

Research Grants for Doctoral Candidates and Young Academics and Scientists (2011)

Objectives

DAAD Research Grants are available to **young faculty members of Pakistani universities and research institutions** to support:

- Research projects at German universities for the purpose of **gaining a Ph.D. at a Pakistani university** (including Ph.D. programmes after the "DAAD Sandwich Model")
- Research projects at a German university for the purpose of **gaining a doctorate in Germany**
 - Either under the individual supervision of a German professor
 - Or within a structured Ph.D. programme
- Research projects or further education and training at German universities for **young post-docs**.

Duration

The **length of the grant** is determined by the selection committee. Depending on the project and on the applicant's work schedule, grants will be awarded for one to ten months. Candidates aiming for a doctoral degree in Germany can be funded for up to three years, in exceptional cases for up to a maximum of four years.

In either case, the award will initially be limited to one year. Decision on its extension will be made by a committee based on the scholar's performance and the recommendation of the German supervisor.

As a rule, scholars will start their stay in Germany attending a compulsory German language course in summer 2011.

Requirements

Applications for DAAD research grants are open to excellently qualified university graduates holding a Master's / M.Phil. degree (**18 years of education**) at the time they commence the grant-supported research project and to young postdocs.

Candidates aiming at taking a Ph.D. in Pakistan should already have been enrolled as Ph.D. students at a Pakistani university.

Application papers must include written **confirmation of the academic supervisor (professor) in Germany** and expressly refer to the applicant's project, thereby confirming that the host institute will provide a workplace. (See page 3)

Applicants who intend to gain their doctorate within the scope of a Ph.D. programme are required to present a **letter of admission** from the respective school or at least a proof that they are being considered for admission.

Besides previous study achievements, the most important selection criterion is a convincing and well planned **research project** to be completed during the stay in Germany which has been agreed upon by the academic supervisor at the chosen German host institute. (See Annex)

All applicants which are selected for further consideration will have to submit a **TOEFL or IELTS** result after being notified. (Written confirmation that the language of instruction at the home university in Pakistan was English does **not** replace TOEFL or IELTS!) German language skills are appreciated but not required by the time of application. As a rule, DAAD will fund a compulsory **German language**

course for all holders of a research grant lasting more than six months.

At the time of application, generally **no more than six years should have passed since the graduate gained the last degree**; in the case of Ph.D. students, no more than three years should have passed since starting the Ph.D. programme at the home university. For postdocs, no more than two years should have passed since gaining the Ph.D. (In case of postdocs applying for a short term stay of up to six month, not more than four years should have passed since gaining the Ph.D.

Applicants who have been resident in Germany for longer than one year at the time of application are not eligible.

Special note for graduates in **medicine** and for graduates in **arts, music** and **architecture**: The special leaflets with additional information can be found at: www.daad.de/extrainfo.

This website also provides information for applicants aiming at a PhD degree after the **"DAAD Sandwich Model"**.

Scholarship

DAAD will pay a **monthly award** of 1,000 EURO plus **travel and health insurance allowances**.

Award holders staying for more than six months receive a **study and research allowance** plus a **rent subsidy** and **family allowance** if applicable. The funding of a **language course** is decided on a case-by-case basis.

In case of PhD research after the "DAAD Sandwich Model" DAAD may also fund the travel expenses of an academic supervisor - provided this was already applied for in the initial application.

Application

The **application form** for "Research Grants and Study Scholarships" ("Antrag auf ein Forschungs-/Studienstipendium") can be downloaded at www.daad.de/en/form.

The **required documents** are listed on page 7 of this information (Annex).

The DAAD will not consider incomplete applications.

Applications have to be submitted to the

German Embassy in Islamabad
Cultural Section
Diplomatic Enclave
Ramna 5
Islamabad

Deadline of application is September 30, 2010.

Applications must not be sent directly to DAAD head office in Bonn.

Information

Please find more information at

www.ic.daad.de/islamabad (Coming soon!)

www.daad.de/promotion

Annex: Guidelines

Finding a Placement

Graduate School or Master-Apprentice-Model?

Please bear in mind that there are generally two ways to gain a doctorate (PhD / Dr.) or participate in postdoctoral research in Germany: You can either apply for admission to a Graduate School or you follow the traditional German “Master-Apprentice-Model” which is still the most common way to gain a doctorate or do postdoctoral research in Germany.

Research at Graduate Schools

Recent years have increasingly seen Graduate Schools or PhD programmes (also called: International Postgraduate Programmes, Doctoral Colleges, Graduate Centres or Graduate Colleges) develop. These comparably new programmes have been introduced in order to facilitate interdisciplinary research and to guide and assist candidates and recent postdocs in the framework of a structured curriculum. After successful completion, doctoral candidates will usually graduate with a “PhD” degree.

The following addresses may help you find a Graduate School or a PhD programme:

www.research-in-germany.de

www.daad.de/promotion

www.research-explorer.dfg.de

Individual Research Work (Master-Apprentice-Model)

The traditional – and still most common way – to gain a doctorate or do postdoctoral research in Germany, however, is the “Master-Apprentice-Model”. Postgraduates following this approach agree their research topic with a supervising professor and then produce a thesis or dissertation as a piece of independent research work. Doctoral candidates graduate with a doctor’s degree (Dr.).

In the latter case, a letter of invitation by the German professor is essential for your scholarship application. The Research Explorer of the German Research Foundation (www.research-explorer.dfg.de) can help you to find a professor who does research in your field.

How to make contact by e-mail

In the search for a professor who is willing to supervise their PhD research in Germany, applicants in most cases try to make contacts by e-mail. Experience has shown, however, that an e-mail enquiry sometimes remains unanswered because the sender made one or more decisive mistakes without even realizing it. This guideline will help you avoid these mistakes. Please follow it carefully since after a failed attempt to make contact, it is very difficult to try once again with the same person.

1. The e-mail you send to an unknown professor (or any unknown person you are officially contacting) is a formal letter and should be written with utmost care.
2. Take your time to search the internet for possible supervisors. Try to gather as much information as possible about his/her research work before you write your first e-mail. Do not send out dozens of low quality enquiries, hoping that by coincidence one or the other will be answered.
3. Never ever send one enquiry to several addressees at a time! Some applicants just write a very unspecific text, which does not refer to any certain addressee or any certain university - and send it out to fifty persons at a time. In most cases, such messages will be deleted immediately since they tell the recipient that the sender is not really interested.

4. Pay attention to the **header of your e-mail**. The header should tell the recipient what the message is all about. Write for example "PhD research on the topic xxx".
5. Start your message with a formal address. **The best way to address a German professor is "Dear Professor [last name]"**. Never ever address a senior person by his/her first name. This is considered extremely rude. "Hi" or "Hello" is also inappropriate. (Do not get confused, however, when you receive a letter from the student's office starting "Hello xx!". This letter was probably sent by a student assistant who greets you as a fellow student. You are free to answer him/her in the same way, but stick to a formal address when writing to your professor.)
6. Do not start your email by enquiring about the recipient's health and well being. This may be perfectly polite in your own culture, in western countries it sounds a bit strange if you do not know the addressee personally. Westerners appreciate messages which are more to the point, and thus there is no harm in starting with "I turn to you in search for a supervisor for my PhD research in the field of xxx/ on the topic xxx."
7. The next common mistake in contact letters is that the applicant is not precise enough about his/her purpose. It is advisable, however, to say right from the beginning what you want to research upon and why you want to do it at this particular institute. It is also important to link your own research interest to that of the addressee. (For example: "I read your publication xxx, which is closely related to my own field." Or: "I learned from your website that you are leading a research project on the topic xxx. I would be very happy if I could join your team.") Of course you can only refer to publications which you have really read! Please keep in mind that this reference to the addressee's field of research is far from being a ritual act. **It is of crucial importance for you to find somebody with a matching research focus. And vice versa, the professor is looking for a talented and motivated research fellow whose project will fit well into the research profile of his/her institute.**
8. **Always attach a CV and a draft research proposal.**
9. Pay attention to the conclusion of your message. Even if you are running out of time, **never pressurize the recipient** ("Looking forward to your immediate reply")! You may write instead: "I would appreciate if you could consider my application. Please let me know if you need additional documents." Close the message with "Yours sincerely" and sign with your full name, maybe followed by (Ms) or (Mr.) if this is not clear enough from your first name.
10. **Make sure you proofread your enquiry before sending it.** Try to avoid mistakes in spelling and grammar.
11. **Do not**
 - Use colored letters, colored background or an unusual font.
 - Add any pictures or animations.
 - Use any teenage slang or corrupted English ("Hope U R fine.")
 - Frequently start sentences with "Sir" or "Madam".
 - Flatter the recipient ("I know that you are one of the most renowned professors in the world, and it would be an honor to work at your highly esteemed institute...").
 - Beg and plea.

How to write a Research Proposal

Introduction

When applying for a PhD position or a research grant in Germany you will usually be asked to submit a research proposal, at least in part, since individually led research is still the norm in most subject areas. Even if you are applying to an established research project, you will probably be expected, as a part of the university application procedure, to explain how your particular research would develop the basic aims of the overall project.

The purpose of the proposal is to ensure that the candidates have done sufficient preliminary reading/research in their area of interest, that they have thought about the issues involved and are able to provide more than a broad description of the topic which they are planning to research. The proposal is of course not a fixed blueprint. Findings cannot be predicted beforehand and often the research may need to be modified as you go along. There is also no fixed formula for writing a proposal. However, your proposal will have to convince members of the academic community that you have identified a

scientific problem and a methodical approach to solve the problem within a realistic time frame and at a reasonable cost.

Please note: the following recommendations are suggestions only. They do not guarantee a successful research application. They may, however, help you prepare a carefully conceptualized proposal. This may not only be important to the professors or the members of the selection committee who have to decide on your application, but also to yourself, giving you a clear structure for your own work, a rough idea of where you are going and a timetable in which to accomplish your research successfully.

General Information

Most research proposals are between 4 and 15 pages, but some institutions or departments specify a word limit. It is rarely possible to write a comprehensive proposal in fewer than 1500 words. The proposal should have a proper layout (typeface and line spacing) as well as a table of contents and page numbers. Remember that professors often have to read large numbers of research proposals. Therefore good legibility and conciseness of your proposal will be appreciated.

Keep in mind that your research proposal has to be written by yourself. Any passage from another source has to be appropriately cited. This applies even to single sentences taken from other authors. Plagiarism may result in your disqualification. (Please also read the "Little Book of Plagiarism" which is published on the website of the HEC.)

If your host institution provides you with a research proposal, feel free to include it in your DAAD application. You should, however, include in addition a self written proposal, which shall outline the role you will play within the research project of your host institution as well as your motivation, your preparation and long-term plan regarding your stay in Germany. Make sure that you always clearly mark which parts of the proposal are written by you and which are written by a third person.

Title Page

On the title page, state your personal data, such as: name, academic title (if applicable), your position at your own university, e.g. junior lecturer, your date of birth, nationality, your work and private address including telephone and e-mail address. This should be followed by the title of your planned dissertation (or research project). Keep in mind that at this stage, the title can only be a working title. Nevertheless, all words in the title should be chosen with great care. Note that you will only be ready to devise a title once you are clear about the focus of your research. You should also state the area of your research, e.g. Political Science - Theory of International Relations - or Empirical Social Science etc.

General Overview of Research Area and Literature

Give a short and precise overview about the current state of research that is immediately connected with your own research project. Name the most important contributions of other scientists. The proposal should contain a clear and logical discussion of the theoretical scope of the framework of ideas that will be used to back the research. The proposal needs to show that you are fully conversant with the ideas you are dealing with and that you grasp their methodological implications. Your research review should indicate an open problem which then will be the motive for your project.

Key Research Questions and Objectives

Give a concise and clear outline of what you intend to find out in your project and what objectives you want to achieve. Research questions may take the form of a hypothesis to be tested against a specific set of criteria or a more open-ended inquiry. Together with the general overview this section should establish the relevance and value of the proposed research in the context of current academic thinking. Your proposal needs to show why the intended research is important and to justify the reason for doing the research.

Methodology

Give detailed information about how you intend to answer your research questions. Depending on the discipline and the topic, suitable research strategies should be defined. You will need to describe for example the intended methods of data gathering, the controls you will introduce, the statistical methods to be used, the type of literature or documentary analysis to be followed and so on. Ethical is-

sues as well as difficulties in gathering data and other material could also be discussed in this section.

Tentative Timetable

Give information about your estimated timetable (if possible in table form), indicating the sequence of research phases and the time that you will probably need for each phase.

Selective Research Bibliography

List the academic works which you have mentioned in your research outline. At least some of them should be recent publications, indicating that you are aware of the current discourse in your area of research. List only those publications which you have actually used for the preparation of the research outline. Do not just copy bibliographies from other papers. In case important publications are not available in your home country, list them separately and make clear that you have had no possibility to read them.

Editing

Once you have finished the conceptual work on your proposal, go through a careful editing stage, in which you make sure your proposal does not contain any grammatical mistakes or typing errors. Check whether the title, the abstract and the content of your proposal correspond with each other. If possible, ask someone within the academic community to proofread your proposal in order to make sure it conforms to international academic standards.

Checklist for a Research Proposal

In most cases your research proposal will need to include the following:

1. Table of contents
2. Abstract
3. Introduction to the general topic
4. Problem statement and justification of the research project
5. Hypothesis and objectives of the study
6. Literature and research review
7. Research method(s)
 - Data collection, analysis and evaluation of data
 - Experiments
 - Analysis of texts and documents
8. Expected results and output of the study
9. Bibliography
10. Appendix (e.g.: Tables, Graphs, Questionnaires).
11. Time Schedule

Application Form and Documents

Make sure your application is complete and accurate. The appearance of your application will lead to a first assessment of your personality and the seriousness of your purpose.

Application Form

- Please fill the application form completely. Never answer a question by "See attached documents".
- Fill the form by computer. If you have to fill it by hand, please print the letters as neatly as possible using a black pen.

- Paste your photo exactly to the designed space. **Do not staple your photo to the application form!** Do not fix it on the front page.
- Please spell your name exactly the way it is spelled in your passport.
- Sign the application form.
- **Do not staple the application form to your documents!**

Documents

- Submit all documents in A 4 only.
- Do not attach paper clips in any other format. (They easily get lost!)
- Do not use plastic folders for your documents.
- **Do not staple your documents!**
- **Do not fix any extra paper flags or paper register to your documents!**
- Please use paper clips to keep your documents together. Binder clips are perfect.

Documents have to be sorted in **exactly the following order**:

1. Application form
2. CV with precise data of your educational and professional development
3. Research proposal
4. Letter of invitation by German professor or admission to a Graduate School
5. All university and school certificates plus transcript of reports starting with the newest. (All photocopies of certificates have to bear the original attestation stamp!)
6. TOEFL or IELTS report if already available (see above)
7. List of publications (if any)
8. Other documents (if any)

Please submit two complete copies of your application. Do not submit your application in several parts. Incomplete applications will not be considered.

Selection Process

Time Schedule

All candidates who are eligible for application and who submitted two complete sets of application will be invited for pre-selection interviews in November or December.

After pre-selection, all candidates whose applications are considered for the final selection will be asked to take TOEFL or IELTS

The final selection will take place in Germany in early 2011.

Scholarship awardees will start language courses presumably in summer 2011 and start their research work in autumn.

More detailed information about the time schedule will be given on a later stage.

Help

Those applicants, who cannot clarify their questions by the help of the above guideline or by the help of the recommended websites, are welcome to turn to the DAAD Information Center in Islamabad for further advice. ([saarbeck \[at\] daad. de](mailto:saarbeck[at]daad.de) - Please delete spaces and insert @.)

Applicants are asked however,

- To make use of all information sources.
- Not to send their application by e-mail.
- Not to give notice that they have submitted their documents to the German Embassy.
- Not to ask for confirmation that the documents have reached the German Embassy.
- Not to ask the date of the interviews. All candidates will be informed well in advance.

The DAAD Information Center in Islamabad tries to give the best of guidance to scholarship applicants. It is, however, pointed out that due to heavy work load irrelevant email may remain unanswered.