

Information Sheet for Scholars, 2016/2017
DAAD In-Country/In-Region Scholarships for Postgraduate Studies, Eastern Africa**1. DAAD Application requirements**

In addition to the specific application requirements of the study programme/course you are applying for, please note the following DAAD application requirements:

- a. The last university degree must have been completed less than six years ago at the time of application.
- b. Citizenship of a country in Sub-Saharan Africa
- c. Bachelor's and / or Master's degree qualification with at least above average results
- d. Proof of admission to the desired degree course or official letter assuring admission
- e. For PhD scholarships: Staff member of a public or private university (or candidate considered for teaching or research staff recruitment)

2. DAAD Application documents

In addition to the application documents requested by the institution/study programme/course you are applying for, DAAD will require the following application documents upon your shortlisting by the university/institution:

- a. Fully filled and signed **DAAD Application Form** (to be downloaded filled and uploaded in the DAAD Portal upon your shortlisting by the University / institution) and establishment of an account)
- b. Signed **curriculum vitae** scanned in PDF; please use the Europass CV template (<http://europass.cedefop.europa.eu>)
- c. Certified scanned PDF copies of all **university degree certificates**
- d. Certified scanned PDF copies of all **university transcripts**
- f. At least temporary **admission letter** including fee structure of respective course, or an official letter assuring admission (scanned PDF copy)
- g. A scanned PDF copy of this information sheet for scholars filed with the name and the signature (see below)
- e. For Master candidates only:
 - **Letter of motivation** (Maximum 2 pages in PDF)
 - **Academic reference** from senior lecturer and proof of employment if applicable (scanned PDF copy)
- f. For Ph.D. candidates only:
 - Ph.D. **research proposal** including a detailed work plan (10 to 15 pages); plagiarism will be checked!
(**PDF format to be uploaded in the DAAD Portal and a Word format to be emailed to:** applications@daadafrica.org upon shortlisting by the university/institution and establishment of an account)
 - **Recommendation letter** by head of department indicating that you are a present or prospective member of staff and how you will be integrated into the staff development agenda of the university (scanned PDF copy)
 - Confirmation of study leave from your university (if applicable; scanned PDF copy)
 - Confirmation of teaching release (university staff members only; scanned PDF copy)

3. Duration of the scholarship

The awards are available for up to a maximum of two years (Master) and three years (Ph.D.) respectively.

The scholarship is initially granted for one year and may be extended upon individual request and receipt of a complete application by using a form to be availed at the appropriate time in the DAAD Portal. The application for renewal has to be submitted at least one month before the scholarship period expires.

4. Value of the scholarship

DAAD will pay tuition fees to the university according to the submitted fees structure and a monthly stipend to the scholarship holder, covering cost of living including accommodation. DAAD rates will apply for the monthly stipend, current rates can be communicated upon request.

Later increments of any fees and charges cannot be considered.

In addition, the scholarship holder will receive an annual study and research allowance. This allowance is intended to cover any costs related to the student's research project. The annual study and research allowance is paid in local currency and is equivalent to the amount of EUR 230.00 for Master's scholarship holders and EUR 920.00 for Ph.D. scholarship holders. Within the final year of studies, DAAD pays a lump sum of EUR 1,025.00 to the scholarship holder (in local currency). This final allowance is granted to cover the thesis production costs in the last year of the course of studies (i.e. second year for Master students, third year for Ph.D. students).

Please note that a DAAD scholarship is not a full scholarship. DAAD will only provide funding as stated above. It is not possible to apply for additional funding (e.g. laboratory, field work, conferences, technical equipment, books, travel, etc.)

Declaration by applicant: I declare that I have taken note of the above information.

Name:.....

Signature:.....