

Committee on General Scholarships  
Harvard University  
14 Story Street, 3<sup>rd</sup> Floor  
Cambridge, MA 02138  
[www.scholarships.harvard.edu](http://www.scholarships.harvard.edu)

## CALL FOR APPLICATIONS

### D.A.A.D (German Academic Exchange Service) Study and Research Grants to Germany Academic Year 2013-2014

The German Academic Exchange Service (D.A.A.D) represents the German system of higher education abroad, promoting Germany as an academic and research destination, and helping build ties between institutions around the world. D.A.A.D offers programs and funding for students, faculty, researchers and others in higher education.

The Committee on General Scholarships is pleased to announce the Harvard University internal competition for the D.A.A.D Annual Grant program to Germany. This program invites Harvard to nominate graduating seniors, graduate students, and recent Harvard graduates to submit applications for the “Study Scholarships” and doctoral/PhD candidates and post-doctoral fellows to submit applications for the “Research Scholarships” to spend time in Germany during the 2013-2014 academic year. Students may not submit applications directly to the D.A.A.D, as Harvard applicants will need to go through an internal selection process at Harvard University. Please note that the deadline dates on the D.A.A.D website do not reflect those for Harvard applicants.

**Study Scholarships** are awarded to highly qualified graduating seniors, graduate students, and recent Harvard University graduates to do independent study or to undertake a full Master’s degree in Germany. The Study Scholarship is for ten months during the German academic year (October 1, 2013 to July 31, 2014). Students in two year degree programs in Germany may receive a second year of funding.

**Research Scholarships** are awarded to highly qualified doctoral candidates (Ph.D. and other doctoral degrees) and post-doctoral researchers who wish to pursue research at German universities or institutes. Candidates must have *All But Dissertation* status or the equivalent at their school by the time of the grant period. Research grants support short-term (1 to 6 months) or long-term (7 to 10 months) projects. Short-term grants must occur between June 1, 2013 and January 31, 2014 and long-term grants during the German academic year (October 1, 2013 to July 31, 2014).

The D.A.A.D maintains a detailed website describing their program, criteria for selection, guidelines for the application, and an online application form – [www.daad.org](http://www.daad.org). Applicants will be required to visit the D.A.A.D website to fill out and submit the online application form to D.A.A.D prior to Harvard’s deadline of October 12, 2012. Once the online form has been filled out completely and electronically submitted to D.A.A.D, a copy of this application form should be printed out. Applicants should submit a hard copy of the application form and all supplemental materials (one original) to the Committee on General Scholarships at Harvard University. Please see the application requirements below for further details.

**Completed applications are due before 5:00 p.m. on Friday, October 12, 2012** at the Committee on General Scholarships, 14 Story Street, 3rd Floor, Cambridge, MA 02138. Incomplete applications will not be accepted. A Selection Committee will meet in early November to interview applicants in both English and German. The Committee on General Scholarships will contact applicants to set up interviews with the Selection Committee. The Selection Committee will then nominate finalists for the national competition conducted by D.A.A.D New York. Finalists will be informed by D.A.A.D of their status in March 2013.

## **APPLICATION TO THE HARVARD UNIVERSITY COMPETITION**

<b>Harvard Internal Application Deadline: October 12, 2012</b>
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### **Eligibility**

- The competition is open to:
  1. Harvard College seniors who expect to graduate by May 2013,
  2. Recent Harvard University graduates
  3. Graduate students, doctoral students, and Ph.D. candidates, and
  4. Post-doctoral fellows who have completed their doctoral degree no more than two years prior to applying.
- All applicants, except post-doctoral fellows and recent graduates, must be enrolled in a full-time program of study.
- Applicants in all academic fields are welcome to apply. For graduate level research in the fields of dentistry, medicine, pharmacy, or veterinary medicine, please contact the Committee on General Scholarships for special guidelines.
- Applicants in the fields of music, dance, or fine arts should be in the final stages of a Bachelor's program and be able to complete the degree before beginning the DAAD grant. Please refer to the supplemental application materials on the D.A.A.D website ([www.daad.org](http://www.daad.org)) for specific guidelines on materials (recordings, sketches, films, e.g.) that are required for applicants in the fields of music or fine arts.
- Applicants in the arts, humanities, and social sciences should have a strong command of the German language.
- Applicants are expected to have a well defined study or research 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 or do research in a particular department.
- Candidates must be U.S. or Canadian citizens, or permanent residents. Foreign nationals may be eligible to apply but must contact the Committee on General Scholarships at Harvard University to determine their eligibility status.
- Applicants may not hold a D.A.A.D grant and a grant from another German or German-American organization/German-Canadian organization concurrently for the same project. Prior D.A.A.D grant recipients should contact the Committee on General Scholarships at Harvard University before applying to determine their eligibility status.

### **Terms of the Award**

- Study Scholarships are awarded to graduating seniors, graduate students, and recent Harvard graduates in all disciplines for ten months only, from October 1, 2013 to July 31, 2014.
- Research Scholarships are awarded to highly-qualified doctoral candidates (Ph.D. and other doctoral degrees) and post-doctoral fellows who wish to pursue research at German universities or institutes. Research scholarships support short-term (1 to 6 months) or long-term (7 to 10 months) projects. Short-term grants must occur between June 1, 2013 and January 31, 2014. Long-term grants must occur within the time frame of the German academic year (October 1, 2013 to July 31, 2014).
- A limited number of scholarship recipients may be awarded an additional grant for a two-month language course if the D.A.A.D feels that the recipient requires extra language training. It is not possible to apply for these courses; they are awarded as a prerequisite to the study/research period and normally begin in August.
- Monthly stipends range from approximately €750 to €1,000 depending on the level of academic advancement. DAAD will cover health insurance and provide a flat rate subsidy for travel costs. In addition, limited funds are available for a rent subsidy and family allowance.

## Application Requirements

Harvard College seniors, graduate and doctoral students, and post-doctoral fellows **must submit their application materials directly to Harvard's Committee on General Scholarships**. Applicants are required to submit one original copy of the application materials. The application should be collated but not stapled and include the following documents in this order:

- ❑ **Application Form** entitled *Study Scholarship or Research Grant*. The D.A.A.D has an online application form that must be accessed from their website at [www.daad.org](http://www.daad.org). Applicants will be required to fill out and submit the online form to the D.A.A.D. Once the online form has been completed and electronically submitted, a copy of this form should be printed out and submitted to the Committee on General Scholarships along with all supplemental materials listed below. Do not forget to sign the application. A photo is not required.
- ❑ **Curriculum Vitae or Resume**. This material should be presented in a chronological, tabular format. Narrative or paragraph-form resumes are not acceptable. The applicant's name should appear on each page.
- ❑ **Project Proposal**. The proposal should be a precise description, in English, of the applicant's study or research plans. It should be double-spaced and not be more than six pages in length. The applicant's name should appear on each page and each page should be numbered.  
Study Proposals: Graduating seniors apply for funding for a Master's degree program or a period of independent study. Proposals should explain why a particular program has been chosen and how it will further the applicant's educational and career goals. Independent study applicants should have a well-defined study or research project that makes a stay in Germany essential, and should have an invitation from an academic partner at a German university or research institution. Independent scholars are expected to complete two courses per semester and obtain "*Scheine*" for them.  
Research Grant Proposals: Applicants should provide a precise description of the research plan. It should include the current status of research being done around the world on the particular topic (including a footnote and reference section) and a description of why the project is different and important. Applicants should mention the progress of the research thus far in their academic career, as well as an explanation of why a stay in Germany is essential to their project. Careful attention should be paid to theoretical and methodological planning.
- ❑ **Letters of recommendation**. Two (2) original signed letters of recommendation printed on university letterhead from Harvard University faculty members are required. They should be written specifically for the D.A.A.D application and sent to the Committee on General Scholarships in sealed envelopes. They should not be sent separately to D.A.A.D New York. Faxes, letters via email or Fulbright forms will not be accepted.
- ❑ **Letter of Invitation from a German University**. Preference will be given to applicants who can provide evidence of contact, or attempt at establishing contact, with academics at their chosen German host institution. It is not necessary to translate the letters of invitation from German faculty. Emails will be accepted as an official evidence of contact.
- ❑ **Transcripts**. Official transcripts of all post-secondary studies, including explanations of the grading systems, must be submitted.
- ❑ **D.A.A.D Language Evaluation Form (*Sprachzeugnis*)**. This language form, which should be included with the application materials, should be filled out and signed by a faculty member of the German Department at Harvard University. If you have no knowledge of German and your research/study will be in English, please submit this form anyway and indicate "no knowledge of German and research/study language is in English". Fulbright forms or evaluation forms filled out by teaching assistants will not be accepted. This form can be downloaded from the D.A.A.D's website at [www.daad.org](http://www.daad.org).
- ❑ **Confirmation of ABD Status**. *Pb.D. candidates only* need to submit a letter on university letterhead from their Department Chair confirming that they have ABD (All But Dissertation) status or that they will have ABD status before departing for Germany.

For more information about this program, please contact Rebecca Lock at the Committee on General Scholarships, 617-496-5042 or [rbauerlock@fas.harvard.edu](mailto:rbauerlock@fas.harvard.edu).