

Guidelines for In-Country/In-Region Scholarships, Eastern Africa – 2015/16

1) Timeline

Thursday, April 30 th , 2015	Weblinks to scholarship advertisement(s) as well as name, Email address/phone number of contact person for applicants to be sent to DAAD (bonface@daadafrica.org)
Friday, June 19 th , 2015	Scholarship candidate shortlists , containing twice as many candidates as scholarships on offer, to be sent to DAAD (bonface@daadafrica.org) For PhD candidates, results of plagiarism tests of the respective PhD proposals must be attached.
July 2015	Final selection of scholarship candidates by DAAD
September 1 st , 2015	Earliest starting date of funding

2) General Guidelines and Procedures

- Scholarship advertisements are to be prepared by the university/network/research centre in accordance with the following DAAD guidelines.
- The advertisement(s) must contain the DAAD logo
- The weblink to the scholarship advertisement(s) as well as the name and Email address/phone number of a contact person for applicants must be sent to DAAD (bonface@daadafrica.org) by Thursday, April 30th, 2015.
- DAAD will publish a list of all programmes/institutions eligible for In-Country/In-Region Scholarships in Eastern Africa on its website, containing the names of programmes/institutions and weblinks to the respective advertisements/contact persons.
- Applicants must send their application files directly to the university/network/research centre. In addition, they must send a complete soft copy to DAAD (applications@daadafrica.org)
- In addition to any application documents requested by the university/network/research centre, all applicants are requested to send in the filled DAAD Application form and other documents listed below (cf. section 3a).
- Deadlines for individual applications are to be set by the university/network/research centre, taking into account that candidate shortlists must be sent to DAAD not later than Friday, June 19th, 2015.
- Following the respective deadline for individual applications, the university/network/research centre will carry out preselections among the applicants, taking into consideration DAAD requirements listed below (cf. section 3). PhD proposals must be scanned for plagiarism by the university/network/research centre.
- DAAD expects that, unless the application situation makes it impossible, at least half of the shortlisted candidates are female and 1/3 of the shortlisted candidates come from other institutions/countries. Shortlists should also reflect diversity with regards to, e.g., regional/social background.
- Candidate shortlists in priority order must be sent to DAAD (bonface@daadafrica.org) by Friday, June 19th, 2015. They should contain twice as many candidates as scholarships on offer. For PhD candidates, results of plagiarism tests of the respective PhD proposals must be attached.
- The final selection of scholarship holders will be carried out by a selection committee nominated by DAAD in July 2015.
- The earliest starting date for funding is September 1st, 2015.

3) Information and Documents to be included in the Scholarship Advertisement

a) The following **information** must be included in each scholarship advertisement:

- *List of eligible programmes/study fields:*
It must be clearly indicated that only those programmes/study fields which are stated in the DAAD Letter of Offer are eligible for scholarships.
- *Relevance to development:*
PhD proposals must demonstrate relevance to development.
- *Duration and commencement:*
Scholarships are available for up to a maximum of two years (Master) and three years (PhD) respectively. The scholarship will be initially granted for one year and may be extended upon individual request and receipt of a complete application by using the provided form.
- *Equal opportunities:*
Female candidates and candidates from less privileged regions or groups as well as candidates with disabilities are especially encouraged to apply.
- *Application Procedure and Deadline*
Applications must be sent to the respective host institution. In addition, **a complete soft copy must be sent to DAAD (applications@daadafrica.org)**, containing
 - the application documents requested by the host institution, as well as
 - the filled *DAAD Application Form* and
 - all additional documents requested by the *DAAD Information Sheet for Scholars*.

b) The following **documents** must be attached to each scholarship advertisement:

- *DAAD Application Form*
- *DAAD Information Sheet for Students*

4) Financial administration of Scholarships

- Depending on bilateral agreements, the scholarship funds will either be paid out by the DAAD Regional Office Nairobi, the host institution, or the German Embassy in the host country.

In case of any questions, kindly contact:

Mr. Bonface Nyagah, bonface@daadafrica.org or

Ms. Inse Boehmig, boehmig@daadafrica.org.