

## 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**

Scholarships are targeted at applicants of all nationalities, who are between 16 and 20 years of age prior to departure. Applications may be submitted in German or – if the applicant's mother tongue or everyday language is not German – also in English.

The application is to be submitted online via the web page [www.zis-reisen.de](http://www.zis-reisen.de). Closing date for applications is February 15<sup>th</sup>, unless not mentioned different on the webpage.

#### **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 two copies of 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. Travel with responsibility and security**

A zis journey is a journey with responsibility - for yourself and for your host country. But not everything goes "smoothly" on every travel day and not every travel adventure is a personal gain. In case of doubt, your own safety and well-being always come first - regardless of budget restrictions and research assignments. This also means that you set limits for yourself and trust your gut feeling. Of course, you can contact the zis office or your mentor in a dangerous situation. You will find further contact points "for all cases" on the emergency card that you will receive together with the scholarship contract. Please complete this emergency card with your personal details.

zis strongly encourages you to take out comprehensive health and travel accident insurance abroad.

zis advises against hitchhiking and will only award the scholarship if it is ensured that the project is possible without hitchhiking.

Your financial plan, which includes a reserve for emergency situations, also serves to ensure your safety on the road. In addition to the scholarship amount, you should have a "nest egg" at your disposal to be able to react to acute dangerous situations if necessary. A letter of recommendation informing you about the purpose of the trip can also give you confidence in dealing with public authorities. zis reserves the right to cancel a scholarship commitment that has already been made before the start of the trip in the event of a dangerous situation. The Executive Board decides on this at the request of the mentor. The basis for this is also the travel warnings and information published on the Internet by the German Foreign Office.

## **2. Travelling on your own from first to last day**

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.

## **3. 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.

## **4. 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 mentors) 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.

## **5. 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.

## **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 8.000 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) Alternative documentation or work piece**

Instead of or in addition to the study report, you can also choose another form of documentation of the travel topic. This is scientifically informative or artistically inspiring and presents your research results in an interesting and comprehensible way. You have the option of producing a work piece. Both the work and the alternative documentation will be supplemented by a 5-page reflection (at least 2,000 words). The details will be agreed with the mentor in advance of the trip. With regard to the use of quotations and content from other sources (e.g. text, images, sound, etc.), the same regulations apply as for the study report.

### **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 be 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 as a subsidy of another zis-

### **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 Friends) is open to all former scholarship holders. The zis Freundeskreis consists of a growing circle of people who support the zis scholarships ideally and financially. As a member you will regularly receive the zis annual report and a review of the zis trips, as well as a personal invitation to the scholarship holders' meeting in Salem. You can also subscribe to the zis-Reisepost, our regular newsletter, or get involved with zak, the zis Alumni Core Team, which supports the zis Foundation through the recruitment of scholarship holders and other projects.

Last update: March 2021