

June 2017

**DAAD**

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

## **GUIDELINES**

and regulations for the

**Centre of Excellence in West Africa**

**(administrated within the African Excellence programme)**



**NOTE:**

The following regulations are the framework for the applications within the call for the Centre of Excellence in West Africa. However only the funding measures indicated in the call for tender in June 2017 apply.

These regulations and rates of financial support are applicable for the implementation of all projects within the DAAD special programme "African Excellence". They are essential for applying for follow-up financing and have been compiled based on existing DAAD programmes supported by the German Federal Foreign Office and other federal ministries as well as in consideration of the special requirements of the programme goals. Exceptions in justified cases must be approved by the DAAD.

In addition to the implementation of the activities shown in the budget which is funded by the DAAD, it is very desirable that the partner universities make their own contributions that directly benefit the project. These contributions can be in the form of human resources and/or infrastructure that are provided to the project by the partner university free of charge. These measures should be described in detail in the annual report.

Please note that in principal the main part of activities and expenses should be implemented in and for Africa.

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## **A. Supported Individuals/Scholarships**

### **1. General information on individual funding within the African Excellence programme**

(as part of the BA, MA and Ph.D. programmes – not applicable for mobility grants and participation in summer schools)

#### **1.1 Application requirements**

At the time of the application the last degree should in general not date back more than 6 years (exception: extra occupational MA). Exceptions must be consulted with DAAD.

#### **1.2 Announcement of scholarships**

The announcement of the scholarships must at least be published on the centre's website. We further recommend using other channels as well (i.e. the African Excellence homepage [www.african-excellence.de](http://www.african-excellence.de) and the African Excellence blog: <http://www.african-excellence.de/blog/>).

#### **1.3 Selection Dates**

Selection dates should take place in fixed annual intervals if possible and be announced to the DAAD at least three months in advance. The ranked shortlist of the candidates selected for the interviews should be made available to DAAD no later than 2 weeks before the selection.

#### **1.4 Selection and selection guidelines**

The selection of applicants is carried out by the contract partner based on the respective provisions in the cooperation agreement. The contract partner is obligated to guarantee a transparent selection process in accordance with DAAD guidelines and in consideration of professional and personal criteria. Applications should include a motivational letter, two independent references and in case of Ph.D., a proposal for the suggested topic.

A commission is to be formed for the selection process, consisting of at least two professors (ideally 3) from the partner institutions. To external experts (stakeholders) an advising (not a deciding!) function may be assigned. A DAAD representative should be included as an advisor. Exceptions are subject to prior consultation with DAAD.

The selection process must be quality-oriented whilst considering special social and regional aspects as well as the personal qualification of the applicant. If possible, the selection of Ph.D. candidates should take place through a personal interview with the applicant, possibly chosen in a pre-selection process from the documents submitted. Alternatively, a video conference may be held for economic reasons.

The composition of the selection committee and the reasoning for decisions made must be documented in a report. This report must be submitted with the annual report at the latest.

### **1.5 Travel expenses**

If not indicated otherwise travel expenses will be reimbursed in the incurred amount in accordance with the German Federal Travel Expenses Act (BRKG) or the Foreign Travel Expenses Act (ARV). Only Economy-Class Tickets will be reimbursed.

### **1.6 Awarding Scholarships**

The awarding of scholarships is carried out by the project partner by using the Letter of Award prepared in advance by the DAAD and a Declaration of Acceptance. The scholarships are generally awarded for a period of 12 months and can be extended by 6 up to a maximum of 24 months (M.A. studies, depending on designated length) or for 12 months to a maximum of 36 months in the case of Ph.D. studies (in selected cases up to 48 months after consultation with DAAD). In each case, extension of funding must be requested by the scholarship holder by providing an intermediary report (including a schedule for further studies). Furthermore, the extension of funding is subject to the decision of the supervising professor. At the latest DAAD must be informed via the annual report. The prolongation of scholarships is only possible within the time frame of project funding.

In well justified, selected cases (i.e. political interest in the field of study) the establishment of Bachelor programmes and scholarships can be funded.

Through the Declaration of Acceptance, the scholarship holder pledges himself to comply with his duties in accordance with the guidelines applicable for in-country scholarship holders (Master and Ph.D.) as part of the financial support of the Centres of Excellence.

### **1.7 Termination of scholarship**

In case of premature termination of the scholarship for reasons that are in the responsibility of the recipient the grant received up to that point must be paid back.

### **1.8 Withdrawal of the scholarship**

The centre can interrupt or terminate the scholarship payments if the recipient does not fulfil his/her duties stated in the scholarship contract. In this case DAAD is to be notified immediately.

## 2. Guidelines on Awarding Scholarships to African Students of the Centres of Excellence (in-country and third-country scholarships)

### 2.1. Scholarships

#### 2.1.1 Scholarship rate

##### Rate of monthly scholarships in Euro:

Country	Ph.D. *		Master		Bachelor *	
	In-country	Third-country	In-country	Third-Country	In-country	Third-Country
South Africa*	900	900	650	650	-	-
DR Congo*	-	-	170	220	-	-
Namibia*	-	-	300	-	-	-
Eastern Africa (Tanzania, Kenya, Uganda)*	280	430	240	380	180	270
West Africa (Mali, Niger, Ghana)	500	550	300	450	-	-

\*Does not apply within this call for the Centre of Excellence in West Africa.

#### 2.1.2. Additional grants

Additional grants for in-country and third-country scholarship holders may be funded in addition to the amounts of the scholarships. These include the following additional expenses:

- Writing and Printing Costs:  
As financial support for the costs of writing (final version) and printing the master's thesis or dissertation, a lump sum up to 1,025 Euro can be paid from programme funds.
- Rent Assistance:  
To compensate for high rent for students who are not able to live on campus or in dormitories, a rent assistance of 30 Euro per month is available.
- Financial Assistance for studies and research:  
Master's and Ph.D. scholarship holders may be granted an annual financial assistance for their studies and research to be paid out in the first instalment.

The additional maximum amount for Master's and Ph.D. scholarship holders is 460 Euro per year. The assistance for MA scholarship holders is limited to a maximum of 2 years. In case of Ph.D. scholarships additional assistance is limited to a maximum of 3 years. For an additional year in case of a Ph.D. an assistance of max. 230 Euro can be granted in selected cases.

- Research Assistance:

Financial assistance for research and information gathering may be awarded to Ph.D. candidates after submitting a request (including an explanation of the project and a budget) at the Centre of Excellence and after individual examination by the supervisor or person responsible for the project. The grant must not exceed the amount of 5,000 Euro per scholarship holder. The maximum annual amount is 2,500 Euro.

- Intermediate Trips Home:

A yearly intermediate trip home may be paid for Ph.D. candidates from programme funds, calculated in accordance with the Foreign Travel Expenses Act (ARV).

- Healthcare:

The indicated scholarship rates do not include health care. The regular rates of national healthcare insurance can be funded. This applies also to study-related stays in Germany.

- Tuition Fees:

Generally, tuition fees at African universities may be reimbursed through programme funds. However, efforts should be made by the partner universities to receive a tuition fee waiver for national and international students of the Centre of Excellence.

- Travel Expenses for applicant interviews:

The incurred travel costs for a personal interview with the applicant for a Ph.D. scholarship may be reimbursed from programme funds (in accordance with the Foreign Travel Expenses Act (ARV)).

- Language Course:

Expenses for a language course to learn German can be funded. Expenses to learn the lingua franca of a third country are generally not paid by the programme. Exceptions are only admissible if the language is of crucial relevance for the interest of the project.

**2.1.3. Non-fundable grants**

- Family allowances for married scholarship holders
- Allowances for children

**2.1.4. Payment of the scholarship**

In general, the scholarship is paid directly to the scholarship holders via the foreign partner university.

**2.1.5. Scholarship prolongation (completion grant)**

In justified individual cases, the application for a one-time extension, exceeding the maximum duration of scholarships indicated in section 1.5 for a maximum of 6 months may be approved. This exception applies only within the duration of the project.

Requirements for granting a prolongation are a progress report and an evaluation of the completed work by the supervising professor. The selection committee decides on the prolongation (see Section 1.4.).

### **3. Guidelines on the funding of German students during their stay at the Centre of Excellence in Africa**

German graduates may receive funding for their specialised studies at the Centre of Excellence in Africa. Stays at the Centre for internships can also be funded.

The amounts for scholarships listed below apply.

From Germany to	Scholarship amount (MA) in Euro/month	Scholarship amount (Ph.D.) in Euro/month
DR Congo*	1,225	1,925
Ghana	975	1,525
Namibia*	975	1,525
South Africa*	975	1,525
Tanzania*	1,075	1,675
Kenya*	1,025	1,600
Mali	1,025	1,600
Niger	1,075	1,675

\*Does not apply within this call for the Centre of Excellence in West Africa.



## 4. Guidelines for the funding of research and study-related stays of students, lecturers and scientists

### 4.1. Stays of African students of the centres at the German Partner Institute (research and internships)

African students of the Centres of Excellence may be granted a study or research visit or a visit for realizing an internship if they have coordinated their planned work or research project with the German partner institute.

The rates listed below apply. The scholarship amount for the stay in Germany is offset by the amount for study at the Centre of Excellence. Travel costs will be reimbursed in the incurred amount in accordance with the German Federal Travel Expenses Act (BRKG) or the Foreign Travel Expenses Act (ARV, Economy-Ticket). For interns a compensation up to the amount of the respective scholarship rate can be granted in case the hosting company/institution does not pay a sufficient salary for the internship.

Monthly rate BA/Interns *in Euro	Monthly rate MA in Euro	Monthly rate Ph.D. in Euro
650	750	1,100

\* Does not apply within this call for the Centre of Excellence in West Africa.

### 4.2. Stays of African Scientists of the Centre at German Project Partners

Members of the Centres of Excellence (lecturers) who want to carry out research projects with their German partners in Germany after prior arrangement with their German project partners may be invited for a study visit or for giving lectures.

The following scholarship amounts apply:

	Scholarship
monthly	2,150 Euro
For visits of less than 23 days there is a daily rate in the amount of	96 Euro

For visits of less than 23 days in the second or third month a daily rate of 72 Euro is to be applied.

Starting on the 23rd day the full monthly rate will be paid.

Travel costs will be paid in the incurred amount in accordance with the German Federal Travel Expenses Act (BRKG) or the Foreign Travel Expenses Act (ARV). These rates and regulations mentioned before also apply to visits of members of the project leading committee to the German Project Partners.

#### **4.3. Stays of further African Academics at the Centre of Excellence**

African academics – also from third countries in Africa – who wish to carry out a research project at the Centre after prior arrangement with the leadership at the Centre, may be invited to a study or research visit. The respective academic should have a Ph.D. and a proven academic record with corresponding publications. The presentation of a specific study or research project is expected to be submitted to the project leader at least six weeks in advance to the visit.

The incurred travel costs and rates will be paid in accordance with the Foreign Travel Expenses Act (ARV).

#### **4.4 Stays of further German Academics at the Centre of Excellence**

Visits by German scientists to the Centre of Excellence may be funded if agreed upon by the African project leader.

Travel costs will be paid in the incurred amount in accordance with the German Travel Expenses Act (BRKG) or the Foreign Travel Expenses Act (ARV).

This regulation also applies for stays of the German project coordinator/leader at the Centre of Excellence.

### **5. Guidelines on Post-Doctoral support for Graduates of the Centres of Excellence and other recommended DAAD alumni**

There is the possibility to create long-term post-doctoral positions in the staff of the Centre to establish and expand research capacities and to strengthen educational structures.

Annual lump-sum for research:	3,000 Euro
Monthly payments*	standard local salary based on confirmation by the host institute on the appropriate amount (if necessary plus local supplement)

\*These positions may be funded for two years beyond the project duration on the condition that the institute of higher education in question signs a contractual obligation to extend the financing of the position after the expiration of two years and to ensure a permanent establishment.

## **B. Instructions on Project Administration and Development**

### **1. Administration**

#### **Application for Supplemental Approval**

Applications for supplemental approval must be submitted in written form and must contain justification and calculation for the additional financial support. The financing plan is to be adjusted accordingly.

#### **Re-allocations**

Requests for re-allocations of more than 20% are to be submitted in written form and must contain a justification and an overview (table) regarding the planned changes with the corresponding expenditure items in the financial budget. The financing plan is to be adjusted accordingly.

#### **Billing and accounting of travels**

Travel undertaken as part of the project is to be booked and billed by the project partners. The project partners are required to settle travel charges in accordance with the valid guidelines of the German Federal Travel Expenses Act (BRKG) or the Foreign Travel Expenses Act (ARV). In settling billing with receipts, the project partner is required to choose the most affordable possibility of flight (economy ticket). Business Class tickets are not reimbursable. Exceptions must be approved by DAAD in advance.

Expenses for visa and vaccination are fundable. Please note that in many cases German health insurance companies cover these expenses. Hence this option is to be evaluated prior to charging the project budget.

#### **Corporate Identity**

Standard templates available for letter stationery and Power Point presentations are to be used to reinforce the unified external image of the Centres.

### **2. Implementing and Supervising the Project**

The following expenses for human resources may be funded for leading, coordinating and administrating the Centres of Excellence:

#### **Project leadership**

In consideration of the different structures of the Centres and their respective involvement in the African host institutes no mandatory handling is given.

The DAAD assumes that the project leading management position at the Centre in the African university is a permanently established position, supported financially by the host university. A supplement appropriate for the region may be paid from the project funds for the position. The position of the German project manager is generally also funded by the German institute of higher education.

**Coordination**

Coordination tasks should be increasingly shifted to the African institute of higher education during the course of the project (at the latest in the 2nd phase of funding). Sufficient experience in project management and project administration should be a requirement to fill the position of a coordinator. For both university partners, it is foreseen to implement a 0.5 coordination position each.

**Project administration at the German institution**

The DAAD assumes that a qualified staff member will manage the project at the German institute of higher education.

**Assistantships**

Both at the German University as well as on the African Partner University, additional assistantships (fixed term) for students and academics can be established, given that they fulfil a project-related purpose. The amount of the expenses should be based on the respective local average payment for corresponding assistants at institutes of higher education.

Work for fixed term assistantships may also be funded through honoraria or freelance contracts.

**3. Fundable expenses****Fundable expenses include:**

- Travel expenses by the German cooperation partner to the Centre of Excellence for coordination purposes. Rates and amounts are to be calculated based on the Foreign Travel Expenses Act (ARV).
- Travel expenses by the African partner to the German partner institute of higher education for coordination purposes. Travel costs will be reimbursed in the incurred amount in accordance with the German Federal Travel Expenses Act (BRKG) or the Foreign Travel Expenses Act (ARV) from programme funds.
- Expenses for study and teaching materials (textbooks, specialised books, teaching materials, printing, photocopying, etc.)
- Consumables
- IT equipment
- Fees for money transfers
- Payment for external experts and service providers, plus travel and overnight costs (see annexe 5 "Fees for projects in foreign countries")
- Expenses for online activities (e.g. developing, establishing, and maintaining communication and learning platforms, websites, e-journals, online libraries including required licences, etc.)
- Materials for public relations work (flyers, brochures, posters, etc.)
- Participation fees and mobility for conferences, expenses for renting booths
- Expenses for translations (e.g. print media and online texts, documents relevant for programme implementation), interpreters

- Expenses for scientific publications at the Centre of Excellence in various formats (e.g. scholarly book publications as Policy Advice in politics and economics)
- Material expenses in Germany and Africa for setting up workshops, seminars, and other academic events (specialised books, teaching and learning materials, printing and photocopying, CDs, etc.) including material expenses for establishing a cultural and specialised supporting programme (excursions, museum visits, etc.). Meals are to be paid from the per diem allowance.
- Material expenses in Germany and Africa to fulfil the administrative tasks of the Centres of Excellence (consumables) as well as to arrange meetings, e.g. for project planning or the selection of scholarship holders.
- External audits
- Staff development
- Conference participation fees (mobility, subsistence, participation fees), as long as these are relevant for achieving the project goals

Any deviations must be consulted with DAAD **well in advance**.

#### **4. Other**

All contracts/assignments must be carried out in accordance to the regulations of VOL/A (Vergabe und Vertragsordnung für Leistungen/Teil A).