

INFORMATION SHEET

Scholarship program of the EIZ, Konrad-Adenauer-Foundation

(BMZ – Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung, Federal Ministry of Economic Cooperation and Development)

The scholarship program of the Konrad-Adenauer-Foundation's EIZ (Europäische und Internationale Zusammenarbeit - European and International Cooperation) supports the further education and training of specialist and managerial staff of the foundation's project environment in Africa, Asia, Latin America, the Middle East as well as countries in Central, East and South East Europe.

The basic idea of this scholarship program is to support individuals who have close ties to the Konrad-Adenauer-Foundation and can act as a contact partner or multipliers for the foundation.

Thus, continued cooperation that involves the scholarship holder in the corresponding country after the scholarship program is a vital part.

Essential for the processing of the application is the KAS field staff members' statement which should include information on the qualification, position and personality of the applicant as well as information on the planned employment of the applicant after the termination of the scholarship. Of prior significance is the clarification of the project reference.

Postgraduate studies, research projects on KAS relevant topics and internships can be supported. PhD and undergraduate studies are excluded from the scholarship program.

The scholarship funding in Germany amounts to at least 800 € per month. According to the BMZ directives it can be lifted up to 1200 € in Germany. Abroad, the rate depends on local price levels, a maximum of 800 € per month can be disbursed. The KAS can also pay for travel expenses and tuition fees.

1. Type and duration of training

The following types of further education can be supported:

1.1. Postgraduate studies at universities and universities of applied sciences

Maximum duration of the scholarship: two years. In case of evening and weekend studies and only under exceptional circumstances, the duration can be extended for up to three years, provided that the KAS only pays for the tuition fees.

Undergraduate studies **cannot** be supported within the framework of the project related scholarship program of the KAS.

1.2. Research projects

Duration of scholarship: up to six months in case of project related research.

1.3. Training related to professional skills

Duration of scholarship: up to six months.

2. Countries of training/education

The project related scholarship program of the EIZ is first and foremost a locally connected activity. Thus the training or education should preferably take place in the applicants' country of origin or in a neighboring country. Additional reasons are financial considerations, language problems and the danger of uprooting from the home country.

The training can take place in the following countries:

2.1. Home country

2.2. Neighboring country

If there is no possibility to achieve the required training in the home country, it can also be searched for in a neighboring country.

2.3. Germany

A training in Germany is only possible if a comparable training program is not offered in the home country or a neighboring country. In that case, the applicant must have a good knowledge of the German language, even if the training program is in English.

2.4. Industrialized third country

Training in an industrialized third country is only very rarely supported and therefore needs a very exceptional justification.

3. Application

3.1. General Information

The whole correspondence regarding the application will be carried out with the field staff member who is also responsible for passing the application to the respective department in the Headquarters (Stipendienreferat der Hauptabteilung Internationales).

In order to ensure a timely processing of the application, the application documents should be passed to that department not later than two to three months before the desired support by KAS would begin. This deadline extends if more time is needed to get a residence permit for the country of training.

3.2. Documents the applicant has to give to the field staff member

3.2.1. The correctly filled application form with two current photographs.

3.2.2. A detailed CV.

- 3.2.3. An application letter in which the applicant explains the reasons for his/her choice of training as well as how the skills achieved in the training could contribute to the work of the respective KAS office and its partners.
- 3.2.4. Accredited copies of certificates; The final diploma is of special importance. The accreditation of the copy can be done by the field staff member (“Kopie stimmt mit Original überein”).
- 3.2.5. Health certificate, only if the training does not take place in the applicants’ home country.
- 3.2.6. At least two letters of recommendation. One of them should be done by the applicants’ employer or respectively by the project partner, in which the applicants’ responsibilities as well as the significance of the training is described.
- 3.2.7. Binding and detailed information about aim, content, start, duration and costs of the planned training.
- 3.2.8. Letter of acceptance of the institution in which the training or internship will take place.
- 3.2.9. Commitment to return if the training will take place in a third country. This means that the applicant has to give a written testify that he/she will return to his/her home country immediately after the end of the scholarship and will, if necessary, provide his/her knowledge to the KAS, or respectively to its partners.

3.3. Statement by the field staff member

The field staff members’ statement is crucial for whether the application is further processed and should contain information on the applicant’s qualification, position and personality. It should also inform about the planned deployment of the applicant after having finished the scholarship.

The **clarification of the relevance to the project** is of special importance.

4. Services provided by the Konrad-Adenauer-Stiftung

4.1. Travel expenses

The KAS will bear the costs for travelling to the training location and back. Travel related additional charges (e. g. visa fees) are generally paid by the applicant. In case of hardship the KAS can pay the costs upon presentation of the vouchers.

4.2. Tuition fees

The amount of the tuition fees has to be known by the time of application. They can either be paid directly to the training institution, upon presentation of the invoice, or be refunded to the applicant, upon presentation of the paid invoice.

4.3. Scholarship rate

The monthly scholarship rate in Germany is at least 800 € According to the BMZ directives it can be raised up to 1.200 € Abroad, the rate relates to local price levels. Higher rates **cannot** be paid, even if the local price level is higher, as this is already the highest rate.

On calculating the monthly rate for regarding the cost of living, the applicants' family situation **cannot** be considered. The scholarship should cover particularly the following costs:

- accommodation and food
- clothing
- teaching materials
- local travel expenses
- health and accident insurance

Additionally, expenses which are related to the final degree (exam fees, writing material and other material costs, copies etc.) can be refunded upon presentation of the invoice and a copy of the final paper.

If the training takes place in a third country, a one-time grant for clothing can be paid if this is necessary due to climatic conditions.

4.4. Language classes

In individual cases it can be necessary to refresh or deepen already existing good language skills. In these cases a short language class, paid by KAS, can be conducted before the beginning of the training.

4.5. Age

There is no age restriction.

5. Miscellaneous

5.1. Decision

The decision on the granting of the scholarship will be taken after all application documents, including the field staff member statement, have been handed in. In case of approval, the applicant receives a consent by the team Inlandsprogramme. Costs that occurred prior to the approval cannot be refunded.

In case of a negative decision the field staff member will be informed immediately.

5.2. Acceptation of the scholarship

The scholarship enters into force as soon as the applicant has given a written affirmation that he/she accepts the scholarship under the conditions mentioned in the scholarship approval. Thereby he/she also obliges himself/herself to a periodic and unsolicited reporting, which is the condition for timely money transfer.

5.3. Double-financing

To avoid double-financing, scholarships for training in institutions which are funded by the Bundeshaushalt (budget of the Federal Republic of Germany) can only be awarded limitedly. Thus, it has to be decided on a case-by-case basis which costs can be refunded within the framework of a project related scholarship in order to avoid double-financing.

5.4. Insurance

The scholarship holder is obliged to have a health and accident insurance according to the local custom. Usually the scholarship amount is enough to pay the insurance rate.

For scholarships in Germany there is a special regulation; the scholarship holder is insured either via a group insurance negotiated by the KAS, or the student's health insurance fee is refunded.