

## Guidelines for In-Country/In-Region Scholarships, Eastern Africa – 2016/17

### 1) Timeline

Friday, January 29th 2016	<b>Weblinks to scholarship advertisement(s) as well as name, Email address/phone number of contact person for applicants</b> to be sent to DAAD ( <a href="mailto:bonface@daadafrica.org">bonface@daadafrica.org</a> cc <a href="mailto:maureen@daadafrica.org">maureen@daadafrica.org</a> )
Friday, April 1st, 2016	<b>Scholarship candidate shortlists</b> , containing twice as many candidates as scholarships on offer, to be sent to DAAD ( <a href="mailto:applications@daadafrica.org">applications@daadafrica.org</a> )  For PhD candidates, <b>plagiarism will be tested</b> . They are to be reminded to send the proposals in the prescribed format.
June 2016	<b>Final selection of scholarship candidates by DAAD</b>
September 1 <sup>st</sup> , 2016	<b>Earliest starting date of funding</b>

### 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 who will handle the applicants at the institution **must** be sent to DAAD ([bonface@daadafrica.org](mailto:bonface@daadafrica.org) cc [maureen@daadafrica.org](mailto:maureen@daadafrica.org) ) by Friday, January 29th, 2016.
- 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.
- 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, 1<sup>st</sup> April, 2016.
- Following the respective deadline for individual applications, the university/network/research centre will carry out pre-selection/shortlisting among the applicants, taking into consideration DAAD **requirements listed in the offer (Application Procedures and deadlines)**. PhD proposals must be sent to DAAD via [applications@daadafrica.org](mailto:applications@daadafrica.org) with a subject line "Proposal" in .doc format. This will be scanned for plagiarism by DAAD.
- 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 ([applications@daadafrica.org](mailto:applications@daadafrica.org)) by Friday, April 1<sup>st</sup>, 2016. They should contain twice as many candidates as scholarships on offer.
- Upon submission of the shortlist, candidates have to be informed to register in the DAAD Portal where they shall be able to download fill and upload the DAAD Scholarship application form and also upload all the other required documents.
- The final selection of scholarship holders will be carried out by a selection committee nominated by DAAD in June 2016.
- The earliest starting date for funding is September 1<sup>st</sup>, 2016.

### 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 Procedures and Deadlines*  
Applications must be sent to the respective host institution and only shortlisted candidates will be informed to apply for the DAAD scholarships in the DAAD Portal  
<https://portal.daad.de/irj/portal>

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

- *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](mailto:bonface@daadafrica.org)

or

Ms. Maureen Gtihae, [maureen@daadafrica.org](mailto:maureen@daadafrica.org)