

Frequently asked questions (FAQs) concerning the Helmut-Schmidt-Programme (Master's scholarships for Public Policy and Good Governance)

1. GENERAL QUESTIONS

Can I apply for a scholarship in the Helmut-Schmidt-Programme (master's scholarship for Public Policy and Good Governance) at any university in Germany?

No. Currently the scholarship is offered for the eight master's courses listed in our announcement.

I do not live in my home country by the moment. Am I eligible to apply for the scholarship?

If you live in a developing country you can apply (see "list of countries"). Applicants who have resided in a country that is not included in the DAC list of developing and emerging countries for more than 15 months at the time of the application deadline. (31. July) are **not eligible**.

I already live in Germany, can I apply?

If you live in Germany for more than 15 months at the time of your application deadline (31. July), you are not entitled to apply for a scholarship in the Helmut-Schmidt-Programme.

Is there an age limit?

No. However your last university degree shouldn't be older than six years when applying for a DAAD scholarship in the Helmut-Schmidt-Programme.

2. REQUIREMENTS/LANGUAGE SKILLS

In my country, there are only 3-year bachelor programmes. Can I still apply?

Please ask the university you wish to apply to what are the conditions to be admitted to the master's programme.

I neither speak, write nor understand German. Am I eligible to apply?

Yes, you can apply for a scholarship because some of the master's courses are only taught in English. A 6-month language course in Germany is part of the DAAD scholarship. For the master's courses which are taught in German or bilingual (German and English), you should submit a proof of the German language qualification. Please check out the details with representatives from the study programmes of your interest.

What is the expected English language level?

Every university has different language proficiency requirements. Please contact the universities of your choice or check their homepages in order to get detailed information.

I have done my undergraduate studies in English. Do I still have to send a TOEFL/ IELTS certificate?

If English was the language of instruction at your university, please contact the University of your choice and check if a TOEFL/IELTS certificate is needed.

3. APPLICATION

What is the application deadline?

The application period at all 8 universities lasts from **June 1st – July 31st**, each year.

To whom do I send my application?

You have to send your application to a maximum of 2 of the 8 universities listed in the announcement.

Can I send applications to all of the 8 master's courses?

No! Please fill in the application form "Application for Research Grant and Study Scholarships" and indicate your priorities (a maximum of 2 universities). Please send this application form together with the relevant documents to the 2 universities of your choice (1st and 2nd priority). Please draw up a single letter of motivation. In this letter you should explain in detail, why you chose the respective courses of study as well as your reasons for prioritising.

Note, that your application could not be accepted if you ignore this regulation. Please check the application procedure of the different master's courses on the universities' websites.

Which documents do I have to hand in?

The necessary documents are:

- **DAAD application form** 'Application for a research/study scholarship' (**please complete the form electronically and sign it by hand**)
- A **single letter of motivation for both higher education institutions** including a precise account of your academic, professional and personal reasons for wishing to participate in the programme, as well as a detailed explanation of your choice of courses of study and prioritisation. The letter may be up to two pages long and must bear the current date and your signature.
- A **gap-free curriculum vitae** (if possible, please use the europass template available at <http://europass.cedefop.europa.eu/>) with exact information about your studies, political/social involvement, and any work experience, as well as the current date and your signature.
- Copies of your **higher education degree certificates** (certified translation if necessary, including an explanation of the grading system), please make sure these are clearly legible
- Copy of your **transcript of records** incl. marking system, certified translation if necessary
- **Working time certificates** for any listed internships, volunteer work and work experience must be included. These must be signed and bear the date, letterhead and stamp
- **Recent language certificates** (for German and/or English)
- A recently written **letter of reference**, preferably from your current employer or from a university lecturer, bearing a signature, letterhead and stamp (not in a sealed envelope)

4. MISCELLANEOUS

I will receive my first undergraduate degree after the application deadline. Am I eligible to apply?

No. Since you won't graduate until 31st July 2020, it won't be possible to admit you to the application round in the Helmut-Schmidt-Programme for 2020. Please apply next year.

Will I have to pay tuition fees?

No. All scholarship holders in the Helmut-Schmidt-Programme (Master's scholarships for Public Policy and Good Governance) are exempted from tuition fees. However, a registration fee of approximately € 250,00 has to be paid for each semester.

Where does the language course take place?

Preceding German language course takes place in Germany (or digitally in the country of origin, depending on the latest pandemic regulations), usually lasting 6 months. Participation is mandatory.

What is covered by the scholarship?

The DAAD pays a monthly instalment of 861 EUR. Special conditions are laid down for an online semester of the study programme "Analysis and design of social protection systems" with a sur-place-rate of 500 EUR (see details under "Current Announcement"). DAAD also pays an appropriate travel allowance and a study and research subsidy of 460 € each year as well as a rent subsidy and/or allowance for spouses and/or children where applicable. Health insurance, accident and liability insurance in Germany are also covered by the scholarship.

I want to bring my wife/husband and children to Germany. Can they join me?

It is possible (exception: scholarship holders from the study programme "Analysis and design of social protection systems", in this programme attendance phases and online phases alternate). After your language course, you can apply for a family/child subsidy with the beginning of your studies at your host university (October 2022).

If you have further questions concerning the Master courses, please contact the universities of your choice. The contact addresses are listed in the "Announcement 2022".