DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Annex IV to the full application for institutions within the DAAD In-Country/In-Region Scholarship Programme

Proposal form

Institution	
Department	
Name of the study programme (degree track)	
No. of degree track	This proposal form refers to the please select the post graduate degree tracklisted in the application.

Please provide a separate form for each (post)graduate degree tracks listed in the application. If (part of) the information provided in this form is also valid for any of the other (post)graduate degree tracks listed in the application, you may copy the information to those forms as well. You may also copy any relevant information that has already been provided in the expression of interested if it also applies here.

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 each of the designated fields to prevent oversights.

Academic expertise

The applying institution provides high quality academic education through renowned faculty and high-quality teaching and learning curricula and makes use of current research and academic discourses.

- *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 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.[1]*

Please briefly explain how the degree track is structured and what the important milestones are in the process. Please ensure that the following information is available: Standard period

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[1] *Applicants are required to submit module books / course plans / information on research areas for future PhD scholars (if applicable) – Annex V.*

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of study of the programme, number of semesters, credit achievement. Please also specify which phases are course-based and which are research-based whether the Philina can be divided into different phases (studies at host institution, research phase at partner institution, internship, field studies, semester abroad etc.) *(If useful, please repeat the information already provided in the expression of interest).*

max. 3.000 characters (approx. 0,5 pages)

Please describe in detail the content of the degree track and how this content is taught over the course of the semesters and builds on each other. Please also address possible thematic orientations and focuses that the students can choose and provide detailed information on research areas for future Phd scholars. In this context, please address the question, what kind of methods, concepts and methodologies are applied in academic teaching and supervision. (The additionally submitted course plan or curriculum should serve as a basis.)*

max. 10.000 characters (approx. 2 pages)

Please describe in detail how the described academic and methodological orientation and approach of the degree track is reflected by the academic staff. Please describe which person takes on which academic focus and how the academic portfolio is continually developed and improved. Please specify exactly how many (especially PhD) supervisors there are for this degree and the supervision ratio. (*The staff list already submitted will be considered again for the evaluation of the full proposal. Please additionally submit the <u>publication list of the teaching staff</u>.*)

Number of academic supervisors (in this degree track):

Average supervision ratio[2]:   students per supervisor

max. 7.000 characters (approx. 1,5 pages)

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[2] How many students does each supervisor supervise?

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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.**

Please describe internal quality assurance/improvement measures. Please indicate whether there are any official bodies in the department, faculty, or university for the ongoing review of academic quality. The question of whether a programme track is accredited or meets the national/regional quality standards and requirements was evaluated during the examination of the expression of interest.

max. 5.000 characters (approx. 1 page).

Marketing and Admission process

The applying institution demonstrates a professional marketing approach and a transparent selection process. DAAD expects the programme to be so attractive that the number of applicants is usually at least three times higher than the scholarships to be awarded.

- *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.*
  - ➢ *that the focus of programme is on regional mobility, hence, on attracting In-Region applicants.*

It describes in detail its admission process and implements measures to enhance participation of <u>women</u>, <u>underprivileged groups</u> related to, e.g., disability, social or regional background, refugees, and the admission of <u>In-Region students</u>.

Please explain in detail how you will be marketing the programme, addressing any existing marketing concepts. Moreover, describe how regional students (from all parts of South and South Eastern Asia), women and students from disadvantaged groups can be reached. Please describe in detail the different marketing steps and measures. *(If applicable, please submit the concrete marketing concept as an annex)*

max. 5.000 characters (approx. 1 page)

Please describe your admission process and especially the admission criteria, including which committees and persons decide on the selection of students. Please also describe how the DAAD selection criteria can be or are integrated into the selection process, and whether there specific Qualifications authorities for foreign degrees.

max. 2.500 characters (approx. 0,5 page)

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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.

Please describe the organisational and management processes in the department or school, including training opportunities for staff development. Please also describe the provided infrastructure *(space, equipment, service facilities).*

max. 2.500 characters (approx. 0,5 page)

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 (mainly for In-Region candidates), 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-Resources etc. that enable students to apply their acquired knowledge in their subsequent academic or professional careers, stimulating change and development.*

Please explain which support services the applying institution offers

- **especially for foreign students (e.g., Welcome-Days, administrative support, mentoring programmes etc.), and whether there is a contact and support structure for foreign students (e.g., International Office).**

- **in general, for all students (psychological counselling, legal counselling, support in finding accommodation, childcare, etc.).**

max. 3.000 characters (approx. 0,75 page)

Please describe additional and non-curricular trainings that are offered to the students (e.g., trainings in mentoring and management skills, academic writing, usage of E-Ressources etc.)

max. 2.500 characters (approx. 0,5 page)

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