the application documents and a phone interview or a video interview via the internet.

5.2 SCHOLARSHIP CONTRACT

The applicants are informed by the Baden-Württemberg Stiftung via the online portal BWS-World about the decision to grant a scholarship. If they are granted a scholarship, they receive a scholarship contract. Submitting the signed scholarship contract is a prerequisite for the scholarship to be paid out.

5.3 TAX LAW INFORMATION

Under certain circumstances, the *Baden-Württemberg-STIPENDIUM* may be credited proportionately

as income or assets. For more information, scholarship holders should contact the responsible tax office. BAföG recipients can be counseled by the responsible Amt für Ausbildungsförderung (Office for Educational Support).

6. RESPONSIBILITIES OF SCHOLARSHIP HOLDERS OF THE BADEN-WÜRTTEMBERG-STIPENDIUM

The scholarship holders commit themselves to do an orderly internship or work-shadowing programme, as required by the respective company guidelines, or to do an orderly professional development programme, as required by the guidelines of the respective educational institution. If the stay abroad is terminated prematurely, the Baden-Württemberg Stiftung has the right to reclaim the scholarship proportionately.

Furthermore, the scholarship holders are required

- to inform the Baden-Württemberg Stiftung immediately in written form if they must terminate or interrupt their internship or development programme,
- not to receive any other scholarship funding to support their stay abroad during the duration of the Baden-Württemberg-STIPENDIUM,
- to take part in events of the Baden-Württemberg Stiftung pertaining to the *Baden-Württemberg-STIPENDIUM*,
- to make truthful statements regarding compensation or allowances,
- to write a personal report on the vocational internship / work-shadowing programme / professional development programme and the stay in the host country. It must be submitted by the applicants in digital format via the online portal www.bws-world.de at the latest one month after the scholarship has ended. The personal report should not exceed five A4 pages. More notes on how to write the report can be found at www.bws-world.de.
- to give an oral report on the vocational internship / work-shadowing programme / professional development programme and the stay in the host country after the stay abroad. For this, the applicant will be invited to one of the selection committee rounds to present this oral report.

7. Questions of Accommodation and Social Security Coverage

The Baden-Württemberg Stiftung and its partners support the scholarship holders in their search for a suitable accommodation. The company/institution hosting the internship/programme may be able to help, too.

Domestic insurance coverage is not automatically valid abroad. The regulations in individual cases are very different. Each scholarship holder is responsible for ensuring sufficient insurance coverage for the period of the vocational internship, work-shadowing programme or professional development programme (including travel to and from the location). Each applicant should therefore check their own insurance situation during the internship abroad well in advance. We recommend

- protection against illness through health insurance
- protection against liability risks through liability insurance
- protection against accidents through accident insurance

In particular, it should be clarified whether any insurance cover existing in the home country is also valid during the stay abroad.