



Freie Universität Berlin Graduate Student Exchange Program Guidelines for the 2009-10 Fellowship Year

Posted December 30, 2008
Applications due Tuesday, March 17, 2009

Emory's Graduate School has a graduate student exchange program with the Freie Universität Berlin (FUB). The program seeks to promote strong academic and cultural ties between the two institutions. One student may be selected to represent Emory at the FUB for the 2009-10 academic year (October 1, 2009 - July 31, 2010). Selection is based on a competitive process.

Eligibility

To be considered for the fellowship, applicants:

- must be full time students in a doctoral program, in good standing both in the Graduate School and in their programs;
- must be in candidacy by May 31, 2009;
- can be from any discipline, but must demonstrate that their dissertation research requires significant experimental, field, or archival research in Berlin;
- must demonstrate advanced German language skills, sufficient to conduct research. Students prepared to take courses delivered in German may elect to enroll in non-degree course work.

When applicable, the FUB Exchange Fellowship replaces other Graduate School stipend and scholarship funding a student may have been scheduled to receive for the fellowship year. The eligibility for that other funding may be reserved to be used in a subsequent year. However, the FUB Exchange Fellowship is considered an advanced student fellowship, and thus will affect a student's future eligibility for other advanced student fellowships.

Fellows are expected to devote full time to their research and hence may not undertake other work for compensation. Preference will be given to applicants who will enter their fourth, fifth, or sixth year of graduate study in 2009-10.

For information about studying as at the FUB, visit www.fu-berlin.de/student-in. For more about this particular program, follow the link "Direktaustausch."

Fellowship Terms

1. Each visiting student will have full access to university research facilities including libraries and computer facilities as well as a faculty advisor.
2. Emory will fund the travel expenses of one round trip flight between Atlanta and Berlin.
3. Tuition and fees for one academic year will be paid by the FUB.
4. Exchange students will receive a € 450 per month stipend (€ 550 if the student holds an MA or equivalent), free housing provided by the FUB or € 300 per month housing allowance, € 100

book allowance, € 300 health insurance allowance, and € 200 per semester for student fees and a waiver of registration fees.

5. The stipend may include both direct financial support and in kind support which may consist of housing, health insurance, and other pre-paid items. The direct living support will be paid in monthly payments corresponding to the FUB academic year (October through July).
6. Although assistance will be available to find suitable housing, exchange students will arrange and pay for their own housing.
7. An annual report should be written by each student participant. These reports should be submitted to the person designated by the home institution.

Application

1. a Graduate School fellowship cover sheet, posted on the Graduate School website (go to Resources, to Financial Information, then to Advanced Student Fellowships);
2. an up-to-date Emory transcript (an unofficial transcript issued to the student is sufficient, though the selected nominee may need an official copy for the FUB);
3. a curriculum vitae;
4. a 750-1000 word statement of purpose, describing the applicant's research project and explaining which components of the research will benefit from the exchange year at the FUB;
5. a language evaluation that confirms the student's ability to successfully complete the proposed course of study at FUB;
6. proof of valid health insurance; and
7. two faculty letters of recommendation, one from the dissertation advisor and the other from a faculty member familiar with the student's interests, preparation, language skills, and motivation.

Submit one copy of the application materials to Leah Carswell, the Graduate School, 209 Administration Building. Please submit items 1-6 as loose sheets of paper held together by a clip, and item 7 in sealed and signed envelopes, all in a plain manila folder—no staples, no binders.

Submit the application no later than noon on Tuesday, March 17, 2009

Successful applicants will need to fill out an FUB application, submit two passport size photos, and submit a statement granting permission to the FUB to disclose to the Graduate School an evaluation of the candidate's academic performance within 30 days of the end of the academic year.

Review Applications will be reviewed by a faculty committee convened by the Graduate School.

Award Notifications Applicants will be notified by Friday, March 27, 2009.

Questions? Contact Mark Risjord, Associate Dean, at 727-2160 or mark.risjord@emory.edu