

## Study and research in Germany

DAAD Information Centre Ho Chi Minh City  
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Kính gửi: - Phòng Hợp tác Quốc tế các Trường Đại học

TP.HCM, ngày 27.09.13

### Về việc: Thông báo về buổi Hướng dẫn đăng ký học bổng toàn phần Nghiên cứu sinh của DAAD, 05.10.2013

Kính thưa Quý Nhà trường,  
nhằm hướng dẫn cho các ứng viên học bổng Nghiên cứu sinh tại Đức của DAAD (Học bổng toàn phần thường niên của DAAD) về những thay đổi trong hồ sơ xin học bổng cũng như cách thức đăng ký hồ sơ qua Internet, Trung tâm Thông tin DAAD sẽ tổ chức buổi hướng dẫn này vào:

Thời gian: **08h00-10h00 ngày Thứ bảy, 05.10.2013**  
Địa điểm: **Trung tâm Thông tin DAAD TP.HCM**  
**18 Đường số 1, Cư xá Đô Thành, P.4, Q.3, TP.HCM**

Để tiện cho việc tổ chức, các ứng viên vui lòng đăng ký trước với chúng tôi qua các địa chỉ liên lạc bên cạnh đây trước ngày 03.10.2013.

Chúng tôi xin gửi kèm thông báo này các thông tin về thủ tục đăng ký học bổng của DAAD. Kính mong Quý nhà trường phổ biến các thông tin này đến các ứng viên PhD có quan tâm. Xin chân thành cảm ơn.

Trân trọng kính chào  
TM. Trung tâm Thông tin DAAD



Trần Thế Bình

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**Opening hours:**  
Mon, Wed: 09:00 – 12:00  
Tue, Thu: 13:00 – 16:00  
and on appointment

## DAAD Scholarship Program: Research Grants for Doctoral Candidates and Young Academics and Scientists

### Objective

Research grants provide young foreign academics and scientists with an opportunity to carry out a research project or a course of continuing education and training at a German state (public) or state-recognised higher education institution or non-university research institute. The prime goal is the funding of the doctoral dissertation. Specifically, this grant serves the following purposes:

- research projects at a German higher education institution for the purpose of gaining a doctorate in the country of origin (this includes the doctoral programmes offered for developing and transformation countries under the "DAAD Sandwich Model" - see Information Leaflet, which is also available on the Internet [www.daad.de/extrainfo](http://www.daad.de/extrainfo));
- research projects at a German university for the purpose of gaining a doctorate in Germany; for projects of these kinds, we would particularly refer to the structured doctoral study programmes, such as Research Training Groups or Doctoral Research Groups, International Postgraduate Programmes, Graduate Schools, Max Planck Research Schools, etc. Please go to the following website for further information: [www.daad.de/ipp](http://www.daad.de/ipp);
- research projects or continuing education and training, but without aiming for a formal degree/qualification.

Postdocs can also refer to the funding opportunities offered by the Alexander von Humboldt-Foundation.

### Duration

- The length of the grant is set by the grant committee at the selection session. Depending on the project in question and on the applicant's work schedule, grants can be paid generally for between one and ten months, in the case of full doctoral programmes in Germany for up to three years, and in exceptions for up to a maximum of four years.
- Support can only be provided for the completion of a full doctoral programme in Germany when special support policy reasons exist. Such reasons include, for example, the lack of comparable research or academic supervision opportunities in the country of origin or when the doctoral topic requires several years of research in Germany.
- Support for full doctoral programmes in Germany is based on a programme length of three years; if foreign graduates first have to qualify for admission to a doctoral programme, then grants can be awarded for a period of four years. Even when support has been awarded for a full doctoral programme, that award will initially be limited to a maximum of one year. Extensions then depend on whether

or not the evaluation finds the previous award period to have been successfully completed.

### Value

- Depending on the award holder's academic level, the DAAD will pay a monthly award of 750 euros (graduates holding a first degree) or 1,000 euros (doctoral candidates). As a rule, the scholarship additionally includes certain payments towards health insurance cover in Germany. Furthermore, the DAAD generally will pay an appropriate flat-rate travel allowance, unless these costs are covered by the home country or by another funding source.
- Award holders completing a stay of more than six months receive a study and research allowance plus, where appropriate, a rent subsidy and family allowance. Funding for attendance of a language course is decided on a case-by-case basis (cf. Requirements).
- When award holders take doctoral programmes run under the "DAAD Sandwich Model", then the award may include the travel expenses of an academic supervisor - as long as this was already applied for in the first application.

### Requirements

- Applications for DAAD research grants are open to excellently-qualified university graduates who hold a Diplom or Master's degree at the time they commence the grant-supported research and, in exceptional cases, graduates holding a Bachelor's degree or already holding a doctorate/PhD (post-docs).
- It is required that doctoral candidates wishing to take a doctorate/PhD in their home country will already have been admitted to an appropriate course at their home university.
- The application papers must generally include written confirmation of academic supervision by a professor in Germany and expressly refer to the applicant's project, thereby confirming that the host institute will provide a workplace. If the applicant is planning to complete a doctorate at the German host university, the letter of confirmation must come from the academic supervisor (Doktorvater/Doktormutter) for the applicant's doctoral programme/thesis.
- Applicants who intend to gain their doctorate within the scope of a structured doctoral study programme are required to present a letter of admission from their study programme or at least proof that they are being considered for admission.
- Besides previous study achievements, the most important selection criterion is a convincing and well-planned research or continuing education and training project to be completed during the stay in Germany and which has been coordinated and agreed with an academic supervisor at the chosen German host institute.
- German language skills are generally required, although the required level also depends on the applicant's project and topic, as well as on the available opportunities for learning German in the applicant's home country. In the natural sciences and in engineering disciplines, in particular, and when English is spoken at the host institute, proof of good English language skills may also be accepted. The DAAD decides on a case-by-case basis whether the applicant can attend a German language course before beginning the research grant (free of charge for the award holder). This option is only available for research grants lasting more

than six months. Besides, the internet-based language course "Deutsch-Uni Online (DUO)" is recommended to help improve the German language skills. For scholarship holders with funding to run for more than six months, the DAAD will pay the course fees for six months as from their receipt of the Scholarship Award Letter. Furthermore, scholarship holders with funding to run for more than six months can apply to the DAAD for a subsidy towards a personally chosen German course. Further information will be included with the Scholarship Award Letter. The country-specific information on the DAAD homepage will tell you which language skills are required from applicants from your home country.

- At the time of application, generally no more than six years should have passed since gaining the last degree; in the case of doctoral students, no more than three years should have passed since starting the doctoral process; and in the case of postdocs, no more than two years should have passed since gaining the doctorate. In the case of postdocs who are applying for a short stay (of up to six months), no more than four years should have passed since gaining the doctorate. Depending on the country of origin of applicants, for example, special conditions prevailing in the home country education system, etc., exceptions are possible. The country-specific information on the DAAD homepage will provide you with more detailed information.
- Applicants, who have been resident in Germany for longer than 15 months at the time of application, cannot be considered.
- Special note for medical students: The special leaflet "Additional information on DAAD-research-grants for applicants from medical fields" provides information on specific requirements (also available on the Internet [www.daad.de/extrainfo](http://www.daad.de/extrainfo)).

### Required application documents

Below is a list of the documents that must usually be submitted with an application for the scholarship programme you have selected. Documents marked with an asterisk are mandatory worldwide; all others are not obligatory in all countries. Please note that **documents without an asterisk may still be mandatory documents in your country** or the application! Depending on the country and in addition to the **submission, additional documents that are not listed here may be mandatory**. Please check in the "Country-specific information" whether there are other documents listed, aside from those marked with an asterisk, that are mandatory in your country.

**Application documents to be uploaded in the porta** (after the portal application has been sent these are automatically collated into a PDF file called "Bewerbungszusammenfassung.pdf" (Application summary) and must be printed out):

1. Online application form\*
2. Full curriculum vitae (tabular format)\* (max. 3 pages)
3. If applicable, list of publications (max. 10 pages)
4. Detailed and explicit research proposal and description of previous research undertaken\* (max. 10 pages)
5. Schedule of planned research work\* (max. 3 pages)

6. Letter confirming supervision by a German Professor or (for structured PhD programmes) evidence of existing contact with the University \*
7. School leaving certificate<sup>1</sup> giving right of entry to higher education in the home country (including all individual grades)
8. All higher education certificates<sup>1</sup> for all end of year exams (with individual grades) including an explanation of the grading system\*
9. If applicable, Diplom or degree certificate specifying final grade(s)<sup>1</sup> (*mandatory document if available!*)
10. Translation<sup>2</sup> of documents submitted in the local language
11. Language certificate
12. If applicable, country-specific mandatory attachment(s)
13. Other documents that you consider important for your application (*e.g. proof of internships, certificates of employment*)

**<sup>1</sup>Certificates** can be scanned and uploaded in unauthenticated form. If a scholarship is awarded, the foundation office in Bonn will request these documents again in authenticated paper form!

You can initially produce **<sup>2</sup> translations** yourself. If a scholarship is awarded, the foundation office in Bonn will then request that you submit official translations by a state-recognised translator.

**>Submit together with the paper application in a sealed envelope:**

14. Depending on the project, one or two most recent letters of recommendation from one or two university teacher(s) who can provide information on the applicant's qualifications.\*

If you are applying for a scholarship with the funding goal of a doctorate in Germany, please submit two letters of recommendation (if applicable from different disciplines), in all other cases (e.g. research with no degree) one letter of recommendation. Letters of recommendation are confidential, which is why it is essential that they are enclosed with the application in a sealed envelope.

Firstly you must create and download the form to be filled in by the referee in the "Personal funding" => Application => "Request letter of recommendation" area of the DAAD portal (following previous registration). Please then send this form to the referee and ask him/her to provide you with the letter of recommendation in three copies, i.e. in three sealed envelopes. Place each of the three printed copies of the application in one or (for doctoral projects in Germany) two envelopes, together with a letter of recommendation.

**>Only when you have been personally requested to do so, send DAAD a paper version by post of:**

15. A health certificate

### Country Specific Information

- Application deadline for research grants to run for more than six months: **15 October** each year.

- The research grants programme gives priority to the initial and continuing training of young university teachers. Applicants must be released from duties by their home university for the duration of their project
- Knowledge of German (TestDaF 4x4) or English (TOEFL iBT 80) is expected.
- Research Grants up to 6 months are at present not available.

**Application location**

Hanoi Branch Office  
Vietnamesisch-Deutsches Zentrum Trung Tam Viet Duc Hanoi University of  
Technology  
1 Dai Co Viet , Hanoi  
Viet Nam  
E-Mail: [daad@daadvn.org](mailto:daad@daadvn.org)  
WWW: <http://www.daadvn.org>

**Further information and advice**

Information Centre Ho Chi Minh City  
c/o German Center  
18 Duong So 1, Cu Xa Do Thanh, Phuong 4, Quan 3  
Ho Chi Minh City  
Viet Nam  
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