

Call for Applications

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

Host Institutions

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

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

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

Application Closing Date: 31/08/2017

Next Selection: Oktober 2017



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 countries of this region.

Scholarships are awarded only for selected institutions that are affiliated with the programme. These will receive a maximum quota of scholarships for (post)graduates programmes or individual doctorates. This call for applications is therefore aimed at higher education institutions in Central America and the Dominican Republic wishing to participate as host institution in the programme.

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 this region
- 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.

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 in another country of the above mentioned region. 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 3 years for doctoral programmes/individual doctorates. **All further details regarding scholarship funding are listed in the respective call for applications.**

How is the programme monitored?

With the aim of achieving the above mentioned objectives, the programme will be monitored through an impact-oriented monitoring. Selected institutions are expected to actively participate by submitting an annual report, for which a template is provided by the DAAD. In addition, the DAAD carries out a graduate survey at the end of the scholarship and 3 years after the scholarship in order to gather data on the development of the scholarship competencies' and careers. Participating higher education institutions will be asked to provide up-to-date contact details of their graduates (if available).

Who is eligible for application?

Universities, research institutes and (research) networks from Central America and the Dominican Republic which offer high quality Master programmes, doctoral programmes, or individual doctorates which are geared towards capacity building of teaching and research staff.

Applying networks need to define and provide detailed information on all member institutions where scholarship holders will be admitted (generally at least



three).
Please note the following restriction for postgraduate studies which actually are supported within the Regional Programme of the DAAD and plan to publish in 2017 their study offer for intakes in 2018:

Please inform the students who are interested in applying for a DAAD-scholarship that the DAAD only can offer scholarships after having evaluated positively the application for institutional support.

Which subject areas are eligible for funding

The offered Master programmes, doctoral programmes, or individual doctorates need to focus on subject areas with strong relevance to national development (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 condition is met.

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 places offered by the respective institution, the number of applicants, and available financial resources.

The host institutions are affiliated with the programme for three intakes. Afterwards they can reapply for participation. The participation as host institution in the programme will generally take the form of a cooperation agreement between the DAAD and the host institution. The cooperation 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 (stipends in EUR covering the cost of living including accommodation, travel allowance, health insurance, and regular university/institute/network fees) is generally paid directly to the scholarship holder. The mentioned university/institute/network fees can also be paid directly to the host institution on basis of the above mentioned cooperation agreement.

The amount of university/institute/network fees needs to be appropriate for the country/region and adequate to the academic quality offered by the applying institution/network.

No additional funding is provided within this programme. Participating institutions are invited, though, to hand in applications for other DAAD programmes to strengthen their institutional capacities and/or to offer more focused support activities for the scholarship holders. Respective information will be provided after admission to the programme.

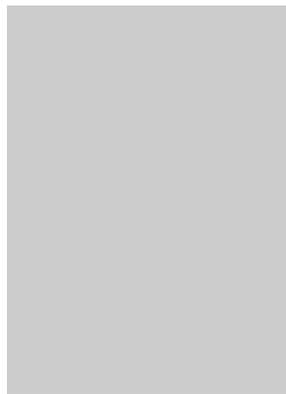
Which are the selection criteria for applying institutions?

The project proposals will be evaluated according to formal and content criteria, with a particular emphasis on 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. 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. Doctoral programmes/individual doctorates are research-oriented and systematically integrate students in ongoing research projects.
2. **Relevance to development and capacity building as described in the programme objectives:** The (post)graduate programme/individual doctorate is clearly related to topics relevant to development and at the same time aims at capacity building in higher education and research.

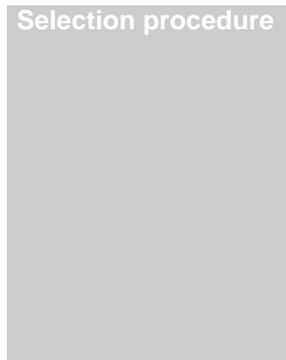
This is demonstrated by explaining the institution's contribution to the programme objectives (outcome-level of the results framework, see above).

3. **Cooperation and networking:** The applying institution (or department hosting the individual doctorate) regularly pursues cooperation and networking activities within and beyond academia, fostering inter-institutional and international exchange. Experience in managing international projects and cooperation with German partners are especially desirable.
4. **Professional training:** The applying institution offers training in academic, mentoring and management skills that enable the students to apply their acquired knowledge in their subsequent academic or professional careers, stimulating change and development.
5. **Accreditation and quality assurance through results-oriented monitoring:** The applying institution corresponds to the higher education accreditation standards of the respective country and has graduated at least the first student intake successfully. It provides an alumni concept comprising measures of preparing and tracking its students' subsequent academic or professional careers. In addition, it takes effective steps towards continuous quality assurance and quality improvement as well as takes actively part in the DAAD monitoring efforts of this programme by committing to submit an annual report.
6. **Admission, equality and In-Region students:** The applying institution demonstrates a transparent selection process, implementing measures to enhance participation of women, underprivileged groups related to, e.g., disability, social or regional background, and the admission of In-Region students. Considering that, DAAD scholarships can only be awarded to applicants who:
 - have successfully obtained the corresponding degree (Bachelor or "licenciatura" for Master candidates) or generally a Master degree for doctoral candidates with above average results (upper third of class)
 - 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 resident of Central America or the Dominican Republic.
7. **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. It has identified a member of staff who will be in charge of the financial administration and will act as contact partner for DAAD and scholarship holders.
8. **Target group orientation and support services:** The applying institution (or department hosting the individual doctorate) follows a target group-oriented didactic approach and ensures efficient support services (e.g. administrative, social, and intercultural support), taking into account



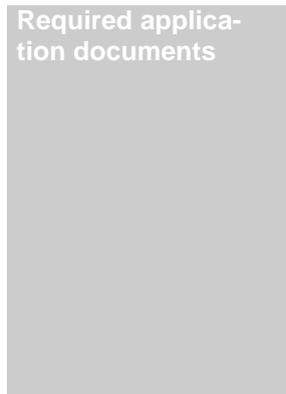
the heterogeneity of its students. The applying institution provides a concrete support concept for the scholarship holders (mainly for In-Region candidates), explaining the planned support services and listing up the planned support activities.

9. **Plausible cost overview:** The applying institution provides a plausible overview of the requested university/institute/network fees and is able to verify that these fees are the regular ones being demanded from all students (Official fee structure needs to be included). It will not be possible to ask for extra fees from DAAD scholars which will not be charged from regular students.

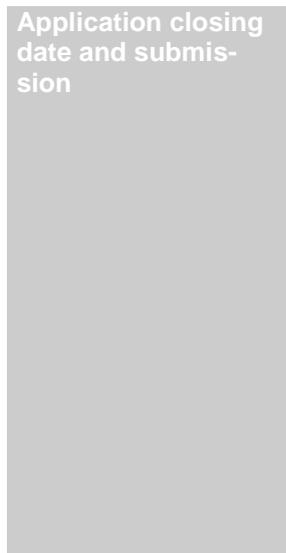


The selection of host institutions is carried out by an independent committee of international peers (university professors) to be nominated by the DAAD and the respective regional university associations of Central America and the Dominican Republic.

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 twice as many applicants as scholarships are available. A complete list (names only) of all the applicants and a pre-selection report and lists showing the participants of the pre-selection and explaining the criteria employed, has to be submitted to the DAAD. DAAD reserves the right of final selection.



- Application form
- Signed endorsement of the leadership of the applying university/institute/network
- Module book/course plan/research areas for future PhD scholars
- Official fee structure
- If applicable, Charter certificate of the applying institution/Accreditation certificate(s) of study programmes
- If available, Marketing samples (e.g., flyer)
- If available, statistics on applications, students, alumni, graduation rates, dropout rates



Universities, research institutes and research networks from Central America and the Dominican Republic should submit their completed electronic applications till **31/08/2017** to:

Mrs. Grettel González Altamirano, ggonzalez@daad-centroamerica.ac.cr, identifying the application in 'Asunto' mentioning "Convocatoria Programa Regional 2017"

Additionally, a **hard copy** should be sent to:

DAAD Centroamérica - Centro de Información en San José
 Apdo. 1174-1200 Pavas
 1,3 km Norte de la Embajada de los EE.UU.
 Centro de Alta Tecnología (CENAT)
 San José, Costa Rica

The selection of (post-)graduate programmes/host institutions will be completed at the end of september2017.



Before applying, a sufficiently prior consultation with DAAD is highly recom-



mended. Please contact:

Sra. Grettel González Altamirano,

Tel.: (+506) 2296-8231, ggonzalez@daad-centroamerica.ac.cr