



# Freie Universität Berlin Graduate Student Exchange Program Guidelines for the 2024-2025 Fellowship Year

**Internal Emory applications due: February 15, 2024**

The Laney 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 2024-25 academic year (October 1, 2024 - July 31, 2025). 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 currently be in their second or higher year of graduate study at Emory. Applicants who are not in candidacy at the time of application should include a letter from the DGS describing a plan of study showing that the student can both accept the fellowship and achieve candidacy within standard time limits;
- 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.
  - Please consult FUB's Fact Sheet posted on our webpage for details

When applicable, the FUB Exchange Fellowship replaces other Laney Graduate School stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that funding cannot be reserved to be used in a subsequent year. Fellows are expected to devote full time to their research and hence may not undertake other work for compensation.

For information about studying as at the FUB, visit: [https://www.fu-berlin.de/en/studium/international/studium\\_fu/auslandssemester/direktaustausch\\_in](https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/direktaustausch_in)

## 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. Students will work with their graduate program administrator to purchase this flight (if you receive this offer, please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) with your graduate program administrator, and we will provide instructions on flight purchases).
3. Tuition and fees for one academic year will be paid by the FUB.
4. Exchange students will receive €1200 for a monthly grant, €500 health insurance allowance per semester, €270 per semester for student fees and a waiver of registration fees.
5. Although assistance will be available to find suitable housing, exchange students will arrange and pay for their own housing.
6. An annual report may be required by the student participant. These reports should be submitted to the person designated by the home institution.

### Application Package

- **Application Coversheet** (See below)
- **Application for Admission to Exchange Program** (if selected will need to be filled out online)
- **1 photocopy of the certificate of the university you are enrolled at** (i.e. transcript, record, grade report, relevé de notes)
- **Photocopy(ies) of your B. A., M. A. or other final degrees** (if already available)
- **1 photocopy of your passport** (page with photograph)
- **Curriculum Vitae**
- **Short study proposal**
- **Letter of recommendation** (this can be sent directly to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu))

**Please combine all documents in one PDF in the exact order listed above and submit to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).**

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. Please see the Fact Sheet for Entry Visa requirements.

### Review

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

### Award Notifications

Applicants will be notified by March 31, 2024

### Questions?

Please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).

**Laney Graduate School – Fellowship Application Coversheet**  
**Applicant Information**

Last Name:

EmplID:

First Name:

Email:

Degree Program:

When did you start your graduate studies at LGS? Fall/Spring (circle one) \_\_\_\_\_ (year)

When did you enter candidacy? \_\_\_\_\_ (month) \_\_\_\_\_ (year)

If you have had an official leave of absence, please indicate how many semesters: \_\_\_\_\_

**Dissertation Information**

Project title:

Committee Chair(s):

Anticipated completion date: \_\_\_\_\_ (month) \_\_\_\_\_ (year)

**Support Information**

Counting this current academic year, how many years of LGS financial support have you received? \_\_\_\_\_

Are you supported by PI funding? Yes/No (circle one)

Have you received other advanced student fellowship from Emory? Yes/No (circle one) If yes, which one?

Please list any other funding for which you have applied to support your dissertation work

SOURCE	AMOUNT APPLIED FOR	STATUS