

Call for Applications

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

Host Institutions

in the *In-Region Scholarship Programme*

**Strengthening Higher Education and Research in Central America¹ and
the Dominican Republic**

Affiliation as host institution for the intakes 2022-2024

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

Application Closing Date: May 16, 2021

Next Selection: July 2021



¹ Since Panama will graduate from the DAC list in 2021, institutions from this country are not eligible for application.

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 Central America and the Dominican Republic.

Scholarships are awarded only for selected post-graduate (Master, PhD) programmes at host institutions that are affiliated with the programme. These will receive a maximum quota of In-Region scholarships for post-graduate programmes. This call for applications is therefore aimed at Central American and Dominican higher education institutions wishing to participate as host institutions in the programme. We would like to point out that this programme is only open for countries listed on the DAC list. The selected host institution will be affiliated with the programme for three intakes starting with intake 2022 and ending with intake 2024. Afterwards it is possible to reapply for participation.

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, the Dominican Republic and Cuba
- Graduates strengthening education and research in Central America, the Dominican Republic and Cuba
- 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 are qualified to take on responsible positions in or for their region of origin
- Programme objective 2:** The participation of women and underprivileged groups is reinforced
- Programme objective 3:** Organisational, financial and personal capacities of partner institutions are strengthened

The target group for scholarships are graduates and postgraduates from Belize, Costa Rica, the Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua or Cuba 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 one of the above-mentioned countries except their respective home-country (**In-Region scholarships**). 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 4 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 a result-oriented monitoring. Selected institutions are expected to actively participate by submitting an annual report, for which a template is provided by DAAD. In addition, 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 and postgraduates.

Who is eligible for application?

Central American and Dominican universities and research institutes that offer high quality Master programmes, doctoral programmes or individual doctorates which are geared towards capacity building of teaching and research staff. Part-time programmes cannot be funded within this programme.

Applying networks need to define and provide detailed information on all member institutions where scholarship holders will be admitted.

The application may only be submitted for post-graduate programmes that have been accredited and/or recognized according to national standards. All applying institutions need to prove that at least one cohort of the respective study or research programmes has graduated successfully.

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 regional development (including the applied social sciences, environmental and other special areas of law but excluding the fine arts) and be contributing to the pursuit of the sustainable development goals of the agenda 2030. The humanities might be considered in exceptional cases only if the aforementioned condition is met.

Please note that no more than three post-graduate programmes per department can be mentioned in the application form. If different departments of the same institution would like to apply, they should submit separate applications.

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 placements offered by the respective institution, the overall number of applicants, and available financial resources. When the quota is not met (due to financial or administrative reasons from either side) the quota cannot be taken into the next fiscal year.

In Central America and the Dominican Republic, in-country scholarships cannot be funded within this programme.

The host institutions are affiliated with the programme for up to three intakes for the period 2022 - 2024. Afterwards they can reapply for participation. 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 duration of funding for each intake will be stated in the affiliate agreement (usually no more than two years for a master's degree and no more than four years for a PhD degree programme).

The scholarship funding (stipends in EUR covering the cost of living including accommodation, travel allowance and health insurance) is generally paid directly to the scholarship holder. The university/institute fees will in general be paid directly to the host institution on basis of the above-mentioned affiliate agreement.

The amount of university/institute 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 the 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 and gives detailed information on all post-graduate programmes that are included in the application (not more than 3). 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 and/or recognition standards of the respective country and has graduated at least the first student intake successfully. In addition, it takes effective steps towards continuous quality assurance and quality improvement.
6. **Alumni concept:** The applying institution provides an alumni concept comprising measures of preparing and tracking its students' subsequent academic or professional careers.
7. **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. Its admission criteria/process takes note that DAAD scholarships can only be awarded to applicants who:
 - have successfully completed generally a Bachelor or Licenciatura (master candidates) or a master's degree (doctoral candidates) with above average results (upper third of class)
 - clearly show motivation and strong commitment
 - have thorough knowledge of English language, which corresponds with the criteria of the host institution
 - have completed their last university degree not more than 6 years ago at the time of application
 - must be nationals or residents (5 years) of one of the above-mentioned Central American countries, Cuba or the Dominican Republic

8. **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.
9. **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, as well as support with the migratory issues), taking into account the heterogeneity of its students. The applying institution provides a concrete support concept for the In-Region scholarship holders, explaining the planned support services and listing the planned support activities.

The applying institution also provides the official fee structure of the requested university/institute fees and is able to verify that these fees are the regular ones being demanded from all students. It will not be possible to ask for extra fees from DAAD scholars which will not be charged from regular students.

In case of a re-application of a current host institution, the selection committee will also evaluate its performance in the past affiliate period.

Selection procedure

The *selection of host institutions* is carried out by an independent committee of international peers (university professors) to be nominated by DAAD.

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 three times as many applicants as scholarships are available. 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 Information Point in Costa Rica. The templates provided by DAAD for documentation of the pre-selection process are mandatory. DAAD reserves the right of final selection.

Application process and required documents

If more than one department of an institution would like to submit applications for this call, a separate application should be submitted for every department.

Departments may list up to three (post)graduate programmes with up to two degree tracks (Master / PhD) each in their application.

Mandatory forms and other application documents:

- **Application form**, to be filled out and submitted online – along with the annexes – via the following link: (**open from March 11, 2021 onwards**)
<https://www.daad.de/surveys/379689?lang=en>
- **Annex I: Endorsement of the leadership of the applying university/institute** (→ [DAAD form](#))
- **Annex II: Organizational chart** of the applying department (without names of staff) as well as
- For each of the (post)graduate programmes listed in the application:
 - **Annex III: Proposal form** (→ [DAAD form](#))

In the proposal form, the applying department addresses the selection criteria (1-9) stated in this call for applications. The institution outlines their concepts regarding staff development, alumni, as well as support for students enrolled in the programmes. If the proposal form concerns a (post)graduate programme with more than one degree track, it should be clearly marked which information relates to which degree track.

- **Annex IV: Staff list** of the (post)graduate programmes (→ [DAAD form](#))
- **Annex V: Module book/course plan** for each (post)graduate programme mentioned in the application; **research areas for future PhD scholars**
- **Annex VI: Programme schedule – detailed list of courses to be taken per semester/trimester/quatrimester**
- **Annex VII: Accreditation certificate(s) and/or documentation of the recognition according to national standards** of each (post)graduate programmes
- **Annex VIII: Statistical information form of each (post)graduate programme** (→ [DAAD form](#))
 statistics on applications, students, alumni, graduation rates, dropout rates
- **Annex IX: Official fee structure** with university seal of each postgraduate programme (if different)

If applicable

- Marketing samples (e.g. flyer)
- Additional documents addressing the selection criteria

Please make sure to submit only the documents that are directly related to the programmes mentioned in this application and/or address the selection criteria stated above. If relevant documents are part of larger documents that also concern other programmes not related to this application, you may submit excerpts of these documents, containing only the relevant pages – e.g.: instead of submitting a catalogue with all the course plans of the department, please submit an excerpt containing only the course plan of the (post)graduate programme addressed in the application.

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 the designated fields and all the documents are named correctly to prevent oversights.

All application documents must be submitted in English.

Application closing date and submission

Central American and Dominican universities and research institutes can submit their completed applications until **May 16, 2021**, via the following link:

<https://www.daad.de/surveys/379689?lang=en>

Please note that any hard copies of application documents sent to DAAD will not be considered in the application process.

Contact and consultation

There will be an information session hosted by the Information Point San José. The information session will take place on the 19th of March 2021 at 11 am, Central American time. You can find further information about this event under the following link:

https://daad.reflact.com/e3vqs36uzz0i/event/event_info.html

If you have further questions or require assistance, please contact:

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Further information

Website of the In-Country/In-Region programme:

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

