



# In-Region Scholarship Programme Central America and the Dominican Re- public

**Call for PhD Scholarship Applications 2025  
at Instituto Tecnológico de Costa Rica (ITCR) y Universidad de Costa  
Rica(UCR)  
Academic Doctorate in Engineering**

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

Application Closing Date in the DAAD Portal  
(for all candidates):  
**04.03.2025**

**The awarding of scholarships will be subject to the provision of funds as well to the signing of the Affiliate Agreement between the higher education institution and the DAAD.**

To complete your application successfully, it is essential that you read ALL of the following sections.



## In-Region Scholarship Programme Central America and the Dominican Republic 2025

### PROGRAMME OBJECTIVES

1

The programme aims to foster strong, internationally oriented higher education systems in *Latin America* with the capacity to contribute to sustainable development. For this purpose, scholarships for development-related Doctoral studies are awarded to individuals who plan to pursue a career in teaching and/or research at a higher education institution in Latin 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 Latin America
- Graduates strengthening education and research in *Latin 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 PhD and Master studies. The programme is supported by the German Federal Ministry for Economic Cooperation and Development (BMZ) and designed primarily for university staff in the first line, whilst also catering to the public sector demand of academically trained personnel.

The target group for scholarships is graduates from Central American countries and the Dominican Republic with a Master's degree if applying for a doctoral programme, who want to pursue PhD courses

- in another Central American country

(**In-Region scholarships** designed for students who want to participate in a study programme in a country of their home region (here: Central America /outside their home country/in the country for which they do not have a residence permit).

It has been agreed upon that DAAD cooperates with ITCR-UCR by offering **up to 2 scholarships for PhD studies** at Instituto Tecnológico de Costa Rica (ITCR) y Universidad de Costa Rica (UCR) for the intake 2025.

**Please note: The awarding of scholarships will be subject to the provision of funds as well to the signing of the Affiliate Agreement between the higher education institution and the DAAD.**

**APPLICA-  
TION  
REQUIRE-  
MENTS FOR  
A PHD DE-  
GREE**

**2**

Applicants for a PhD degree

- postgraduates with a first academic degree, who have successfully completed a two-year university Master's degree (or equivalent) 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 completed their last university degree not more than 6 years ago at the time of application;
- must be nationals or permanent residents of a Central American country (except Costa Rica) and the Dominican Republic;
- should be a) staff member of a public university, b) or a candidate considered for teaching or research staff recruitment, c) or from the public sector and/or d) Alumni of the DAFI-programme. Fresh graduates, professionals and other candidates who do not fit in the above- mentioned areas are also invited to apply for the programme.

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

Scholarships for PhD studies 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.

Please note: If you have already received a scholarship for PhD studies from the DAAD, further PhD funding from the DAAD is not possible.

**Please note:** ITCR-UCR might have additional requirements for admission to the university.

**ELIGIBLE  
FIELDS FOR  
A PHD DE-  
GREE**

**3**

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

Scholarships at ITCR-UCR are available for the following programme:

- *Academic Doctorate in Engineering*

**PLACE OF  
TENURE FOR  
A PHD DE-  
GREE**

**4** Instituto Tecnológico de Costa Rica y Universidad de Costa Rica, Cartago, San José, Costa Rica

**DURATION  
AND COM-  
MENCEMENT  
FOR A PHD  
DEGREE**

**5** The duration

- of the PhD programme is generally 3 years (36 months) and is usually starting in August 2025.

Please note that the maximum duration of the scholarship consists of the year you apply for, plus the time left to the end of the regular period of studies in that programme. For example, 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.

The standard period of study and the start date are based on the Affiliate Agreement between the host university and the DAAD.

**Please note:** if you arrive later, the duration of your scholarship will be shortened accordingly.

**SCHOLAR-  
SHIP BENE-  
FITS**

**6** The scholarship covers:

Benefits	Payment Schedule	Amount
<b>Tuition Fees*</b>	Half-yearly	<i>The regularly charged amount will be specified in the letter of award.</i>
<b>Study and research allowance</b>	annually	920 EUR
<b>Thesis publishing costs</b>	once towards the end of scholarship	800 EUR
<b>Monthly Scholarship (Accommodation, Food etc.)</b>	monthly	850 EUR
<b>Travel allowance (In-Region only)</b>	usually twice (beginning/ end of scholarship)	<i>The flat rate travel allowance will be specified in the letter of award.</i>
<b>Health Insurance (In-Region only)</b>	monthly	<i>Directly paid by DAAD to CCSS.</i>
<b>Family allowance (if your husband, wife or children) accompanying you to</b>	monthly	255 EUR

<p><b>your host country; a separate application needs to be submitted for the family allowance upon admission to the programme</b></p>		
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\*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 organisation 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. DAAD will transfer the fees directly to the host institution.

## PAYMENT OF SCHOLARSHIP FUNDS

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The DAAD will endeavour to transfer/pay out the first monthly payment to the scholarship holder's account, 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.

Payments cannot be made in advance/prior of the scholarship start date and the commencement of studies at the host institution. Furthermore, no additional benefits than those listed in this call for applications, such as benefits for family members, can be made.

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 bank account. Further details will be communicated after admission to the scholarship programme in the Letter of Award.

If there is good cause, the DAAD will terminate the scholarship by cancelling the scholarship agreement. In this case, the scholarship payments shall be discontinued immediately. Good cause exists, in particular, if you have violated the rules of good scientific practice.

## ADDITIONAL BENEFITS

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DAAD In-Region scholarship holders in the framework of **PhD programmes** are also

- a) encouraged to apply for a **short-term 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.
  - If you would like to apply, please note that the funding period for a short-term research stay in Germany is part of the In-Region programme and the regular study period of the programme may not be exceeded by the short-term research stay in Germany, this must be included in the regular study period of the In-Region programme.

Further information will be provided upon request via the DAAD Portal after you have received your In-Region scholarship.

The short-term research scholarship includes:

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

#### **DAAD In-Region scholarship holders are also**

- b) invited to apply for different Summer Schools in Germany (four weeks)
- c) invited to participate in further training possibilities such as E-Trainings or/and Soft Skill Trainings.

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

## **APPLICATION AND SELECTION PROCEDURE FOR A PHD DEGREE**

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**All applicants must submit a complete application for the programme via the DAAD Portal.** This is a standard uploading area for all programme applications and some documents may not be mandatory for your application. Please refer to your programme call to check which documents are required.

**Please be aware of the DAAD's application deadline as well as ITCR-UCR. deadline.**

**The application process for DAAD scholarships contains the following steps:**

1. Register on the portal: <https://funding.meindaad.de/sites/personalfunding#PBFApplication-Start?fundingProgramInstance=57775350>
2. Log in to the portal
3. Carefully read the instructions on how to apply in the portal
4. Submit your application via the portal by the deadline **04.03.2025**

**Remember to check that your application is complete and meets DAAD requirements before submitting! Otherwise, your application cannot be considered.**

DAAD will conduct a formal review of the applications received via the DAAD portal only, according to the DAAD criteria.

► **In addition to this first step, applicants must at the same time apply for admission at the ITCR-UCR.** using the contact details and procedure prescribed by the institution. Please inform yourself in plenty of time about the application process at the host institution.

In a final selection organised by the DAAD, applications that have met both the admission requirements at the host university (and the university's rank in the pre-selection) and the DAAD's formal criteria are evaluated by an independent selection committee (international university teachers and experts from German and foreign universities as well as alumni). The independent selection committee evaluates the applications based on the submitted documents, taking into consideration the pre-selection ranking of the institution. Areas evaluated include academic performance and quality, extracurricular activities, motivation, and relevance of the research topic (if applicable).

The selection process usually takes place in April. The final decision will be announced for the region of Latin America approximately one month after the selection process has been accomplished.

Please note, that the information about the selection process and the deadlines for an announcement of the final decisions are a subject to change.

The DAAD reserves the right of final selection.

Please note that all short-listed applicants may be asked to participate in a multi-wave monitoring survey to gather data on different academic and career development aspects. Participation is voluntary.

**APPLICA-  
TION DOCU-  
MENTS TO  
BE UP-  
LOADED TO  
THE DAAD  
PORTAL**

**10**

**Mandatory documents for the DAAD scholarship application to be submitted and uploaded to the DAAD portal (in either English or German):**

- DAAD online application form (available on the DAAD portal under Application → Fill In Form) duly filled in and submitted according to the outlined deadline. Important information as regards Question 7 in the application form: If you cannot find your university/institution in the drop-down menu, please click on 'other institution', and enter it manually.
- A full curriculum vitae in tabular form if not otherwise possible without a signature
- A list of publications (if applicable)
- **Two recommendation letters signed** by university teachers which provide information about your qualifications. One of the recommendation letters for PhD could be issued by an employer. You can generate the recommendation form in the DAAD Portal as a writable PDF under '**Request reference form**'. Please send it to your university teacher and ask them to complete the form in full. When you have received it back, please **upload it in the portal under 'Letter of Recommendation'**. Please note: The form for completion by a university teacher can only be generated during the application period. **This form of a Letter of Recommendation is mandatory and will be the only one which will be accepted by the DAAD.**
- Letter of admission for the host university (this can be subsequently submitted before the scholarship begins if it is not available at the time of application).

- Certified copies of university degree certificates including transcripts (if available, including a grading scale for the final university degree and if available, information on the recognition of the university degree certificates in the host country) to be uploaded under “university degree certificated” in the DAAD portal
- Letter of motivation (1-3 pages with your personal, social motivation as well as your reference to the studies and a PhD project). Please upload the letter of motivation under “study project/motivation” in the DAAD portal
- Copy of the passport or, if not applicable, a copy of National Identification Card (mandatory for an application for a scholarship)
- Detailed and precise PhD proposal (8-10 pages)
- Detailed work and timetable with detailed information outlined with months and dates as well as information on when the last exam will take place (if applicable: mentioning the planned research stay in Germany, see “Additional benefits”)
- Please note that a detailed and comprehensive proposal is necessary for the assessment. Concept notes will not be accepted.
- Abstract of the proposal on one page (please include name and title of the proposal)
- Declaration of acceptance, must be provided at the beginning of the scholarship, from the academic supervisor or a commitment letter from the host institution that a supervisor will be assigned
- If applicable, information on the UNHCR registration as refugee

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**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 mandatory documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete. **If you do not have documents such as letter of admission at the time of application, please mention and explain this at an appropriate place in the application.**

**Please note that the scholarship only becomes effective** when

→ the Admission Letter (this can be subsequently submitted before the scholarship begins if it is not available before) from the university is issued

AND

→ once a proof (e.g., airline ticket, letter from supervisor or coordinator, admission test) has been submitted that you are on site at the host university to begin your studies. This must be submitted to the DAAD portal as soon as possible and is part of a complete application (this can be subsequently submitted before the scholarship begins if it is not available before).



**GENERAL INFORMATION ON THE APPLICATION VIA DAAD PORTAL/THIS IS WHAT YOU HAVE TO DO**

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Applications must be submitted via the DAAD portal <https://funding.meindaad.de/sites/personalfunding#PBFApplication-Start?fundingProgramInstance=57775350>

Scan paper documents and save in PDF format. Please note that you can only upload PDF files to the portal.

**Deadline: 04.03.2025**

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.

If you have any technical questions or problems, and your local information and advice centres could not help you with, please do not hesitate to contact the DAAD technical Portal via e-mail at [portal@daad.de](mailto:portal@daad.de).

Please consider possible processing times of your request when you are planning your application.

**CONTACT AND COUNSELLING**

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**Enquiries related to the DAAD Scholarship**

DAAD Contact Person: Grettel González Altamirano

E-Mail: [gonzalez@daad.de](mailto:gonzalez@daad.de)

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

**Enquiries related to the general admission and the study programme**

ITCR-UCR

Contact Person: Esteban Durán Herrera

E-Mail: [esteban.duranherrera@ucr.ac.cr](mailto:esteban.duranherrera@ucr.ac.cr)

Website: <https://www.tec.ac.cr/doctorado-academico-ingenieria>

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