

## FAQs: DAAD In-Region Scholarship Programme

### Call for applications

for academic institutions in Central America and the Dominican Republic interested in participating as host institution in the above mentioned programme.

#### 1. What criteria should a (post)graduate program meet to fit the program goals?

(Post)graduate programs to be selected should

- ... have an excellent academic quality and expertise
- ... have good application and graduation rates (from multiple cohorts)
- ... have an accreditation or national recognition (preferably on program level)
- ... have graduated at least the first student intake successfully.
- ... have a strong linkage to national/regional development plans
- ... have a strong linkage to the Sustainable Development Goals (SDG)
- ... have a good supervision ratio for MSc and PhD thesis (especially for PhD students)
- ... have a convincing composition of academic staff
- ... have a convincing support concept - especially for regional students.
- ... have a convincing marketing concept – especially to attract regional students, women and under-privileged groups

And preferably should

- ...have experience with international or regional collaborations (e.g. in DAAD funded projects) and with regional and international students.
- ... follow the further career paths of their alumni, be able to provide information about them, and also be supported by alumni.

#### 2. Are there any program types that are not eligible for funding?

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

#### 3. What if no accreditation system is established in one of the eligible countries?

The applying institution and its (post)graduate programmes should 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 have graduated at least the first student intake successfully.

#### 4. From which countries are applications eligible?

Eligible countries: Belice, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, Panamá.

## 5. Is there a maximum number of scholarships we can apply for?

After being successfully admitted to the programme, the host institution receives a 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. This means that as a partner institution you are not applying for a specific number, but you should note in the application how many scholarship holders can be supervised in the corresponding programme. The actual number of scholarships assigned will then depend on several factors (see above). In the past, institutions were attributed approx. 1 to 6 DAAD scholarships per intake. In future, however, at least three scholarships per partner institution will be sought. Please bear in mind that programmes should attract their own applicants; the DAAD cannot grant a full intake.

## 6. How many scholarships will be distributed among successful institutions in total?

The actual number will depend on the number of places offered by the institutions, the number of applicants and available funds. In the last years the total number of DAAD scholarships in the In-Region Programme offered to institutions all over Central America was approximately 26 new scholarships per intake.

## 7. What are the DAAD rates for individual scholarships, and what does a scholarship consist of?

The value of the monthly scholarship (covering the cost of living including accommodation) will depend on the respective DAAD country rates for international master students and international doctoral students. The following monthly scholarship rates are currently available, but may change in the future:

In Region Master: Costa Rica, Panamá 745 EUR, Nicaragua, Guatemala, Honduras, El Salvador 645 EUR

In Region PhD: 1010 EUR

The amount for scholarship rates in countries like Belize and Dominican Republic are not available yet. However, it will be provided as soon as possible and if institutions from the mentioned countries will apply.

In addition to the monthly scholarship, funding is available for:

- travel allowance
- health insurance
- regular university fees
- research allowance per year (Master: 460 €, PhD: 920 €)
- printing allowance one time (Master: 400 €, PhD: 800 €)
- *optional* family allowance
- *optional* research stays in Germany for 3 to 6 months
- *optional* summer schools in Germany (4 weeks)

The above-mentioned optional funding options have to be applied for.



## **8. Does the DAAD cover all fees that are noted in the official fee structure of a university?**

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. For instance, as an example, the DAAD generally does not cover the following fee items: application fee, settling-in fee, amenity fee, caution money, activity fee, laundry fee, social life fee, etc. Fee items such as supervision fee, research or lab fee must be examined as individual cases. It depends on how these expenses relate to the purpose of the tuition fees or whether they are to be paid by the scholarship holders through the study and research allowance.

The applying institution must provide the official fee structure of the requested university (with university seal) and needs to verify that these fees are the regular ones being demanded from all international students. It will not be possible to ask for extra fees from DAAD scholars which will not be charged from regular students. Additional explanation how the fees are used and distributed need to be handed in.

## **9. Are there other funding opportunities for partner institutions beyond the individual scholarship benefits mentioned above?**

Participating host institutions are usually offered the following services during the affiliation period:

- a) Seminars and workshops for coordinators (on marketing or/and monitoring);
- b) Online training for PhD supervisors and
- c) For how long are the scholarships awarded?

## **10. What is the duration of the scholarships?**

Scholarships are initially granted for one or two year(s) and can be extended to a maximum of the regular period of study upon receipt of an application for extension (to be handed in by the scholarship holder). Scholars must demonstrate satisfactory progress before an extension is granted.

The regular period of study taken as a basis depends on the binding information provided by the host institution as part of the institutional application process. This information must be confirmed by official documents of the university (e.g. academic calendar and the official study plan).

It must be clear from the documents whether, for example in the case of a PhD programs, the proposal must already be available when the student applies for the study programme (in this case a detailed and comprehensive proposal is necessary for the assessment. Concept notes will not be accepted) or whether this must be prepared in the first year of study at the Institution (in this case, as the host university only requires a concept note at the time of the application, please note that detailed and comprehensive documents are necessary for the assessment).

## **11. We are an institution/network with several postgraduate programmes/schools/departments/faculties with the capacity to host DAAD scholars. Can we apply for scholarships for all these entities?**

Your institution may apply for scholarships for several postgraduate programmes / entities to host DAAD scholars. However, you should ensure that you only include those programmes / entities into your application which fully meet the DAAD selection criteria.

The offered Master and PhD 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.

**12. Can / Should we (re-)apply if our institution previously participated as host institution in In-Region Scholarships Programme?**

Yes, institutions which previously participated in this programme are encouraged to apply for renewed admission. In line with DAAD's quality assurance standards, applications of institutions who have previously been funded will be reviewed along the same criteria as other applications by an independent selection committee. Additionally, the selection committee might also evaluate the performance in the past affiliate period in terms of number of applicants, number of graduates, submission of monitoring reports etc.

**13. Can we apply if our institution already receives / received other DAAD funding?**

Yes, institutions which already receive/d other DAAD funding may also apply for participation as a host institution within this programme. However, expenses due to duplicate funding (multiple funding of the same purpose / multiple funding of the same scholarship holder) are not eligible.

**14. How will the financial administration of the scholarships work?**

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 scholarship funding in EUR (monthly stipend covering the cost of living including accommodation, a study and research allowance, a travel allowance, health insurance is generally paid directly to the scholarship holder. The regular university fees are generally paid directly to the host institution on basis of the above-mentioned affiliate agreement. In order to receive the fees from the DAAD, they must be requested using the DAAD "Claim for Fees" form. Other documents or invoices will not be accepted.

**15. After admission, do we have to reapply for participation each year?**

Upon admission, DAAD will offer your institution scholarships for intakes for the upcoming 3 years (2025-2027).

## 16. What are the requirements for individual scholarship candidates?

Detailed application requirements for individual scholarship candidates will be defined in the Call for Scholarship Applications provided by DAAD. As for general requirements:

Applicants

- have successfully completed generally a Bachelor or Licenciatura degree for Master candidates or a Master degree for doctoral candidates) 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 residents (for at least 5 year) of Central American countries or the Dominican Republic.
- should generally be a) staff member of a public university, b) candidate considered for teaching or research staff recruitment, c) from the public sector .

Female applicants and candidates from less privileged regions or groups are especially encouraged to participate in the programme.

## 17. Do scholarship candidates have to be staff members at a higher education institution?

DAAD does not expect Master candidates to be staff members at a higher education institution. However, doctoral candidates should generally be staff members or at least be considered for future teaching/research staff recruitment at your institution or, if applicable, their home institution.

## 18. How will individual scholarship candidates be selected?

The selection of scholarship holders will follow a two-step procedure. Applicants must apply for the scholarship via the DAAD portal. Parallel to this process, applicants must at the same time apply for admission at the respective institution using the contacts and the method that is prescribed by the institution. The final selection will take place after the pre-selection of the DAAD and thereafter host institutions: DAAD will conduct a formal examination of the applications received via the DAAD portal according to DAAD criteria. Only the list of applicants who meet the DAAD application requirements will be available to the Institution for the next step. The host institution will screen, pre-select and short-list applicants. 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. The final selection of scholarship holders will be carried out by an independent selection committee.

## 19. Does the DAAD follow an equal opportunity and inclusive selection approach of scholarship holders?

Female applicants and candidates from less privileged regions or groups are especially encouraged to participate in the scholarship programme. Partner institutions are expected to explicitly include and consider this target group in marketing efforts and the pre-selection process. They should demonstrate

a transparent selection process and implement measures to enhance participation of women, people with disabilities, and candidates from underprivileged social or regional backgrounds (e.g. refugees / internally displaced persons / returnees; persons from ethnic and religious minorities; persons from a socially and/or economically disadvantaged background, persons with chronic illness or disabilities, persons from rural areas and/or Least Developed countries etc.).

This data is requested by the DAAD as part of the application process in the form of a free space. Here, applicants can decide for themselves which information they would like to provide and which not. In addition, the required motivation letter offers the opportunity to point out any life circumstances and disadvantages.

## **20. How many individual scholarship candidates should we nominate on the shortlist?**

The number of candidates to be shortlisted will depend on the quota of scholarships for your institution. You are requested to shortlist thrice as many candidates as scholarships are available (i.e., if your institution receives a quota of 10 scholarships, you should shortlist 30 candidates). Can we shortlist individual scholarship candidates who do not wish to study at our institution, but at another host institution?

No, you should only shortlist candidates who wish to study at your institution. In case a candidate wishes to study at another host institution, he / she should directly apply through that institution (provided that the other institution is also part of the In-Region Programme).

## **21. What are the obligations for the host institution if selected?**

Obligations of the host institution include, for example, the following:

- The host institution publishes and distributes the official DAAD call for applications.
- The host institution pre-selects applicants based on the formal admissible applications submitted to DAAD. All pre-selected applicants must be admitted to the program.
- The host university is obligated to admit all pre-selected candidates who receive a scholarship.
- The host university undertakes to submit an annually report accompanied by a results-oriented monitoring on a DAAD monitoring tool in due time every year.
- The coordinator is available to DAAD in case of queries and has an overview of the scholarship holders.
- The coordinator is obliged to inform DAAD in case of changes in the general course of studies (strike, etc.) or changes in the fee structure.
- The coordinator agrees to request DAAD to pay the fees for the scholarship holders present according to the agreed agreement on the base of the claim for fees.
- The host institution has to inform DAAD about longer absences/interruptions/dropouts of scholarship holders.
- The host institution shall inform DAAD immediately of any duplicate funding or rejection of scholarships.
- If necessary, the host institution shall provide DAAD with up-to-date contact details of all scholarship holders/graduates.
- DAAD must be informed immediately of any change in the contact person at the university.

In case of further questions, please contact us using the contact details in the Call for applications.

