



Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

# Call for Applications

**Procedures and Guidelines for Academic Institutions  
Applying to Participate as**

## **Host Institutions**

in the ***In-Region Scholarship Programme***

**Strengthening Higher Education and Research in Central America and  
the Dominican Republic**

**Affiliation as host institution for the intakes [2025]-[2027]**

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

**Application Closing Date: [15.04.2024]**

**Next Selection: May 2024**



Federal Ministry  
for Economic Cooperation  
and Development

### What are the programme's background and objectives?

The programme aims at fostering strong, internationally oriented higher education systems in Central America and the Dominican Republic 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 the forementioned region.

**Scholarships are awarded only for selected post-graduate (Master, PhD) programmes at host institutions that are affiliated with the programme. These will receive a maximum quota of In-Region scholarships for post-graduate programmes. This call for applications is therefore aimed at higher education institutions in Central America and the Dominican Republic wishing to participate as host institutions in the programme. This programme is only open for countries listed on the DAC list. The selected host institution will be affiliated with the programme for up to three intakes starting with the first intake in the year 2025 and ending with the last intake in the year 2027 independent from whether the intakes are being offered every two years. Afterwards it is possible to reapply for participation.**

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 and the Dominican Republic
- Graduates strengthening education and research in Central America and the Dominican Republic
- 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 are qualified to take on responsible positions in or for their region of origin

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

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

The target group for scholarships are graduates and postgraduates from Central America and the Dominican Republic with a first academic degree if applying for a Master's programme, or with a Master's degree if applying for a doctoral programme who want to pursue Master's or PhD courses in a country in the forementioned region except their respective home-country (**In-Region scholarships**). The last academic degree should be generally no more than six years old. Funding is generally granted for a period of up to 2 years for Master programmes or up to 4 years for doctoral programmes. Starting, continuing, or completing studies online from the home country or in a third country is generally not permitted.

**All further details regarding scholarship funding are listed in the respective call for applications which will be provided after the selection of host institutions.**

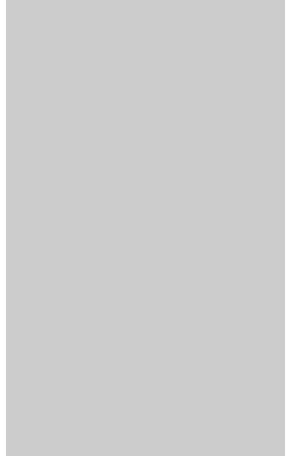
### How is the programme monitored?

With the aim of achieving the above-mentioned objectives, the programme will be monitored through a result-oriented monitoring. Selected institutions are expected to actively participate by submitting an annual report, for which a template is provided by DAAD. In addition, DAAD carries out a graduate survey at the end of the scholarship and 3 years later,



after the scholarship finishes, in order to gather data on the development of the scholarship holders' competencies' and careers. Participating higher education institutions will be asked to provide up-to-date contact details of their graduates and postgraduates.

**Who is eligible for application?**



Public and private universities, research institutes and (research) networks in Central America and the Dominican Republic that offer high quality Master programmes and doctoral programmes which are directed to capacity building of teaching and research staff.

Online or blended learning programmes, part time programmes or specialization courses or professional and further training programmes that do not lead to an award of a Master or PhD degree cannot be funded.

Applying networks need to define and provide detailed information on all member institutions where scholarship holders will be admitted.

The application may only be submitted for (post)graduate programmes that have been accredited<sup>1</sup>. All applying institutions need to prove that at least one intake of the respective study or research programmes has graduated successfully. Comprehensive statistical information on applicant, student, dropout and graduation rates must also be provided.

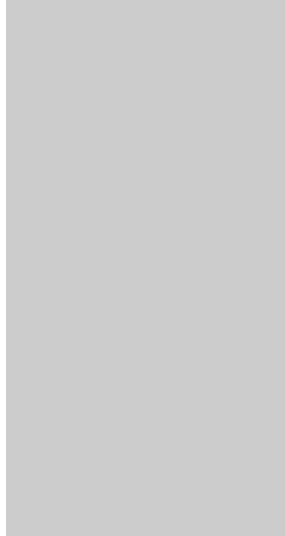
**Which subject areas are eligible for funding**



The offered Master and doctoral programmes need to focus on subject areas with **strong relevance to national and/or regional development plans** with a clear and **strong linkage between the Sustainable Development Goals (SDGs)** and the content/focus of the programme and/or the future employment fields of the graduates (including the applied social sciences, environmental and other special areas of law but excluding the fine arts). The humanities might be considered in exceptional cases only if the aforementioned conditions are met.

DAAD aims to promote a diverse and broad range of studies through the scholarship programme from different providers in as many countries as possible.

**Which measures can be funded in which time frame?**



After being successfully admitted to the programme, the host institution receives a maximum quota of scholarships each intake (subject to availability of sufficient budgetary resources). The quota depends on the number of placements offered by the respective institution, the overall number of applicants, and available financial resources. When the quota is not met (due to financial or administrative reasons from either side) the quota cannot be taken into the next fiscal year.

In-country scholarships cannot be funded within this programme.

The host institutions are affiliated with the programme for up to three intakes for the period 2025- 2027. Afterwards they can reapply for participation. The participation as host institution in the programme will generally take the form of an affiliate agreement between the DAAD and the host institution. The affiliate agreement lists the binding specifications and mandatory procedures regarding, among others, the monitoring of the programme, the execution of the pre-selection of the scholarship holders and the financial administration.

The duration of funding for each intake will be stated in the affiliate agreement (usually no more than two years for a master's degree and no more than four years for a PhD degree programme) and depends on the regular period of studies of the selected study and/or research programmes.

<sup>1</sup> In case no accreditation system is established – it needs to be proven that the (post) graduate programmes meet the national/regional quality standards and requirements set by HE Commissions or National Qualification Frameworks etc.

Which are the selection criteria for applying institutions?

The scholarship funding (stipends in EUR covering the cost of living including accommodation, travel allowance and health insurance) is generally paid directly to the scholarship holder. The university/institute fees will in general be paid directly to the host institution on basis of the above-mentioned affiliate agreement.

The amount of university fees needs to be appropriate for the country/region and adequate to the academic quality offered by the applying institution. The applying institution also provides the official fee structure of the requested university fees and is able to verify that these fees are the regular ones being demanded from all students. It will not be possible to ask for extra fees from DAAD scholars which will not be charged from regular students. Please note that in some cases not all fees and costs that are mentioned in 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 DAAD 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. Please find further information in annex I “FAQ”.

The project proposals will be evaluated according to formal and content criteria, with a particular emphasis on the relation to development issues and impact orientation. The following criteria will be applied in the evaluation of applications:

1. **Academic expertise:** The applying institution provides high quality academic education through renowned faculty and gives detailed information on all (post)graduate programme tracks that are included in the application.
  - It reflects cutting-edge research as well as application-oriented skills and know-how, makes use of the most up-to-date concepts, methods and methodologies in its field and shows strong motivation to continually develop and improve its academic portfolio.
  - It demonstrates its high academic quality, among other things, via the course plans/curricula to be submitted, via the academic staff list (if applicable, together with the corresponding publication list) and the number of academic supervisors available for the students of the respective (post)graduate degree track.
  - The statistical information to be submitted regarding the number of applicants, students, dropouts and graduates will further highlight the quality, competitiveness and attractiveness of the programmes.
  - The results of tracer studies and alumni evaluation show the high effectiveness of the postgraduate programmes and specify their alignment with the overall goals of the scholarship programme.
2. **Relevance to (regional/national) development (plans)/ linkage to the SDGs and capacity building:** The (post)graduate programme is clearly related to topics relevant to national/regional development plans, shows a strong linkage between the Sustainable Development Goals (SDGs) and the content/focus of the programme and/or the (future) employment fields of the graduates, and at the same time aims at capacity building in higher education and research.
3. **Cooperation and networking:** The applying institution regularly pursues cooperation and networking activities within and beyond academia, fostering inter-institutional and international exchange. It also has experience in hosting and supervising regional and international students.
4. **Accreditation and quality assurance:** The applying institution and its (post)graduate programmes correspond to the higher education accreditation standards of the respective country (or – in case no accreditation system is established – meet the national/regional quality standards and requirements set by HE Commissions or National Qualification Frameworks etc.) and has graduated at

least the first student intake successfully. In addition, it takes effective steps towards continuous quality assurance and quality improvement.

5. **Marketing and Admission process:** The applying institution demonstrates a professional marketing approach and a transparent selection process.
  - It provides a concrete marketing concept on how to attract future scholarship holders to apply for the (post)graduate programmes offered by the institution considering
    - that female applicants and candidates from less privileged regions or groups are especially encouraged to apply.
  - It describes in detail its admission process and implements measures to enhance participation of women, underprivileged groups related to, e.g., disability, social or regional background, and the admission of In-Region students.
6. **Infrastructure, management and staff development:** The applying institution provides sufficient infrastructure (space, equipment, service facilities), a clear organisational structure, efficient management and a strong focus on staff development. Provision of a staff development plan for the supervisors of the DAAD scholars will be an asset.
7. **Target group orientation: support services and professional training:** The applying institution follows a target group-oriented approach in terms of efficient support services (e.g. administrative, social, and intercultural support) and professional training, taking into account the heterogeneity of its students.
  - It provides a concrete support concept for the scholarship holders explaining and listing the existing and planned support services and activities,
  - It offers additional and non-curricular trainings in mentoring and management skills, academic writing, usage of E-Ressources etc. that enable students to apply their acquired knowledge in their subsequent academic or professional careers, stimulating change and development.

The applying institution also provides the official fee structure of the requested university/institute fees and is able to verify that these fees are the regular ones being demanded from all students. It will not be possible to ask for extra fees from DAAD scholars which will not be charged from regular students.

In case of a re-application of a current host institution, the selection committee will also evaluate its performance in the past affiliate period.

### Selection procedure

The selection of host institutions is carried out by an independent committee of international peers (university professors) to be nominated by DAAD.

The selection of scholarship holders will take place after the selection of the host institutions. The host institution will screen, pre-select (according to DAAD selection criteria) and short-list up to three times as many applicants as scholarships are available. After the institution concluded its internal selection procedure, a complete list of all the applicants and a pre-selection report and lists showing the participants of the pre-selection and explaining the criteria employed, must be submitted to the DAAD. The templates provided by DAAD for documentation of the pre-selection process are mandatory. DAAD reserves the right of final selection.

### Application process and required documents

**Please note that with the publication of the Call for Scholarship Applications, hence the selection process of scholarship holders begins approximately one year prior to the start of the postgraduate program. After successful admission to the programme, the DAAD will inform the partner institutions about the exact schedule. Unfortunately, DAAD cannot accept any deviations from that process.**

If more than one department of an institution would like to submit applications for this call, a separate application should be submitted for every department.

Mandatory forms and other application documents:

- [Application form](#)
- **Annex I:** Letter of approval by the rector of the university (→ [DAAD form](#))
- For each of the (post)graduate programmes listed in the application:
  - **Annex II: Proposal form** (→ [DAAD form](#))  
In the proposal form, the applying department addresses the selection criteria (1-7) stated in this call for applications. The institution outlines their concepts regarding staff development, alumni, as well as support for students enrolled in the programmes. If the proposal form concerns a (post)graduate programme with more than one degree track, it should be clearly marked which information relates to which degree track.
  - **Annex III: Staff list** of the (post)graduate programmes (→ [DAAD form](#))
  - **Annex IV: Module book/course plan** for each (post)graduate programme mentioned in the application;
  - **Annex V: Accreditation certificate(s) and/or documentation of the recognition according to national standards** of each (post)graduate programmes
  - **Annex VI: Statistical information form of each (post)graduate programme** (→ [DAAD form](#))  
statistics on applications, students, alumni, graduation rates, dropout rates
  - **Annex VII: Official fee structure** with university seal of each postgraduate programme (if different)

If applicable

- Marketing samples (e.g. flyer)
- Additional documents addressing the selection criteria

Please make sure to submit only the documents that are directly related to the programmes mentioned in this application and/or address the selection criteria stated above. If relevant documents are part of larger documents that also concern other programmes not related to this application, you may submit excerpts of these documents, containing only the relevant pages – e.g.: instead of submitting a catalogue with all the course plans of the department, please submit an excerpt containing only the course plan of the (post)graduate programme addressed in the application.

Kindly note that proposals for different programmes may be forwarded to different reviewers for expert assessment. Therefore, it is important that all the required information is placed in the designated fields and all the documents are named correctly to prevent oversights.

**All application documents must be submitted in English.**

## Application closing date and submission

Universities and research institutes from Central America and the Dominican Republic can submit their completed applications until **15.04.2024**, to the following email address:

[daad@conare.ac.cr](mailto:daad@conare.ac.cr) with copy to

[ggonzalez@daad-centroamerica.ac.cr](mailto:ggonzalez@daad-centroamerica.ac.cr)

Please note that any hard copies of application documents sent to DAAD will not be considered in the application process.

## Contact and consultation

There will be an information session held by DAAD. The information session will take place on 15.02.2024 at 17:00 local time in San José, Costa Ric and 08.03.2024 at 15:00 local time in San José, Costa Rica. You can sign up for the information session via the following link:

**To access the link, please ensure to copy the address and paste it into your browser's address bar.**

**Webex sign-up** information session on 14.02.2024: <https://daad-veranstaltung.webex.com/weblink/register/rfd3e9ad2da7e56ca80b50744a1b88c7d>

**Webex sign-up** information session on 08.03.2024: <https://daad-veranstaltung.webex.com/weblink/register/r75724818736de56e6b9916ac5297a525>

If you have further questions or require assistance, please contact:

Grettel González, [ggonzalez@daad-centroamerica.ac.cr](mailto:ggonzalez@daad-centroamerica.ac.cr)

## Further information

Website of the In-Region programme:

<https://www.daad.de/incountry-inregion>

<https://www.daad-costa-rica.org/es/encontrar-becas/becas-en-costa-rica-y-region/programa-regional/>

[FAQ](#)

