



## German Egyptian Research Long-term Scholarship (“GERLS”)

---

### German Egyptian Research Long-Term Scholarship to the Federal Republic of Germany “GERLS”

#### Special Call for the Public University and Research Institute Staff members

As an outcome of success achieved during the German-Egyptian Year of Science & Technology 2007, a cooperation agreement has been made between the Ministry of Higher Education and Scientific Research of the Arab Republic of Egypt “MoHE” and the Deutscher Akademischer Austauschdienst (DAAD), from funds made available by the German Ministry of Foreign Affairs and the Egyptian Ministry of Higher Education and Scientific Research to create a program offering up to 70 postgraduate scholarships for Egyptian doctoral candidates.

#### **Applicants’ profile**

- ⇒ Holding an M.A./ M.Sc. degree, which generally should not be older than three years
  - ⇒ A minimum of two employment years at one of the public Universities/ research institutions is a must
  - ⇒ Applicants should not be older than 32 years
- 

#### **Time line of the program:**

- **Call for Application:** As of 01.09.2013 to 31.10.2013
- **Opening DAAD Portal for Application:** As of 01.09.2013
- **Pre-Selection Procedures:** from November 2013 to end of January 2014
- **Final Selection Procedures:** March 2014
- **Final Selection Results:** April 2014
- **Start of Preparation Phase in Egypt:** April 2014
- **First Travel Date for the start of the language course in Germany:**
  - **For Full PHD:** October 2014
  - **For Channel and Specialization:** November/December 2014
- **Start of the Academic Semester in Germany:** April 2015
- **Kindly note that all above mentioned date are subject to change without prior notice.**
- **Dates of the planned information sessions will be communicated to the applicants.**

DAAD – German Academic Exchange Service  
11, Sh. Al-Saleh Ayoub, Zamalek, Cairo. Opening hours: Sunday to Thursday 10.00 – 12.00  
e-mail: [info@daadcairo.org](mailto:info@daadcairo.org) website: <http://cairo.daad.de>  
Tel.: 2735 27 26 Fax: 2738 41 36



## Guide to Application

### SECTION A: Procedure

#### 1 Introduction to the responsible staff

##### Heba Ahmed:-



She is coordinating the GERLS Program & responsible for organizational matters.

**Telephone:** 27352726- 27384127 Ext: 118

**Fax:** 27384136

**E-Mail:** [Heba.ahmed@daadcairo.org](mailto:Heba.ahmed@daadcairo.org)

##### Adel Younis:-



Responsible for inquiries and other organizational matters. **Mr. Adel Younis is your first contact person.**

Please refrain from sending emails to everybody.

**Telephone:** 27352726- 27384127 Ext: 124

**Fax:** 27384136

**E-Mail:** [GERLS@daadcairo.org](mailto:GERLS@daadcairo.org)

We thank you for refraining from using the word “**urgent**” in your correspondence if it is not really the case.



## 2 The application process

### 2.1 Overview over the application procedure

Before applying for GERLS please revise the info sheet in depth: [GERLS General Info Sheet 2013-2014.pdf](#)

To apply for the GERLS program, kindly follow these steps:-

- Candidates have to apply online through the DAAD portal as of **1<sup>st</sup> September 2013**.
- You are kindly asked to search for the GERLS program under the following link: [www.funding-guide.de](http://www.funding-guide.de), register yourself on the DAAD Portal and then fill in the application form electronically (For more information, please refer to the guide “**How to apply online?**”).
- **3 copies of the application form as well as all required documents have to be sent to the DAAD Cairo office via post latest by the deadline 31<sup>st</sup> October 2013.**
- **Please note**, an application is only valid when it has been submitted electronically together with all required documents via the DAAD Portal and not via email and sent as hard copies in 3 sets to the DAAD Cairo office before the deadline.
- The quality of your proposal is the most important aspect.

### 2.2 Information on all documents, photos, graphs to be uploaded on the online application

In order to apply for a GERLS scholarship, the online application should contain the following documents:

- 1- General Required Information (Form is available on the DAAD website)  
(<http://cairo.daad.de/en/scholarships/phd/>)
- 2- A research proposal (Form is available on the DAAD website)  
(<http://cairo.daad.de/en/scholarships/phd/>)
- 3- Timeline of the research
- 4- CV with a maximum of 3 pages. We recommend using the europass specimen form at <http://europass.cedefop.europa.eu/>.
- 5- A complete list of publications, if available.
- 6- Acceptance letter or an email from a German professor showing that the research project under preparation is feasible and can be conducted in Germany under his supervision. The acceptance letter should state **the title, time frame** (exact duration



and starting date of supervision according to the program timeline should be stated) and **objectives of the project**. The acceptance letter should not be older than six months at the time of application.

- 7- A signed and stamped official endorsement letter from the applicant's home institution (**template of which is available on the DAAD website** <http://cairo.daad.de/en/scholarships/phd/>).
- 8- A signed and stamped official statement of employment (بيان حالة) issued from the applicants' institution/ university. The statement should indicate that the applicant is affiliated (employed) to his/her institution/ university at the time of application under the current position and should reflect a complete history of employment (a minimum of two employment years are a must).
- 9- Proof of PhD registration in one of the Egyptian universities for the candidates who apply for **Channel or Specialization system**.
- 10- Proof of the ethical commission's approval in Germany in case the project is involving experiments on animals/ human beings (If applicable).
- 11- Proof of English language abilities: either IELTS (band 6) certificate or institutional TOEFL ITP (minimum score 550) or international TOEFL IBT (minimum score 80).
- 12- Summary of Master's thesis maximum one page.
- 13- Copy of passport
- 14- Awarded certificates: Bachelor University transcript, Master's University transcript, Bachelor, Master's and School leaving certificate
- 15- Two recommendation letters **3 sets each** to be submitted in a sealed envelope in hard copies only to the DAAD Cairo office (**template of which is available on the DAAD website:** <http://cairo.daad.de/en/scholarships/phd/>).

**N.B:**

- Kindly note that the endorsement letter and statement of employment history (بيان حالة) should be issued from the same place.
- Regarding the practical training certificates, applicants are encouraged to upload the certificates related to his scientific field but not any other certificates such as (ICDL).
- Proposals submitted can't be changed at any stage without approval from DAAD.
- It is the responsibility of the applicant to check if the Transfer Material Agreement (MTA) is signed between all parties concerned.
- The recommendation letter is considered as an important part of the evaluation; therefore applicants should refrain from submitting identical recommendation letters.



### 2.3 Special case applications (Arts, Music, Architecture)

Applicants from the fields of **arts**, **music** and **architecture** form a special case. Their applications will undergo an additional selection in Germany. Such additional selection activities in Germany will be implemented according to the procedures of the German Specialized Arts and Music Committee and in competition with candidates from other countries. A personal interview could be conducted at the time of the final selection procedures in Egypt. The funding of these scholarships, however, is part of the GERLS program.

***For more information, please refer to the additional information sheet for Artists***

### 2.4 General inquiries

General inquiries concerning documents submitted or program description should be directed to:

Mr. Adel Younis

E-Mail: [GERLS@daadcairo.org](mailto:GERLS@daadcairo.org)

Tel.: 27352726 – 27384127 Ext. 124

Fax: 27384136

Please check our FAQ first available on the DAAD website.

### 2.5 How to write a research proposal

#### Introduction

When applying for a doctoral 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

DAAD – German Academic Exchange Service  
11, Sh. Al-Saleh Ayoub, Zamalek, Cairo. Opening hours: Sunday to Thursday 10.00 – 12.00  
e-mail: [info@daadcairo.org](mailto:info@daadcairo.org) website: <http://cairo.daad.de>  
Tel.: 2735 27 26 Fax: 2738 41 36



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 you. Any passage from another source has to be appropriately cited. This applies even to single sentences taken from other authors. Plagiarism will lead to disqualification of your application.**

If your host institution provides you with a research proposal, please feel free to include it in your DAAD application. However, please make sure that you include in addition a proposal written by yourself, that

shall outline the role you will play within the research plan of your host institution as well as your motivation, your preparation and long-term plan regarding your stay in Germany. Please make sure that you always clearly mark which parts of the proposal are written by yourself or by somebody else.

### 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, and their association with one another must be carefully considered. While the title should be brief, it should be accurate, descriptive and comprehensive, clearly indicating your research area. 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. You may also want to give a realistic time frame in which you plan to complete your project. For a PhD this should not normally exceed three years.

### **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**

This is a very important part of your research outline and should receive a lot of attention. It may well be the longest section of your proposal. Give detailed information about how you intend to answer your research questions. Anyone who reads your proposal will want to



know the sources and quality of evidence you will consult, the analytical technique you will employ, and the timetable you will follow. 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 issues 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. Take into account that at this stage, it can only be estimated, but make clear that you have an idea about the time span that will be needed for each step.

### **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 publications which you have actually used for the preparation of the research outline. Never ever 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:

- |   |  |
|---|--|
| ✓ Table of Contents   | ✓ Data Collection, Analysis and Evaluation of Data (in empiric research) |
| ✓ Abstract  | ✓ Analysis of texts and documents  |
| ✓ Introduction to the General Topic                           | ✓ Expected Results and Output of the Study                               |
| ✓ Problem Statement and Justification of the Research Project | ✓ Bibliography   |
| ✓ Hypothesis and Objectives of the Study                      | ✓ Appendix, e.g. Tables, Graphs, Questionnaires etc.                     |
| ✓ Literature and Research Review                              | ✓ Time table   |
| ✓ Research Method(s)  |  |

## 2.6 Proposal writing workshops and interview training

The DAAD Cairo office offer proposal writing workshops and interview trainings. Kindly check our website for the recent announcements: <http://cairo.daad.de>

## 2.7 How to find a German supervisor

To search for a German professor you can as check the following web sites:

[http://research-explorer.dfg.de/research\\_explorer.de.html](http://research-explorer.dfg.de/research_explorer.de.html)

<http://cairo.daad.de/en/studyingresearchgermany/research/>

<http://www.research-in-germany.de/>

<http://www.daad.de/deutschland/forschung/research-explorer/08308.en.html>

**The database for PhD positions and research opportunities in Germany:**  
[www.phdgermany.de](http://www.phdgermany.de)

### **Please note:**

- Don't send mass mails to the German Professors, this leaves a bad impression.
- When contacting a German Professor do not to write in the subject "need acceptance letter for DAAD". Professors generally do not respond to such mails. You have to show your concern about your research and the supervision, not about an acceptance letter.

DAAD – German Academic Exchange Service  
11, Sh. Al-Saleh Ayoub, Zamalek, Cairo. Opening hours: Sunday to Thursday 10.00 – 12.00  
e-mail: [info@daadcairo.org](mailto:info@daadcairo.org) website: <http://cairo.daad.de>  
Tel.: 2735 27 26 Fax: 2738 41 36



**Applicants are also encouraged to contact the representatives of the following institutions/ Universities:**

### **Fraunhofer representative office Middle East**

Dr. Mona El Tobgui - Egypt Coordinator  
11, Sh. Saleh Ayoub, Zamalek, Cairo.  
[mona.eltobgui@fraunhofer.de](mailto:mona.eltobgui@fraunhofer.de)

### **University of Marburg - Representative Office in Cairo**

Ms. Deborah Dombret



11, Sh. Saleh Ayoub, Zamalek, Cairo  
[Deborah.dombret@daadcairo.org](mailto:Deborah.dombret@daadcairo.org)

Counseling hours: Sunday to Thursday from 10 to 12 am or arrange for an appointment.

### **Freie Universität Berlin -Liaison Office Cairo**



Dr. Florian Kohstall

11, Sh. Saleh Ayoub, Zamalek, Cairo-  
Telefon: +20 2 273 62 923  
Telefax: +20 2 273 62 923  
E-Mail: [cairo@zedat.fu-berlin.de](mailto:cairo@zedat.fu-berlin.de)  
Homepage: [www.fu-berlin.de/cairo](http://www.fu-berlin.de/cairo)

DAAD – German Academic Exchange Service  
11, Sh. Al-Saleh Ayoub, Zamalek, Cairo. Opening hours: Sunday to Thursday 10.00 – 12.00  
e-mail: [info@daadcairo.org](mailto:info@daadcairo.org) website: <http://cairo.daad.de>  
Tel.: 2735 27 26 Fax: 2738 41 36

**N.B.**

- ⇒ Kindly be informed without an email or an acceptance letter your application can not be considered.
- ⇒ Please check the information sheet published on DAAD website to help you in searching for a German supervisor.
- ⇒ In order to be successful with your application for research funding/PhD studies, you will need a proof of contact with a German professor. Please read the leaflet on the DAAD homepage "guideline sv" which will give you some ideas of how to find and to get in touch with professors at German universities. However, make sure you also study carefully the general information on doctoral studies in Germany on the DAAD website.

**2.8 Field Studies**

In the context of the German Egyptian Long term Scholarship Program (GERLS) abroad Field Studies needed by GERLS candidates during their residence in Germany could be funded on the following conditions:

1. The candidate should inform the final selection committee about the required field study for his/her research. Therefore, the final selection committee should approve the necessity of the field studies in order to take place during the duration of the scholarship. However, if the candidate decides to include a Field Study for his/her research after the final selection, then a member of the final selection committee should be consulted and provide DAAD with the committee decision in writing.
2. **For Channel & Specialization candidates:** The field study may be completed either before the start of the scholarship or after finishing the scholarship according to the agreement with both supervisors. This approval by the supervisors, however, needs to be obtained before the final selection takes place and the relevant document has to be submitted to the selection committee.
3. An official letter, signed by the GERLS candidate's German supervisor, indicating his/her approval on the necessity of the Field Study for the research should be submitted to DAAD.
4. **For full PhD candidates:** The duration of the field study abroad should not exceed a quarter of the entire scholarship duration provided for the candidate (a maximum of 12 months). For candidates who require more than one Field Study trip, then the duration of all Field Study trips should not exceed the above mentioned limit.

DAAD – German Academic Exchange Service  
11, Sh. Al-Saleh Ayoub, Zamalek, Cairo. Opening hours: Sunday to Thursday 10.00 – 12.00  
e-mail: [info@daadcairo.org](mailto:info@daadcairo.org) website: <http://cairo.daad.de>  
Tel.: 2735 27 26 Fax: 2738 41 36



5. A total of 3 months funding/allowance (that includes the full scholarship rate and other subsidies) will be paid for the Field Study trip, whether it is used during one field trip or several trips. If the duration of the entire Study Field trip(s) will take more than 3 months, then neither the scholarship rate nor the subsidies will be further provided for the candidate.
6. As for the travel allowance, it will be provided only for one Field Study trip, whether it is used to travel to the candidate's home country of origin or to another country or as a replacement of the return home journey during the scholarship.

### 3 The pre-selection process

#### 3.1 Pre-selection procedure

##### Eligibility check:

Kindly be informed, the following required documents will be checked by the DAAD staff:

- ⇒ Online application
- ⇒ GERLS required information
- ⇒ CV
- ⇒ Photo
- ⇒ Copy of Passport
- ⇒ Statement of employment
- ⇒ Endorsement letter
- ⇒ Acceptance letter
- ⇒ Language score
- ⇒ Proof of PhD registration (required from Channel & Specialization)
- ⇒ Time line
- ⇒ History of the applicant (Please refrain from creating more than one account on the GERLS Website and refrain from submitting more than one application. Kindly note that in case of dual application and/or duplication your application will not be considered.)
- ⇒ Recommendation letters
- ⇒ Permission of Ethical committee (If applicable)

DAAD – German Academic Exchange Service  
11, Sh. Al-Saleh Ayoub, Zamalek, Cairo. Opening hours: Sunday to Thursday 10.00 – 12.00  
e-mail: [info@daadcairo.org](mailto:info@daadcairo.org) website: <http://cairo.daad.de>  
Tel.: 2735 27 26 Fax: 2738 41 36



The pre-selection procedure runs for about 8 weeks after the eligibility check.

- ⇒ There will be a committee for each discipline consisting of 2 professors from the same field, who will be in charge of evaluating the application according to the program's criteria.
- ⇒ Applicants should classify themselves in the right discipline.
- ⇒ Kindly note that following points will be considered while evaluating the proposal:-
  - Abstract
  - Background
  - Scientific Proposal
  - Research Objectives
  - Time planning
  - The quality of the acceptance letter ( it should contain title, duration, and objectives of the proposal)
  - Endorsement letter.
  - Recommendation letters

### **N.B.**

Detecting **Plagiarism** in any application during pre- and/or final selection phase, will lead to disqualification of the application from the respective GERLS call. For more information please refer to the Research Ethics Guideline available under the following link: <https://www.facebook.com/daad.cairo.office/posts/689698161044103>

### **3.2 Announcement of the pre selection results and its consequences**

- ✓ The applicants will receive an e-mail stating that they have a message on the portal and they have to follow the link available in the e-mail, in order to know their own result via DAAD portal.

### **N.B**

- We urge all applicants to check their E-mail and the DAAD website as of end of January on daily basis.
- Applicant who wants to withdraw from the program at any stage should notify us in writing stating the reasons for taking such decision. Kindly check the following withdraw template: [Withdraw form.doc](#)



### 3.3 How to be prepared for the first information session

- ⇒ The pre-selected candidates will be invited to an information session after announcing the result.  
**Please note** that attending the info session is **mandatory for all pre-accepted candidates**, and please assure to show up on time. The exact date of the session will be define later by the DAAD Cairo office.
- ⇒ If the applicant has a specific question, and wants to discuss it with a member of the GERLS team in details, he/she should ask for an appointment.

## 4 The final selection process

### 4.1 Final selection procedure

- ⇒ The interviews will take place at the DAAD premises.
- ⇒ Each applicant will receive an e-mail with the exact date and time of his interview.  
Please try to be in the DAAD office at least 15 minutes prior your interview slot.
- ⇒ You will be guided to the interview room by a member of the DAAD staff.

### 4.2 How to prepare for the interview

To keep the interview process fair and equal for each candidate following points should be considered before, during and after each interview:

- ⇒ Candidates will be invited to the interviews in groups of 2 – 3 persons.
- ⇒ Please notice that waiting time can be up to 2 hours. Nevertheless, it is important that you reach your appointment on time.
- ⇒ Please switch off your mobile as soon as you enter the DAAD premises. Candidates are not allowed to make phone calls while they are waiting for their turn.
- ⇒ All candidates are supposed to wait in the reception hall and will be provided with drinks and snacks.
- ⇒ Each candidate will be called to his/her personal interview. Each interview takes around 30 minutes.
- ⇒ You are not allowed to use your mobile or documents during your interview.  
Therefore you are kindly asked to leave your phone and any documents or other things you brought with you in your bag.
- ⇒ **IMPORTANT:** The interview is not a test. It is a conversation that helps the selection committee to know the candidate. The candidate is introducing himself with aspects



he/ she considers the most important ones. The purpose of the interview is not to judge performance but to get a realistic picture of the candidate's personality and of his/her research proposal.

- ⇒ The interview consists **roughly** of following parts:
  - 3 minutes self-introduction
  - 7 minutes introduction to the proposal
  - 10 minutes questions and answer
- ⇒ Each candidate has to leave the premises of the DAAD directly after his/her interview.
- ⇒ Candidates who finished their interviews should not contact other candidates who are still waiting for their slot nor should they provide other candidates with information on the interview. This is important to insure that all candidates have the same starting position.

We wish all candidates a successful interview.

### 4.3 Announcement of the final results and its consequences

- ⇒ The applicants will receive an e-mail stating that they have a message on the portal and they have to follow the link available in the e-mail, in order to know their own result via DAAD portal.
- ⇒ **Finally accepted candidates will be asked to submit original/ certified copy from all documents and certificates submitted online through the portal immediately after announcing the result.**
- ⇒ Application form and documents of rejected candidates will be retained by DAAD as they include confidential records.
- ⇒ We thank you for understanding that DAAD is not in the position to inform the applicants about the reasons of the committee's decision.
- ⇒ Applicants should prepare themselves for participating in a number of events, sessions, etc. after the announcement of the result. The following link shows an example for the expected time line of the preparation time in Egypt: [GERLS timeline.pdf](#)

#### **N.B**

The events mentioned in the above timeline are subject to change according to staff and budget availability



#### 4.4 How to prepare for the second information session

- ⇒ The final selected candidate should attend the 2<sup>nd</sup> information session on time.
- ⇒ If the applicant has a specific question, and need to discuss it with a member of the GERLS team in details, he/she shall ask for an appointment.

#### Final Acceptance

- ⇒ Finally accepted candidates should be aware that they will give full time to follow the program procedures (language course and preparation workshops).
- ⇒ Candidates who accepted the scholarship have to make their time free without any other commitments

#### 4.5 Other funding mechanisms

We would like to draw your attention to further available funding mechanisms:

- **German-Egyptian short-term scholarship (GERSS):**  
<http://cairo.daad.de/en/scholarships/phd/>
- **Funds by the Egypt missions department:** <http://www.mohe-casm.edu.eg/>
- **Georg Foster:** <http://www.humboldt-foundation.de>
- **STDF:** <http://www.stdf.org.eg/>