

## **Reimbursement of costs of intensive German courses for members of the Elite Network of Bavaria**

### **- Guidelines -**

The Elite Network of Bavaria supports its foreign members in their efforts to improve their German language skills in intensive German courses that go beyond regular university language courses in terms of duration, frequency or intensity.

To receive funding for your intensive German course by the Elite Network of Bavaria, please attend to the following guidelines:

1. Courses are funded up to a **total amount of € 800** per student/doctoral candidate.  
Costs for examinations and/or certificates as well as costs for any books or additional working materials are not eligible for reimbursement.
2. The offer includes courses at **all levels** according to the Common European Framework of Reference for Languages (A1 - C2).
3. Interested students/doctoral candidates independently research suitable courses and check whether these meet the following **requirements**:
  - a. intensive German courses that go beyond regular university language courses in terms of duration, frequency or intensity.
  - b. Online courses (from qualified German providers) can be taken and are eligible for reimbursement.
  - c. The time period for the course must be chosen in such a way that after its completion at least one entire semester is still remaining in the respective program.
4. **Before** students/doctoral candidates start the course, they submit an informal application to their coordinator with the following information:
  - a. Name of the student/doctoral candidate
  - b. Funding line and name of the program within the Elite Network of Bavaria
  - c. Study location
  - d. Information about the pre-selected language course the applicant wishes to attend (type of course, duration, costs, name of the institute offering the course)

- e. Letter of motivation by the applicant: It must be clearly explained why the selected course is preferable to a course at the university, which may be free of charge.
  - f. Confirmation by the student/doctoral candidate that no more than € 800 will be used in total
5. Costs will only be covered if the information is submitted in full to the coordinator **before** the course is taken.
- 6. After review and acceptance by the coordinator, the course fees are initially to be paid in advance by the applicants themselves.**
7. **After** the end of the course, the participants submit the "**Request for reimbursement**" to the respective coordinator. The invoice for the course attended as well as a statement of motivation (copy of motivation letter from informal application, 4e) is to be enclosed. By signing the form, the student/doctoral candidate confirms that all course units have been attended.
- The "Request for reimbursement" form is available for download at the following link:  
[https://www.elitenetzwerk.bayern.de/fileadmin/Koordinatoren/German\\_courses.zip](https://www.elitenetzwerk.bayern.de/fileadmin/Koordinatoren/German_courses.zip)
8. The respective coordinator will arrange for the timely reimbursement of the course costs.