

Information about the zis-Scholarship

To all who have applied for a zis-scholarship or who plan to do so: Below you will find a summary of fundamental guidelines for a zis-journey. This information is supposed to be of help for you, however, it is also mandatory for you to comply with the rules.

I. Before the Journey

Thorough preparation of each zis-project is a fundamental precondition.

1. Application

The application documents are to be submitted according to the information on the web page www.zis-reisen.de or the official documentation of zis Stiftung für Studienreisen. Closing date for applications is February 15th (date of entry). Incomplete applications will not be returned. Scholarships are targeted at applicants of all nationalities, who are between 16 and 20 years of age prior to departure and who have not begun higher education yet. Application papers may be submitted in German or – if the applicant’s mother tongue or everyday language is not German – also in English.

2. Preselection and Support

In March the board of mentors draws up a short-list among the applications received. Adherence to formal criteria (closing date for applications, age, etc.), commitment of the applicant as well as the quality of the journey concept presented with regard to content and organisation are essential for being pre-selected. Successful applications are distributed among the members of the board of mentors who support the applicants in further preparing for their journey and who decide about the final approval in the course of supervision.

3. Letter of Award

Provided the mentor is convinced that the candidate is sufficiently prepared for the journey with regard to content, organisation and elimination of potential risks, the mentor will send the zis-conditions agreement to the candidate. The scholarship-holder will return one signed copy of the contract to the zis-office.

4. Letter of Recommendation and Transfer of Scholarship

After the zis-office has received the contract, signed by candidate and mentor, zis will send an official letter of recommendation to the scholarship-holder stating the

research topic of the journey agreed upon. The scholarship-holder's bank details need to be communicated to the zis-office in due time so that zis is able to assure a timely payment as well as to receive a signed receipt over the amount of the grant by the scholarship- holder prior to departure.

II. During the Journey

**A zis-journey is made on the scholarship-holder's own responsibility.
Security always comes first.**

1. Behaviour during the Journey

During the journey the scholarship-holder should not miss any opportunity to treat other people with respect, to be helpful and to react to hospitality in a responsible manner.

2. Handling of the Scholarship

The scholarship-holder must handle the small budget of the scholarship (the current amount is stated in the contract signed by the scholarship-holder and the board of mentorsmentor) in a responsible way. This means neither to waste money (especially in poor countries), nor to exploit the hospitality of one's hosts nor to starve. Generally, the scholarship is meant to be spent for expenses which are directly linked to the purpose of the zis-journey. This includes presents for the hosts. The scholarship-holder can use a potential surplus of the scholarship after the journey at his or her own discretion.

3. Travelling on Your Own

The journey, including the outward and the return trip, has to be made on your own. This means that it is not allowed to travel with or stay with friends or family members (excluding short stopovers).

4. Procedure of a Journey Abroad

The zis-journey needs to include an outward trip and a return trip. Origin and final destination of the journey need to be the scholarship-holder's current main place of residence. In the context of a long-term stay abroad this may also be the respective location abroad.

5. Dangers / Risks

Travelling alone means being responsible for yourself. Your own safety is more important than the research project. A financial plan, which includes some extra

money for emergency situations, is supposed to serve safety. In addition to the grant, some extra money should be available in order to be able to react adequately in case of an emergency. A letter of recommendation stating the purpose of the journey also serves as a security measure.

In the event of any unexpected current threats, zis reserves the right to cancel already approved scholarships prior to departure. The decision will be made by the management board on request of the mentor. Basis for the decision are for instance travel advisories and travel warnings published by the German Ministry of Foreign Affairs on their homepage. In case of an emergency in the course of the journey, the scholarship-holder must inform the zis-office or the mentor. zis asks the scholarship-holder to get an extended overseas health insurance and a traveller's accident insurance. zis advises not to hitch-hike and a scholarship will only be approved if it is ensured that the project can be realised in terms of content and organisation without hitch-hiking.

6. Luggage

zis strongly advises to keep the luggage at a minimum size and to refrain from taking along unnecessary valuables.

7. Constraints of Transportation Means

Travelling by plane and with one's own or rental car is not allowed.

8. Earning Extra Money during the Journey

As a basic principle all expenses of the journey are to be covered by the scholarship only. However, during the journey it is permissible to earn some extra money which can be spent during the journey. Various jobs are possible, for example working in a hostel for free board and lodge, playing music on the streets, doing other kinds of occasional jobs. In principle the work on the zis-project must not be compromised by earning money.

9. Language Course

It is not permitted to spend the travel grant on language courses. As a matter of principle, language courses are not part of a zis-journey.

III. After the Journey

Diary, study report and account of expenses are fundamental parts of the zis-project.

1. Follow-up work

a) *Study report*

The study report needs to consist of at least 8000 words, this means about 20 pages in print. Long or directly cited interviews or quotes are part of an appendix, which does not count towards the word limit. The report is supposed to deal with the research topic. Knowledge and findings of the journey are structured and reflected in the study in retrospect. The report is meant to be written on the basis of the traveller's observations, which were and could only be made during the journey. Contents from sources other than the traveller's experience (for example newspapers, magazines, books, electronic sources) need to be referenced by citing the source, no matter if exact words are used, or ideas are paraphrased or summarised. Overall references are not sufficient. Plagiarism will lead to reclamation of the scholarship money.

b) *Work Piece*

Instead of a study report or in addition to it, it is also possible to hand in a work piece. Like the study report it needs to deal with the research topic. An additional written explanation of the work piece is required. Details will be arranged with the mentor.

c) *Diary*

The diary is meant to express the personal and direct experiences of the journey. It is supposed to document the journey so that the board of mentors is able to understand the course of the journey. Instead of writing down details of each day minute by minute, it should rather contain a vivid description of impressions and experiences of the journey.

d) *Account of Expenses*

According to the list of expenses the scholarship-holder accounts for expenses of the study grant. A daily and detailed list of the costs, which is transparent and clearly arranged, is required. Every expense and the total amount of expenses need to be replicable. If receipts are in a foreign currency, the total amount should be converted into Euro by specifying the exchange rate. Receipts for large expenses must be attached.

e) *Language and Layout of the Works*

All projects (study report, diary and account of expenses) have to be submitted in German or, if the scholarship-holder's mother tongue is not German, in English.

They should contain a solid cover and should either be neatly written by computer or by hand in a readable way. Attached and commented illustrations like photo prints, sketches or the like are very welcome. Photos are expected to be quality prints. All documents should be proofread thoroughly before submission. The cover of each project has to contain the year of travel, the name of the scholarship-holder and the research topic. zis would be glad to receive an additional digital version of the study report and, if possible, of the diary (only text or with pictures, CD, DVD; Word-, RTF-, PDF-, HTML-formats).

f) Copyright and personality rights

By submitting your project you confirm that your work is free of rights of third parties and that no personal rights are violated in the representation of persons (right to one's own photo). If persons are clearly identifiable, you must have the consent of this person for publication in oral or written form. Exception: If persons are filmed or photographed at public events, they do not have to be asked for permission to publish. This also applies to people who are in the public eye about their careers and are filmed or photographed in this context. If your work contains pictures of minors, you must obtain the necessary written consent of the parents or legal guardians.

g) Right of use

With the handing over of your project zis acquires ownership of the originals. You grant zis the irrevocable right of use, unlimited in time and place, to use the works within the scope of zis' public relations work, stating the author. This includes the right to process the work or to use it only in extracts as well as to publish and present it in all media formats. You cannot claim a usage fee for the use of the work. The copyright remains with you.

h) Deadlines

The documents have to be mailed to the zis office three months after completion of the journey. The date of postmark is deemed to be date of delivery. In order to ensure equal opportunities, an extension of the deadline can only be granted by the mentor in well-justified cases.

2. Assessment

a) Procedure

All projects will be assessed by the members of the board of mentors. Each project will be read by several members of the board of mentors and reviewed at the meeting of the board of mentors in March. The meetings are not held publicly. The scholarship-holder will be informed about the overall assessment of the journey by an official certificate consisting of a short summary of the research project and a personal letter from the mentor.

Excellent journeys will receive a reward: The prize will either be a book or an amount of money for an educational project. The prize winner can choose the type of project, for example a language course, an excursion, a stay abroad or a subsidy of another zis-journey. zis may nominate suitable candidates for the selection procedure of the “Studienstiftung des deutschen Volkes”.

b) Assessment Criteria

In principle the assessment of the journey lies in the board of mentors’s judgment. Although single criteria are not decisive, but rather the appreciation of the overall performance, the following questions are guidelines for assessment: How was the journey performed and how was the work on the research topic? How did the candidate handle the money? How did the candidate get in touch with the country’s population? How did he or she deal with circumstances, opportunities and encounters? Did the candidate concentrate on the research topic without travelling around single-mindedly? However, the most important criterion for assessment is the candidate himself: What did he or she learn from the journey?

3. Long-term Contact to zis

The “zis-Freundeskreis” (circle of alumni) is open to all former scholarship-holders. Members regularly receive information about the work of zis and invitations to the fellows’ meeting in Salem. People who are interested in contributing to zis voluntarily are welcome to contact the zis-office.

Last update: May 2018