

DAAD Außenstelle Jakarta
DAAD Jakarta Office

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Jakarta, 17 July 2013

Re.: Scholarship announcement from the German Academic Exchange Service (DAAD) for Indonesian higher education graduates and scientists from all academic disciplines for the academic year 2014/2015

Magnificence

It is my pleasure to inform you that the scholarship program for excellently qualified Ph.D. candidates from Indonesian universities or research institutions for the academic year 2014/2015 is now open. Enclosed, please find the documents.

It would be gratefully appreciated if you could transmit the attached information to colleagues and appropriate candidates. Should you have any further inquiries, please do not hesitate to contact us: docmas@daadjkt.org.

We would also like to confirm that the DAAD-DIKTI joint selection will be conducted in Jakarta 18 and 19 November 2013.

The selection of the IGSP applicants will also take place then. That way, we avoid double applications and have a chance to re-shuffle applications wherever suitable and possible. Also, this way the selection process is much more efficient and fair, considering that all candidates are submitted to the same mode of selection. Once again, please note that the IGSP selection will be held on the same days as the DAAD-Scholarship selection.

Thank you for your attention and cooperation.

Sincerely yours,



Dr. Irene Jansen
Director

**DAAD Scholarships for Doctoral Programs and Short-term Research in
Germany scholarships for Post-docs, Academics, and Scientists from
Indonesian Universities and Research Institutes**

CALL FOR APPLICATIONS 2014/2015

- **Long-term Research Grants**
Master Graduates of All Disciplines
(holding S2 Degree for PhD in Germany)
Application deadline:
15 October 2013
- **Short-term Research in Germany**
 - for Post-docs
Application deadline:
15 October 2013
 - for DAAD-Alumni
Application deadline:
15 October 2013

For further information on scholarships and German Universities please contact our office or visit our information office at the following address:

JAKARTA

DAAD Jakarta Office
Summitmas II, Lt.14
Jl. Jend. Sudirman Kav. 61-62
Jakarta 12190
Contacts:
Wina Widyaningsih
(docmas@daadjkt.org)
Tel. : 021 - 520 0870, 525 2807
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Monday to Thursday: 13:30 – 16:00
www.daadjkt.org

SURABAYA

Maria Juvita Tjandra
DAAD Information Point
c/o The International Village
Universitas Surabaya
Jl. Raya Kalirungkut
Surabaya 60293
Tel. : 031- 298 1326
Fax : 031- 298 1327
E-mail : info-sby@daadjkt.org
Thursday and Friday : 09.30 – 12.30

DAAD Long-term Research Grants for Doctoral Studies
NO AGE LIMIT APPLIED
Closing Date : 15 October 2013

1. Objective

Research grants are given to:

- a. excellently-qualified teaching staff from state or private universities
- b. researchers from research institutions in any field of study/research
- c. applicants from private sectors with at least two years of working experience

Research grants can be used to carry out :

- research projects at a German university for the purpose of gaining a doctorate in Germany
- research projects at a German higher education institution for the purpose of gaining a doctorate in Indonesia (according to the “DAAD Sandwich Model” – *see page 5*)

2. Scholarship duration

The length of the grant is set by the grant committee during the selection depending on the project in question and on the applicant’s work schedule. In the case of full doctoral programs in Germany the scholarship will be granted for up to three years. For sandwich scholarships, the research stay in Germany will be supported for a maximum of two years.

Even when support has been awarded for a full doctoral program, that award will be limited to one year at a time. Extensions of the scholarship depend on the evaluation of the work done thus far.

3. Value

Depending on the award holder’s academic level, the DAAD will pay a monthly award of 1000 Euros plus travel and health insurance allowances. In addition to these payments, the DAAD will pay a study and research allowance.

When award holders take doctoral programs run under the “DAAD Sandwich Model” and obtain the degree at the home university the award may include the travel expenses of both academic supervisors.

4. Requirements

- a) holder of Master Degree (S2 Degree) with minimum GPA of 3,00
- b) Master’s degree should have been completed not longer than six years at the time of application
- c) a convincing and well-planned research project that has been agreed by a German academic supervisor at the German host university.
Please *see page 7* for information on ‘How to find an academic supervisor in Germany’
- d) written confirmation of the supervision by a professor in Germany commenting on your research program.
- e) It is required that doctoral candidates wishing to take a doctorate/PhD in their home country (Sandwich Program) must register for the doctorate at their home university.
- f) Proficient in English - TOEFL IBT 80 or IELTS 6 (obtained in 2011 or 2012) -or good German language skills. TOEFL Prediction is **not** accepted
- g) **Applicants from the medical field must fulfil specific requirements (*see page 6*).**
- h) Applicants, who have been residing in Germany for more than one year at the time of application, cannot be considered

General Information on Long-term Research Grants for Doctoral Candidates

1. Application (Online application is required!)

It is strongly recommended to use the Online Application Form on our website www.funding-guide.de. After you sent the scholarship application and other required documents and certificates online, you still have to print and send all the sent documents to DAAD Regional Office Jakarta.

2. Selection:

A Joint Selection Committee consisting of German and Indonesian university lecturers/researchers will interview the applicants in Indonesia and recommend candidates for final approval to DAAD.

The interviews are conducted in English, and will be held on 18-19 November 2013. DIKTI and/or the DAAD Jakarta Office will inform the candidates in question in due time about the exact dates and venue for the interviews.

Travel costs for attending the interviews **cannot** be borne by DAAD but should be covered by the sending institutions in their own interest.

3. Two months-German language pre-departure training in Jakarta:

The DAAD scholarship holders will attend a German course at Goethe-Institut Jakarta. This course will be financed by the Directorate General of Higher Education (DIKTI) for all candidates from universities. Costs for other candidates have to be borne by the sending research institutions or by the candidates themselves. For the full course period, all participants have to be released from any teaching, research or other duties at their home institutions. The major part of the course is devoted to basic German language training at Goethe-Institut Jakarta.

Language courses preceding the university studies will be financed by the DAAD and will take place at a specialised language institute in Germany. If a final test "DSH" (=German Language Proficiency Test) is required by German universities for admission to a degree course, a six months intensive course is necessary.

4. Commencement of studies in Germany:

When meeting all requirements, scholarship holders may commence academic studies in Germany in winter semester (October) of the following year.

Candidates, who have previously applied for a DAAD scholarship without success, may re-apply to the DAAD Jakarta Office only once.

List of Application Documents to be submitted
(please, arrange your documents according to the following order and do not staple any of your documents)

No	Documents	Remarks (see further explanation according to the following number on page 12)
1	DIKTI form 'A'	Applicants from universities only
2	Hard copies of the filled-out online DAAD application form with your signature	All applicants
3	Written confirmation of academic supervision by a professor and or proof of acceptance in a PhD program in Germany	For the research in question
4	Curriculum Vitae	In English or German
5	Recent photographs (3x4)	Affixed to the DAAD form
6	List of scientific publications	With English or German translation of titles, dates and source(s)
7	Detailed description of study or research program to be carried out in Germany (research proposal)	in English or German (max. 5 pages)
8	Two confidential letters of recommendation of recent date by professors, academic advisors or senior research staff in the relevant field	in English or German. The references are confidential, they must be sent in a sealed envelope
9	Academic degree certificate obtained (S1 and S2)	Certified copies of original, together with English or German translation
10	Academic transcript (S1 and S2), covering the complete duration of academic studies	Certified copies of original, together with English or German translation
11	Abstracts from S1, S2 and any relevant publications, seminars or research papers	In English or German
12	English language certificate (TOEFL internet based 80 or IELTS Band 6.0) of recent date. Prediction TOEFL is not acceptable.	Certified copies of original
13	German language certificate, if any	Certified copies of original
14	An employer's study leave endorsement and a guarantee for re-employment upon return	Applicants from universities only
15	Any other relevant training certificate/diploma obtained	
16	Evidence of the current employment status for : - candidates from state universities or research institutions - candidates from private universities: Letter of confirmation of permanent employment at the university from <i>Yayasan</i> - candidates from private sectors : Letter of confirmation of permanent employment from their employer	

- Applications should be submitted as early as possible. Late or incomplete applications cannot be considered
 - Applicants from universities must submit/send three complete application (one original and two copies) and sets to DAAD Jakarta, endorsed by the Rector/Vice Rector I/Chairman/ Head/ Director of the institution, to DAAD Jakarta Office directly.
- Applicants from universities, please, also send one copy of your application to *Direktorat PPTK & KPT/DIKTI* (Address: Dirjen DIKTI, Komplek Depdiknas Jl. Pintu Satu, Senayan -Jakarta)

Research Grants for Doctoral Candidates within the "Sandwich Model"

Objective

Whereas conventional scholarships for doctorate or PhD studies assume that a scholarship holder will stay at a German institution of higher education for several consecutive years, the "Sandwich Scheme" described hereafter is a flexible multi phase funding program. Within the Sandwich Scheme, PhD students carry out their research and studies alternately in their home country and in Germany, following a schedule set in advance and under continuous supervision by Indonesian and German academics. The doctorate is obtained at the Indonesian university.

Purpose

Within the academic funding schemes of numerous development countries, training and further education of future and young university teachers is given special priority. Besides specialisation and increasing previously gained knowledge, students very often strive for a PhD or doctorate degree as frequently required according to the regulations ruling university careers in their home country. Even in cases where PhD studies would be possible in the student's home country, a doctorate degree from an industrial nation is often preferred for reasons of prestige. PhD studies abroad, however, carry with them risks: of alienation connected with very long study courses, loss of originally reserved lecturing posts at the home university, of research geared too much to the developed country and its needs, and finally the risk of temptation to settle in the host country.

In an effort to minimize these risks, the DAAD has developed the scheme of cooperative PhD funding (Sandwich-Scholarships) for nationals of developing countries whose universities offer doctorates.

Procedure

This means the procedure can be as follows:

- the German university lecturer/professor travels to the Indonesia of the future doctoral candidate to draw up a joint protocol signed by both the Indonesian and the German supervisor, which details the dissertation subject, the planned work measures, and their duration
- preparatory studies and research for the PhD thesis in Indonesia (data collection and field research) without DAAD funding
- studies and research at a German institution of higher education (maximum 2 years)
- if necessary, visit by the foreign academic supervisor and co advisor at the German institution (progress control, consolidation of institutional contacts)
- completion of the thesis in Indonesia (without DAAD funding)
- visit of the German supervisor to Indonesia (last corrections and participation at the viva as external examiner)

The main characteristic of this Sandwich Scheme is the individually tailor-made PhD program schedule set with the greatest flexibility possible regarding the beginning and duration of each individual funding phase.

Eligibility, application forms and documents for this program are the same as for research grants for doctoral candidates and young academics and scientists. The extensive and detailed research proposal must be accompanied by a work- and time schedule agreed upon by the academic advisors, both in Indonesia and in Germany.

**DAAD Research Grants Awarded to support
Extended Medical Continuing Education and Training
(not full Medical Specialisation in Germany)**

The German Academic Exchange Service (DAAD) does not support full courses of training for medical specialisation. Application for a scholarship to support medical continuing education and training lasting from one to a maximum of two years at German university clinics is open only to candidates who meet the following criteria.

Applicants must:

- have completed at least 7 years of medical training with a university degree and must hold a license to practice medicine in their home country (physicians/dentist from developing countries must prove that they have gained at least 3 years of professional practice after completing their medical /dental training)
- have commenced specialist medical training in their home country in a course which leads to a professional qualification
- be studying or working at university clinic in their home country at the time of application
- intend to pursue a **university career** after completing the continuing education and training in Germany
- have received confirmation of the provision of academic supervision and a study place from German university clinic

In order to be able to work in a German clinic, foreign physicians require a so-called “Permit for the Temporary Practice of Medicine” (*Erlaubnis zur voruebergehenden Ausuebung des aertzlichen Berufs*), which the DAAD will obtain on behalf of its scholarship holders. Please note that this may take several weeks or even months.

HOW TO FIND AN ACADEMIC SUPERVISOR IN GERMANY

The system of doctoral studies in Germany differs from the Indonesian system. Therefore we would like to provide you with some brief information about how to find an academic supervisor for your proposed doctoral thesis in Germany.

In Germany you have two generally different ways to undertake doctoral studies. One possibility is that you choose an international doctoral program. These programs are comparable to the Indonesian system: Students study partly in a course system, take a number of seminars, pass exams etc., and they undertake their research and write their thesis. For a searchable list of these doctoral programs see <http://www.daad.de/ipp>.

The other possibility is to undertake your doctoral studies independent from such a structured doctoral program. This is actually the classical way to do a PhD in Germany; the clear majority of our scholarship holders are doing its doctoral studies this way. In this case, you don't search for a doctoral program in the internet. Instead, you have to identify and contact a professor at a German university and ask him whether he would be interested in being your academic supervisor.

German professors generally feel honoured if a young scientist from a country as far away as Indonesia contacts them and wants to do their PhD-research under their supervision. But please note: German professors are often contacted by more potential PhD-candidates than they can accept - and whether they choose you or not is completely up to them. In general, they will only accept you if they are interested in your work. Thus, you need to

- (a) find a professor who is working in the field, in which you want to write your doctoral studies,
- (b) convince him that you have a well-prepared plan for the theme of your doctoral studies and
- (c) convince him, that you have the knowledge, experience and attitude necessary for undertaking your planned research successfully.

ad (a):

There are of course different solutions for (a). You may already know the name of a professor from the scientific literature you read, or you may ask your teachers in your faculty, especially if they have studied in Germany. You may search for an international study program in your field (again www.daad.de/ipp) and check the research profiles of the professors teaching there. And you may of course just use an ordinary search engine like *google* to look for professors working in your field of interest.

Please note:

In any case the professor you are going to contact strongly expects that you viewed his homepage before (every German professor has a homepage, mostly at his university).

You may (and should) contact more than only one professor, e.g. two or three. So you get contacts - and if all of them accept you, you have a choice.

ad (b):

You may contact the German professor directly by E-mail (the E-mail-addresses are easily traceable in the internet). In order to convince him that you have a suitable plan for your doctoral thesis you need to send him your research proposal - the one you present to DAAD when you apply for the scholarship. If the professor accepts you, he needs to accept you and your research proposal and provide DAAD with a written comment on you and your proposal in his letter of acceptance.

Please note:

Your research proposal which you send to the professor should be well-prepared, but need not to be perfect. Your professor might wish to discuss it with you and even ask you to change it in some

respects. Add copies of this exchange to your scholarship application to show that your professor is really interested in your work and actually started to act as your supervisor.

ad (c):

In the mail you write to your professor you should of course introduce yourself (say who you are, where and in which field you graduated, where you work, what scientific work you have done, what your scientific interests are etc.), inform him that you are going to apply for a DAAD-scholarship and that you need a letter of acceptance from a German professor and why you actually choose to contact him. It would also be helpful if you attach your CV.

Please note:

If the professor tells you that he is not accepting you as a doctoral student (for whatever reason), you may ask him to recommend other professors to you who work in your field of interest.

If the professor is willing to accept you, you should ask him for specific requirements of the doctoral exam. Most importantly, if you don't speak German you should find out whether you need any German at any moment in the process of your doctoral studies and in the doctoral exam.

The whole process may last a month or more. Therefore it is important that you search for the academic supervisor as early as possible.

Useful link to look for professors and/or institutions where you can carry out your research project:

<http://www.daad.de/deutschland/forschung/research-explorer/08308.en.html>

DAAD Short Term Research Stays for University Academics and Scientists

closing date : 15 October 2013

Objective

These grants and scholarships aim to provide foreign academics and scientists working in higher education or at research institutes with an opportunity to carry out a research project at a state (public) or state-recognized higher education institution or non-university research institute in Germany.

Duration

Depending on the applicant's work schedule, the research stay will last between one and three months. The stay may begin in May/June 2014 at the earliest.

Requirements

- * Applications for DAAD research stays are open to excellently-qualified academics and scientists who should generally hold a doctorate/PhD. All applicants must be working in higher education or at a research institute in Indonesia.
- * Besides their previous academic achievements (for example, recent publications), the most important selection criterion is a convincing and well-planned research project to be completed during the stay in Germany. This must have been coordinated and agreed with a research collaboration partner at the chosen host institute in Germany. Written confirmation of the research cooperation, including the reference to the applicant's project, must be included with the application papers.
- * The application must provide proof of a workplace being provided at the host institute.
- * DAAD support for a research stay can only be awarded once in any three-year period.
- * Former fellows of the Alexander von Humboldt-Foundation are requested to contact the Humboldt-Foundation first.

Application papers

- * DAAD Form
- * A curriculum Vitae
- * A list of publications
- * A detailed description of any project to be undertaken during the visit.
- * A detailed itinerary of the visit including the names of persons and institutions to be visited
- * Copies of correspondence with German colleagues or institutions showing on where and when the intended project is going to be carried out.

All applications must be submitted to **DAAD Jakarta Office in duplicate**. The original will be forwarded to the DAAD Head Office in Bonn. The final decision is taken by the DAAD.

Applications **cannot** be sent directly to DAAD head office in Bonn. The DAAD will not consider incomplete applications.

**Re-invitation Program
for Former DAAD Scholarship Holders (Alumni)**

closing date : 15 October 2013

Objective

To maintain contact with Germany, former DAAD Research Grant or Study Scholarship holders with funding for more than six months and former DDR (East Germany) Scholarship holders who studied in Germany for at least one year can apply for a re-invitation. Funding is available for research and working projects at a state or state recognised (public) university or a non-university research institution. Former scholarship holders working outside the science sector can also apply for funding to cover a working stay at another institution in business or industry, administration, culture or media

Duration

Depending on the applicant's work schedule, the research stay can last between one and three months. The stay may begin in May/June 2014 at the earliest.

Requirements

- Applications for the re-invitations are open to the above-specified former scholarship holders (alumni) who have been back in their home country for at least three years.
- The most important selection criterion is a convincing and well-planned research or working project for stay in Germany, which has been agreed in terms of content and schedule with the supervising host in Germany. Working projects outside the science sector must be of such a nature that sustainable effects can be expected for the professional activity of the applicant, dissemination effects, such as in the form of planned publication and/or greater collaboration and cooperation with Germany. The application papers must be accompanied in writing by a letter from the host which expressly refers to the research or working project and also confirms the host's willingness to supervise the project and to provide an unpaid workplace at the host institution.
- DAAD support for a research or work stay can only be awarded once in any three-year period.

Application papers

- * DAAD Form
- * A curriculum vitae
- * A list of publications
- * A detailed description of any project to be undertaken during the visit
- * A detailed itinerary of the visit including the names of persons and institutions to be visited
- Copies of correspondence with German colleagues or institutions showing on where and when the intended project is going to be carried out.

All applications must be submitted to **DAAD Jakarta Office in duplicate**. The original will be forwarded to the DAAD Head Office in Bonn. The final decision is taken by the DAAD.

Applications cannot be sent directly to DAAD head office in Bonn. The DAAD will not consider incomplete applications.

Notes on the list of Application Documents to be submitted

ad No. 1: DIKTI form A

If you are an individual applicant from outside university or from an institution, which is not under the responsibility of DIKTI, you need not to hand in DIKTI form A. For those candidates, who are civil servants, if applicable, DIKTI form A is important, because DIKTI provides certain services and covers the costs of the pre departure language course in Jakarta. DIKTI form A can be downloaded under www.beasiswa.dikti.go.id.

ad No. 2: Hard copies of the filled-out online DAAD application form with your signature

As of 2013 all applicants for program Research Grants for Doctoral Candidates have to apply online under: www.funding-guide.de. However, three hard copies (print outs) have to be handed in at DAAD Office Jakarta.

If your institution is under the responsibility of DIKTI (see No.1), one additional hard copy needs to be sent to DIKTI. **Do not forget to sign these hard copies. Without your signature, the application can not be considered.**

ad No. 3: Written confirmation of academic supervision by a professor (letter of acceptance) and or proof of acceptance in a PhD Program in Germany (letter of admittance / feasibility of admittance)

We want to see two proofs: First, proof that you have found an academic supervisor who is willing and in the position of supervising your doctoral work. Please, include all relevant information (correspondence) to prove that you have established such a contact. Ask the professor for a return statement, *a letter of acceptance*, that he/she is willing to take you on as a PhD candidate. Secondly, we need to see that the faculty or school that you plan to study at can admit you. Please, check if you fulfill the prerequisites of the faculty or school in question. Please note, most German PhD programs do not accept candidates with one year Master degrees. Please, hand in proof that you have already been admitted or will be admitted / at least can be admitted (clarify condition on which you can be admitted.)

ad No. 4: Curriculum Vitae

A full curriculum vitae includes detailed personal information on formal education, precise field of study, work experience, training and courses, and a list of scientific publications.

ad No. 6: List of scientific publications

Please, differentiate between independent publications, if applicable, and others.

ad No. 7: Detailed description of study or research program to be carried out in Germany (research proposal)

Your research proposal is the most important document for the professors in the scholarship selection committee. The proposal tends to be the first thing the professors read in order to judge the quality:

1. What are you presently working on?
2. What has been the core of your study and research so far?
3. What will be the core of your study and research in Germany?
4. How are the two cores related?
5. What research outcome are you hoping for?
6. What are your hypotheses and research methods?

7. What makes your research relevant?

The proposal should be well structured. **Avoid “copy and paste” from internet sources! Selection committee members tend to use software to check for plagiarism.** When you write your proposal, keep in mind that the selection committee members want to get an impression of where you are coming from and what school of thought and scientific focuses you are familiar with. You need to arouse the professors’ “scientific curiosity” and you need to convince them that you are capable of carrying out the research project in question and that you have a very good idea of what your research entails.

Start early, writing your proposal, because you will need to send it out in order to attract a supervisor in Germany. Sometimes the supervisor suggests changes and additions. The earlier your proposal can be approved the better. **Be aware that both your proposal and your German supervisor’s letter of acceptance need to be handed in by October 15th.**

ad No.9: Academic degree certificate obtained (S1 and S2)

Please, be aware that your master degree should not have been awarded before 15th October 2007 (max. 6 years old). **As a matter of principle, no exception will be made from the rules concerning the requirements.**

ad No.10: Academic transcript (S1 and S2) covering the complete duration of academic studies

Unfortunately DAAD cannot reimburse you for translation and certification expenses. (This also applies to No. 9).

ad No. 12: English language certificate (TOEFL internet based 80 or IELTS Band 6.0) of recent date. Prediction TOEFL is **not** acceptable.

Please, be aware that your internet based TOEFL or IELTS result needs to be handed in together with the rest of the application, by 15th October at the very latest.

ad No.13: German language certificate, if any

For some projects or courses prior knowledge of German might be a necessity. For example: it will probably not be possible to study German law after just a five months course prior to departure. In such a case DAAD will expect you to hand in proof of sufficient language skills. The more German you know, of course, the better. However, prior knowledge of German is not a prerequisite for your application. Should you eventually be granted a DAAD scholarship, DAAD will pay for a German course in Germany before you start the semester. There will also be a two months pre-departure course in Jakarta (also see 1).

ad No.14: An employer’s study leave endorsement and a guarantee for re-employment upon return

If you are a completely independent applicant, neither a study leave endorsement nor a guarantee for re-employment upon return is required.