Call for Applications

**Procedures and Guidelines for Academic Institutions
applying to participate as**

**Host Institutions
in the In-Country/In-Region Scholarship Programme
in Southern Africa[1]**

Affiliation as host institution for the intakes 2024-2026

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

Open MS Teams Information Call (for Expression of Interest): May 4, 2022

Application Deadlines:

June 1, 2022 12:00 midnight CEST (First level – Expression of Interest)

August 9, 2022 12:00 midnight CEST (Second level – only for shortlisted
applications upon request from DAAD)

Final Selection: October 2022

Federal Ministry
for Economic Cooperation
and Development

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[1] Angola, Botswana, Comoros, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Zambia, Zimbabwe. **Please note that South African (ZA) institutions cannot apply for In-Country scholarships through this programme tender**

What are the programme's background and objectives?	The **In-Country/In-Region scholarship programme** aims at fostering strong, internationally oriented higher education systems in Sub Saharan-Africa 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 Sub Saharan-Africa. Scholarships are provided for high-quality (post)graduate programmes that give students and doctoral candidates excellent training opportunities.

Scholarships are awarded **only for selected (post)graduate programmes at host institutions that are affiliated with the programme.**

These will receive an annual quota of Master and/or PhD scholarships (both In-Country and In-Region with an emphasis on In-Region scholarships[2]) for (post)graduates programmes.

This call for applications is therefore aimed at higher education institutions in Southern Africa wishing to participate and commit to be host institutions in the programme. The selected host institution will be **affiliated with the programme for three intakes starting with intake 2024 and ending with intake 2026.** Afterwards it is possible to reapply for participation in the next Call for Host Institutions.

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 Sub-Saharan Africa
- Graduates strengthening education and research in Sub-Saharan Africa
- 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 Sub-Saharan Africa with a first academic degree if applying for a Master's programme,

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[2] **Please note that South African (ZA) institutions cannot apply for In-Country scholarships through this programme tender**

or with a Master's degree if applying for a doctoral programme who want to pursue Master's or PhD courses either

• in their **home country (In-Country scholarships[3]** are aimed at students who study in their home country or in the country for which they have a residence permit.)

- or –

• in another **Sub-Saharan African country (In-Region scholarships** are aimed at students who want to participate in a study programme in a country of their home region (here: Sub-Saharan Africa /outside their home country which they do not have a residence permit).

Scholarship funding is generally granted for the standard and regular period of the postgraduate programme. **All further details regarding scholarship funding and formal DAAD selection criteria** are listed in the respective call for scholarship applications that will be provided after successful admission as host institution. An example of the **Call for Scholarship Application**s can be found at the DAAD scholarship database (see Annex "Frequently asked questions").

How is the programme monitored?

With the aim of achieving the above-mentioned objectives, the programme will be monitored through a results-oriented monitoring. Selected host institutions are mandated 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.

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[3] **Please note that South African (ZA) institutions cannot apply for In-Country scholarships through this programme tender**

Who is eligible for application?	Public and private universities, research institutes and (research) networks in Southern Africa that offer high quality Master and PhD programmes which are geared towards capacity building of teaching and research staff.

The application may only be submitted for (post)graduate programmes **that have been accredited[4]. All applying institutions need to prove that at least one intake of the respective study or research programmes has graduated successfully**. Comprehensive statistical information on applicant, student, dropout and graduation rates must also be provided.

Part-time programmes, specialization courses or professional and further training programmes that do not lead to an award of a Master or PhD degree cannot be funded.

Online or Blended-Learning programmes are not generally excluded, but intensive consultation prior to application or preferably prior to submission of the expression of interest is highly recommended and requested.

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

Programmes should be run mainly in the host institution's network[5] and/or country for at least 75% of the entire study period.

(Post)graduate programmes should preferably be in English. Other languages are not excluded in principle. Please note, however, that scholarship applications (including all related documents) must be submitted to the DAAD in English or German. |
| **Which subject areas are eligible for funding?** | The offered Master and doctoral programmes need to focus on subject areas with **strong relevance to national and/or regional development plans** with a clear and **strong linkage between the Sustainable Development Goals (SDGs)** and the content/focus of the programme and/or the future employment fields of the graduates (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 conditions are met.

DAAD aims to promote a diverse and broad range of studies through the scholarship programme from different providers in as many countries as possible.

Please note that no more than **four (post)graduate degree tracks per department** can be mentioned in the application form**.** If different departments of the same institution would like to apply, they should submit separate |

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[4] In case no accreditation system is established – it needs to be proven that the (post) graduate programmes meet the national/regional quality standards and requirements set by HE Commissions or National Qualification Frameworks etc.
[5] In the case of a network application, all potential host locations for scholarship holder must be included in the application. Member institutions that are not named in the application cannot be selected as the scholarship holders' target university.

applications. No more than **three applications per institution** should be submitted. If more than three departments of an institution wish to apply, an internal university decision must take place beforehand.

What is the content and time frame of the affiliation as host institution?

After being successfully admitted to the programme, the host institution receives a 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 accordance with the funding objectives, the number of In-Region scholarships generally needs to be higher than the number of In-Country scholarships. Networks and centres (with a high regional reputation) should generally award around 70% of scholarships to In-Region candidates.

Programmes should also attract their own applicants; the DAAD cannot grant a full Intake.

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 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 the standard and regular period of the postgraduate programme).

The scholarship funding in EUR (monthly stipend covering the cost of living including accommodation, a study and research allowance, a travel allowance (only for In-Region scholarship holders), health insurance (only for In-Region scholarship holders)) is generally paid directly to the scholarship holder. The regular university/institute/network fees are paid directly to the host institution on basis of the above-mentioned affiliate 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. The applying institution also provides the official fee structure of the requested university/institute/network 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. Please note that in some cases not all fees and costs that are mentioned in the official fee structure of the host institution can be covered by DAAD in full, e.g. if the agreement with the funding organization 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. Please find further information in annex I "FAQ".

Participating institutions are usually offered the following services during the partnership: **Payment of the scholarship holders' tuition fees, seminars for coordinators (on marketing or monitoring) and for PhD supervisors, networking events, etc.**

Scholarship holders have the possibility to also apply for additional funding possibilities such as **summer schools and research stays in Germany, and skill trainings.**

Which are the selection criteria for applying institutions?

The applications will be evaluated according to formal and content criteria, with a particular emphasis on the uniqueness of the (post)graduate programmes, 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 programme tracks that are included in the application (not more than 4).

   - 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 statistical information to be submitted regarding the number of applicants, students, dropouts and graduates will further highlight the quality, competitiveness and attractiveness of the programmes.
   - 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.

2. **Relevance to (regional/national) development (plans)/ linkage to the SDGs and capacity building:** The (post)graduate programme is clearly related to topics relevant to national/regional development plans, shows a strong linkage between the Sustainable Development Goals (SDGs) and the content/focus of the programme and/or the (future) employment fields of the graduates, and at the same time aims at capacity building in higher education and research.

3. **Cooperation and networking**: The applying institution 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. **Accreditation and 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.

5. **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 women, underprivileged groups related to, e.g., disability, social or regional background, refugees, and the admission of In-Region students.

6. **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.

7. **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.

In case of a re-application of a current host institution, the selection committee will also evaluate its performance in the past affiliate period. This takes into account the number of applicants, monitoring reports and communication and cooperation behaviour in previous collaboration.

Selection procedure

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

The selection of scholarship holders will follow a two-step procedure. Applicants must apply for the scholarship via the DAAD portal. Parallel to this process, applicants must at the same time apply for admission at the respective Institution/University/Network using the contacts and the method that is prescribed by the institution/University/Network. The final selection will take place after the pre-selection of the DAAD and thereafter host institutions. DAAD will conduct a formal examination of the applications received via the DAAD portal according to DAAD criteria. Only the list of applicants who meet the DAAD application requirements will be availed to the Institution/University/ for the next step. The host institution will screen, pre-select and short-list applicants. 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. The templates provided by DAAD for documentation of the pre-selection process are mandatory. The pre-selected applicants are then evaluated by an independent reviewer. DAAD reserves the right of final selection.

Please note that with the publication of the Call for Scholarship Applications, the selection process of scholarship holders begins approximately one year prior to the start of the postgraduate program. After successful admission to the programme, the DAAD will inform the partner institutions about the exact schedule. Unfortunately, DAAD cannot accept any deviations from that process.

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 (but not more than three applications per institution).
	Departments may list up to four (post)graduate programme tracks in their application.
	The application process for institutions has two levels. Applying institutions that are selected on the basis of an Expression of Interest will be invited by the DAAD to submit a full application. The final selection will probably take place with the personal involvement of the representatives of the applying institutions.
	In the first step, please submit only the documents required for the Expression of Interest. **Additional documents will not be considered or retained for a potential full proposal.**

Level 1: Expression of interest (Deadline: June, 1 2022)

Mandatory forms and other application documents:

- Form "Expression of Interest", to be filled out and submitted online – along with the annexes – via the following link:

    https://www.daad.de/surveys/979461?lang=en

- For each of the (post)graduate programme tracks listed in the form "Expression of interest":

    o *Annex I:* Proposal form (short) (→ DAAD form: *Proposal form*)

    In the short version of the proposal form, the following aspects should be addressed in particular: General information on the institution, motivation for the application, unique character of the programme, contents and focus of the programmes, relevance to development/SDGs, cooperation and internationalisation, retention of graduates.

    o *Annex II:* Staff list of the (post)graduate programme/Supervisor list (→ DAAD form: *Staff list*)

    o *Annex III:* Accreditation certificate(s) of each (post)graduate programme

    o *Annex IV:* Statistical information form of each (post)graduate programme track (→ DAAD form: *Statistical Information*)

    Statistics on applications, students, alumni, graduation rates, dropout rates

Level 2: Full application (Deadline: August 9, 2022)

Only those institutions that are selected on the basis of an Expression of Interest will be invited by the DAAD to submit a full application including the following mandatory forms and other application documents:

- Form "DAAD application", to be filled out and submitted online – along with the annexes
- *Annex I:* Endorsement of the leadership of the applying university/institute/network
- *Annex II:* Organizational chart of the applying department
- *Annex III:* Academic calendar of the applying department *as well as*
- For each of the (post)graduate programme tracks listed in the form "DAAD application":
  - *Annex IV:* Proposal form

    In the proposal form, the applying department addresses the selection criteria (1-7) stated in this call for applications. If necessary, the following mandatory information can be handed as additional documents:

    - ➢ results of tracer studies and alumni evaluation
    - ➢ national/regional development plans
    - ➢ marketing/admission concept
    - ➢ support concept
    - ➢ staff development concept

  - *Annex V:* Module book/course plan for each (post)graduate programme track mentioned in the application; research areas for future PhD scholars
  - *Annex VI:* Study/Course schedule
  - *Annex VIIa:* Official fee structure with university seal of each (post)graduate programme (if different) + additional explanation how the fees are used and distributed.
  - *Annex VIIb:* DAAD form to explain the official fee structure

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 programme tracks mentioned in the 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 submitted 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 or German via the provided links. Please note that any hard copies of application documents or applications sent by email to DAAD will not be considered in the application process. Incomplete applications will not be considered.

Contact and consultation

If you have any questions or require assistance, please contact:
icir@daad.de

An **open MS Teams call** will be offered for consultation on **May 4, 2022** at 11:00 am (CEST). If you would like to participate in the call, please use the following access link and register for the session:

https://www.daad.de/surveys/777244?lang=en

Further information/ Annexes

Website of the In-Country/In-Region programme:
www.daad.de/incountry-inregion

Annex:
Frequently Asked Questions