



In-Region Scholarship Programme Central America

**Call for Scholarship Applications 2022
at the Instituto Centroamericano de Administración
Pública (ICAP)
Master degree:**

Master in Knowledge Management and Research in Public Policy

**Funded by the German Federal Ministry for
Economic Cooperation and Development (BMZ)**

Application Closing Date ICAP: 15/05/2022

Application Closing Date in the DAAD Portal: 22/05/2022





Programme Objectives

The programme aims at fostering strong, internationally oriented higher education systems in *Central America* with the capacity to contribute to sustainable development. To this end, scholarships are granted for development-related Master or doctoral studies for individuals who plan to pursue a career in teaching and / or research at a higher education institution in *Central America*

By training future academic and professional leaders, the programme contributes to the following **long-term impacts**:

- Qualified professionals' involvement in the solution of development-related problems in *Central America*
- Graduates strengthening education and research in *Central America*
- Structural strengthening and regional networking of partner institutions and partner universities

To achieve these long-term impacts, the following outcomes have been formulated as programme objectives:

Programme objective 1: Graduates have qualified to take over responsible positions in their, or for their, region of origin

Programme objective 2: The participation of women and underprivileged groups is reinforced

Programme objective 3: Organizational, financial and personal capacities of partner institutions are strengthened

As part of the „In-Region Scholarship Programme“, DAAD offers scholarships for Master studies. The programme is funded by the German Federal Ministry of Economic Cooperation and Development (BMZ) and aims at university staff in the first line, without neglecting the public sector demand of academically trained personnel.

The target group for scholarships are graduates with a first academic degree (Bachelor or Licenciatura) if applying for a Master's programme, **in a country that is not their home country**.

(In-Region scholarships are aimed at students who want to participate in a study programme in a country of their home region (here: Central America /outside their home country).

It has been agreed upon that DAAD will cooperate with the University of Costa Rica by offering scholarships for the intake 2022.

The awarding of scholarships will be subject to the provision of funds and the signing of the Affiliate Agreement between DAAD and the University of Costa Rica

Application requirements

Applicants

- have successfully completed a Bachelor/Licenciatura degree with above average results (at least: Second Class/Upper Division or equivalent, if applicable)
- clearly show motivation and strong commitment
- have thorough knowledge of the language of instruction
- have generally completed their last university degree not more than 6 years ago at the time of application
- must be nationals or permanent residents (5 years) of a country in Central America (except Costa Rica), Dominican Republic or Cuba
- should generally be a) staff member of a public university, b) candidate considered for teaching or research staff recruitment, c) from the public sector and/or d) Alumni of the DAFI-programme

Female applicants, refugees with recognized refugee status and candidates from other less privileged regions or groups are especially encouraged to participate in the programme.

Scholarships are initially granted for one year and can be extended to a maximum of the regular period of study upon receipt of an application for extension. Scholars must demonstrate satisfactory progress before an extension is granted.

Eligible fields

The In-Region Scholarship Programme supports studies in subject areas with strong relevance to national development.

The scholarships at UCR are available in the following field:

- **Master in Knowledge Management and Research in Public Policy**

Place of tenure

San José, Costa Rica. 100 metros sur y 75 oeste de la Pops. Curridabat, San José; Costa Rica.

Duration and Commencement

The duration

- of the Master programme is generally 24 months and is usually starting in August 2022

Please note that the maximum duration of the scholarship is based on the time that is left until the scholarship holder has reached the regular period of studies in that programme; i.e., if you apply for a DAAD scholarship starting in your second year of studies of a three-year programme, the maximum duration of the scholarship will be two years.

Application and Selection Procedure

The application process contains two steps. Please be aware of the DAAD application deadline as well as ICAP's deadline.



Application at ICAP:

Applicants must apply for their studies at the at ICAP using the contacts and the method that is prescribed by the institution: <https://icap.ac.cr/maestria-en-gestion-del-conocimiento-e-investigacion-en-politicas-publicas/> The ICAP has set its own deadline **(15/05/2022)**

The ICAP will screen, pre-select and short-list the applications. A detailed report consisting of the shortlisting procedure, the entire list of applications, the ranked shortlist and the shortlisting panel members will be forwarded to the DAAD. The ranked shortlist will contain double or triple the number of scholarships that have been attributed to the institution.

At the same time applicants must apply for the DAAD scholarship (22/05/2022).

Application documents

Mandatory documents to be submitted (in either Spanish or English) for the DAAD scholarship application:

- DAAD application form duly filled in (available in the DAAD-Portal)
- Hand signed curriculum vitae (please use the European specimen form at <http://europass.cedefop.europa.eu>, including a list of publications (if applicable).
- 1 recommendation letter by a university teacher (this can be subsequently submitted before the scholarship begins if it is not available at the time of application due to the COVID 19 pandemic, an exception valid only for the year 2022)
- Letter of admission for studies at the host university (this can be subsequently submitted before the scholarship begins if it is not available at the time of application)
- Copies of university degree
- Copies of academic records
- Letter of motivation
- Copy of the biographical sheet of the passport
- If applicable, information on the UNHCR registration as refugee

Optional:

- Additional documents that might be relevant for your application (e.g. proof of internships, proof of employment).

Your application is only valid if you submit all the required documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete.

Please note that the scholarship only becomes effective as soon as the Admission Letter from the university is issued. This must be submitted to the DAAD Portal as soon as possible and is part of a complete application.



Submission of application

Applications have to be submitted via the DAAD portal <https://portal.daad.de>
Third Country Programme Central America 57593631

Applications submitted through other channels or to other authorities will not be considered.

The DAAD portal closes at 24.00 hrs. Central European Time (CET or CEST) on the last application day.

Scholarship funding

The scholarship covers:

Item	Payment	Amount
Tuition Fees*	3754 USD by year annually	<i>the regularly charged amount</i>
Study and research allowance	annually	460 EUR (Master)
Printing allowance	once towards the end of scholarship	400 EUR (Master)
Monthly Scholarship (Accommodation, Food etc.)	monthly	668 EUR
Travel allowance (In-Region only)	twice (beginning/ end of scholarship)	<i>The flat rate travel allowance will be specified in the letter of award</i>
Insurance (In-Region only)	Annually	The insurance will be paid directly to CCSS

*Please note that in some cases not all fees and costs that are mentioned on the official fee structure of the host institution can be covered by DAAD in full, e.g. if the agreement with the funding organization prevents us from funding certain items in the fee structure or if items that are included in the fees are supposed to be covered through the individual scholarship benefits.

Payment of scholarship funds

The DAAD will endeavour to transfer / pay out the first monthly payment to you as quickly as possible after your arrival/ after the beginning of your scholarship. Processing the first transfer of funds may take some time, especially if you are able to set up your bank account only after your arrival in your destination country. To be able to cover the costs which arise until you receive your first scholarship payment, we recommend that you bring a financial reserve with you.

Please note that the travel allowance for In-Region scholarship holders will only be transferred along with the first scholarship rate, i.e. after the arrival in the host country.

The scholarship will be paid directly to the scholarship holder's banking account. Further details will be announced after admission to the scholarship programme on the Letter of Award.

Additional benefits

DAAD In-Country/In-Region scholarship holders are also



- a) encouraged to apply for a **research stay in Germany** for 2 up to 6 months. Please note: **The short-term research stay in Germany should preferably be announced in the application for the regular scholarship** and can only be awarded if the necessary financial means are available.

The short-term research scholarship includes:

- a monthly scholarship payment for living costs
- health/accident/personal liability insurance
- a flat-rate travel allowance

- b) invited to apply for different Summer Schools in Germany (four weeks)

All further details regarding additional benefits and the additional application processes will be provided after admission to the scholarship programme.

Contact and advice

Enquiries related to the DAAD Scholarship

DAAD Contact Person: Grettel Gonzalez Altamirano

E-Mail: ggonzalez@daad-centroamerica.ac.cr

Enquiries related to the general admission and the study programme

Master in Knowledge Management and Research in Public Policy

Contact Person: Maria José Elizondo Solís

E-Mail: melizondo@icap.ac.cr