

# Memo



SCHOOL OF GRADUATE STUDIES

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TO Graduate Department/Program Coordinators and Graduate Assistants  
FROM Monica Corbett  
DATE August 29, 2012  
SUBJECT **2013 DAAD Study Scholarships and/or Research Grants**

## DEADLINE TO SGS: OCTOBER 9, 2012

The German Academic Exchange Service (DAAD) is a publicly funded independent organization of higher education institutions in Germany. Among other funding opportunities, DAAD offer research grants and/or study scholarships for students with at least a Bachelor's degree to either study or do research in Germany. This memo is for circulation to your current post-doctoral fellows, graduate students and if applicable 4<sup>th</sup> year undergraduate students in your department/program.

(NOTE: There is a separate DAAD Undergraduate Scholarship Program to support undergraduate US and Canadian students interested in studying, doing research, or completing an internship in Germany. Applicants to this program apply directly to DAAD. Application details and eligibility requirements are found here: <http://www.daad.org/?p=50407>).

## PROGRAM DESCRIPTIONS

The School of Graduate Studies administers the applications for the DAAD annual competitions for:

**Study Scholarships:** available to highly qualified graduating 4<sup>th</sup> year undergraduates, recent graduates and graduate students of all disciplines to provide the opportunity to study in Germany, or complete a postgraduate or Master's degree course and obtain a degree from a German higher education institution. Graduate study scholarships are granted for one academic year (10 months) with the possibility of a one-year extension for students in degree-granting programs to complete a full degree course in Germany. The Study Scholarship is for 10 months and must take place during the German academic year (October 1, 2013 to July 31, 2014). All study scholarship holders must take courses at a German university. Applicants in all academic fields are welcome to apply. Complete details on eligibility requirements and other terms of this scholarship, and the online application, can be found on DAAD's website, here: <http://www.daad.org/?p=gradstudy>

**Research Grants:** awarded primarily to highly qualified PhD candidates who are early in their academic/professional careers or to individuals wishing to earn a doctoral degree in Germany. Funding may also be granted to recent PhDs who would like to conduct research. Graduate students should be enrolled full-time in an accredited graduate program. PhD candidates should have a minimum of ABD status (All but Dissertation) by the time the scholarship starts. Doctoral and Post-doctoral applicants may also apply. All academic disciplines are eligible. Graduate research scholarships are granted from one to 10 months, with the possibility of a one-year extension. Doctoral candidates wishing to complete their degree in Germany may receive up to three one-year extensions. 10-month scholarships must take place during the German academic year (October 1, 2013 to July 31, 2014). Short-term scholarships (one to six months) must be started between five and twelve months after the application deadline. Complete details on eligibility requirements and other terms of the research grants, and the online

application, can be found on DAAD's website, here: <http://www.daad.org/?p=gradresearch>

NOTE: Undergraduates are NOT eligible to apply for Research Grants, but have many other opportunities to apply for funding for study or research in Germany. Visit [www.daad.org](http://www.daad.org) to find out more.

## GENERAL ELIGIBILITY REQUIREMENTS

**General:** Applicants in all academic fields are welcome to apply. For study in the fields of dentistry, medicine, pharmacy, or veterinary medicine, contact DAAD for special guidelines.

-Applicants are requested to have a well-defined study project that makes a stay in Germany essential.

-Preference will be given to applicants who have been invited by a faculty member at a German university to study at a particular university department.

-Applicants in the arts, humanities and social sciences should have a good command of the German language.

-Applicants may not hold a DAAD grant and a grant from another German or German-American organization/German-Canadian organization concurrently for the same project. Prior recipients of a DAAD grant should contact DAAD New York before applying to determine their eligibility status.

-DAAD Study Scholarships in the fields of Fine Arts, Architecture, Music and Dance, have additional, special eligibility requirements. For additional application guidelines for these fields, please go to [http://www.daad.org/?p=gradstudy\\_arts](http://www.daad.org/?p=gradstudy_arts)

**Graduate applicants:** Graduate students may apply at any point in their graduate studies at Queen's University. Applicants should be US or Canadian citizens enrolled full-time in a graduate degree program at Queen's University. Foreign nationals may apply if they have been full-time graduate students at an accredited US or Canadian university for more than two academic years at the time of application. All foreign nationals must contact DAAD New York before applying to determine their eligibility status.

**Undergraduate applicants:** Undergraduate students should apply in their senior (final) year of undergraduate study at Queen's University, for a Study Scholarship. Undergraduates are NOT eligible to apply for Research Grants. Graduating seniors applying for this program must be enrolled full-time at the time of application. Applicants must have completed at least a Bachelor's degree prior to beginning their study in Germany. The academic year abroad should begin immediately following the completion of their degree. Undergraduate applicants must be US or Canadian citizens enrolled full-time in a degree program at an accredited US or Canadian university. Foreign students are eligible to apply if they have been enrolled full time in a degree-granting program for at least two years. All foreign nationals must contact DAAD New York before applying to determine their eligibility status.

## APPLICATION GUIDELINES

**Application Forms:** Application forms are online. Applicants must complete the application online, print out the completed application, sign it, and send the signed original plus 3 copies to the School of Graduate Studies (or directly to DAAD if applicable), along with all supporting documents. Please note that the application form has to bear the applicant's original signature in order to be considered complete.

## GENERAL GUIDELINES FOR ALL APPLICATIONS:

For either the Study Scholarships or Research Grants competitions, currently registered final year undergraduate students, or currently registered graduate students at Queen's University or current post-

doctoral fellowship holders at Queen's University, must submit all application materials to the School of Graduate Studies **by October 9, 2012.**

All parts of the application must be submitted as one original plus 3 copies. Exception: For Fine Arts, Performing Music and Dance all parts of the application must be submitted as one original plus 2 copies, supplemental materials (slides, tapes etc) only one set. Be sure to submit all materials and the correct amount of copies of each.

All blanks on the application form must be completed, even if the information is available in the CV or other documents in the application dossier. The application materials must not be stapled, laminated or bound in folders.

Incomplete or late applications will not be accepted.

**For applications to the Study Scholarship:**

The application form must be completed online. Follow all detailed instructions as outlined on the applicable website.

Then, collate, but DO NOT STAPLE, each copy of the application in this order:

1. Signed Application Form
2. Supplemental Materials (For music, fine arts, dance only)
3. CV/Résumé
4. Study Proposal
5. 2 Letters of Recommendation
6. Evidence of Contact with German Institution
7. DAAD Language Evaluation Form (Sprachzeugnis).---( [https://www.daad.org/file\\_depot/0-10000000/10000-20000/16426/folder/44164/LanguageCertificate06.pdf](https://www.daad.org/file_depot/0-10000000/10000-20000/16426/folder/44164/LanguageCertificate06.pdf))
8. Transcripts

Submit to the School of Graduate Studies FOUR copies (1 original, 3 photocopies) of all the above application materials. You may open your official transcript to make photocopies of it. Exception: You may submit just ONE of each of your original, sealed recommendation letters (i.e. no photocopies

**For applications to the Research Grant:**

The application form must be completed online. Follow all detailed instructions as outlined on the applicable website.

Then collate, but do NOT staple, each copy of the application in this order:

1. Signed Application Form
2. CV/Résumé
3. Research Proposal
4. 2 Letters of Recommendation
5. Evidence of Contact with German Institution
6. DAAD Language Certificate
7. For PhD candidates, confirmation of ABD status
8. Transcripts

Submit to the School of Graduate Studies FOUR copies (1 original, 3 photocopies) of all the above application materials. You may open your official transcript to make photocopies of it. Exception: You may submit just ONE of each of your original, sealed recommendation letters (i.e. no photocopies needed of recommendation letters).

### **EVALUATION CRITERIA AND INTERNAL ADJUDICATION PROCESS**

As a partner university with DAAD, Queen's University may nominate one "priority candidate" for these competitions. The priority candidate will be placed in a separate application pool in the DAAD national competition. Even with this status, competition for the limited number of awards is still very strong.

A subcommittee of the Fellowship Committee of the School of Graduate Studies will evaluate all eligible applications using the same criteria that the DAAD Selection committee will use: the overall excellence of the academic record, the proposed plan of study/research, and the applicability of the proposal to German institutes of higher education, archives or research institutes. This subcommittee will determine our priority candidate.

Although Queen's can only nominate one priority candidate, all other, non-nominated, eligible applications will be forwarded to DAAD and placed in the general competition.

**CONTACT INFORMATION AT DAAD** If you have questions regarding the DAAD Study Scholarship or Research Grant, please contact DAAD's program office. Contact information can be found here: <http://www.daad.org/page/contact/>

If you are NOT a citizen or student in the UNITED STATES or CANADA, please see: [DAAD International](#) .

**SUBMISSION OF APPLICATIONS:** Please submit the complete application and the required number of copies, plus all required application material to:

Leisa McDonald  
School of Graduate Studies  
Room 425, Gordon Hall  
Queen's University  
Kingston, Ontario CANADA K7L 3N6

**NO LATER THAN OCTOBER 9, 2012.**

Thank you for your assistance. Please contact Leisa McDonald via email ([leisa.mcdonald@queensu.ca](mailto:leisa.mcdonald@queensu.ca)) if there are problems or questions.

Yours sincerely,  
Monica Corbett  
Director, Admissions and Student Services  
School of Graduate Studies