

## **Information sheet for applicants for the DAAD/Kurt Hahn Trust Scholarship 2016/17**

Please go through the following list, making sure that you have checked off each point before submitting your application. Certificates, transcripts, translations, etc. may be scanned and uploaded to the DAAD portal in non-certified form.

There is one checklist for students applying to study at a German university at Master's level and one checklist for PhD students/Postdocs who apply for a research stay in Germany.

This checklist provides guidance for you in order to submit a complete application. Please note that this does not guarantee that your application will be successful. The checklist is not part of the application and does not need to be uploaded to the portal or be sent in with other documents.

### ❖ **Eligibility Criteria:**

- Recipients of these awards should have graduated from Cambridge University within the past 2 years or be in their final year of study.
- Applicants should hold British nationality OR have been fully resident and studying at Cambridge University for at least one year at the time of application.
- Applicants should not have been in Germany for more than 15 months at the time of application or two years when taking up the scholarship.
- International students who have already graduated from Cambridge University should still be living in the UK.

### ❖ **General information:**

- Please be aware that the DAAD does not get in contact for you with a German university. Please make your own contacts with the German institutions of higher education or research.

**GRADUATE STUDENTS (TO STUDY AT MASTERS LEVEL IN GERMANY):**

Documents:	✓
<b>Application form</b>	
<b>Full curriculum vitae in tabular form</b> (max. 3 pages)	
<b>Statement about academic and personal reasons for the planned study project in Germany</b> (letter of motivation; 1-3 pages)	
<b>Letter of admission to a study programme in Germany;</b> if this is not available by the application deadline, this can be subsequently submitted before the scholarship-supported study programme begins.	
<p><b>For a postgraduate or Master's degree completed in Germany:</b> <b>Form "<u>Information about your preferred master programmes</u>"</b></p> <p>Additional info for Master's degree applicants: when completing the online application form and the form "Information about your preferred master programmes", DAAD recommends listing up to 3 potential degree programmes to avoid a situation in which you are granted a scholarship but end up not getting accepted into a Master's programme. However, when writing your proposal, you should focus on your top preferred programme, and mention briefly additional programmes at the end of your statement.</p> <p><b>OR</b></p> <p><b>For a study period in Germany as part of a postgraduate or Master's degree completed at Cambridge University:</b> Proof that the academic achievements rendered in Germany will be recognised by Cambridge University (e.g. letter from your department).</p>	
<b>University degree certificate(s) indicating final grade(s):</b> if studies have not been completed at the time of application, the certificate must be subsequently submitted before the scholarship-supported study programme.	
<b>Transcripts of all university studies with individual grade(s)</b> , make sure to include the explanations of the grading system which are usually on the back.	
<b>German or English translations of documents</b> submitted in a different language	
<p><b>An up-to-date German language certificate</b> (applicants who apply for a degree course entirely taught in English are exempt from the language test)</p> <p>Language certificates should not be older than 2 years and should state the level of proficiency according to the Common European Framework of Reference for Languages.</p> <p>For applicants who still have to take a German language test: please refer to the section "German Language Test" on <a href="http://www.daad.org.uk/en/12900/index.html">http://www.daad.org.uk/en/12900/index.html</a>.</p>	
<p><b>Copy of school-leaving certificate/results</b> which entitles holders to study at a university in the home country (with all individual grades), e.g. A-Levels, Scottish Highers, Irish Leaving Certificate</p> <p>For leaving certificates from countries other than the UK and Ireland, applicants must provide an explanation of the grading system.</p>	
<b>One recent reference from a university teacher</b> (completed reference form) in a sealed envelope and with original signature.	

**PHD STUDENTS/POSTDOCS:**

Documents:	✓
<b>Application form</b>	
<b>Full curriculum vitae in tabular form</b> (max. 3 pages)	
<b>List of publications</b> (max. 10 pages), if applicable	
<b>Extensive and detailed description of the research proposal</b> which has been discussed with the academic adviser and a description of previous research work (max. 10 pages)	
<b>Schedule of planned research work</b>  OR  <b>In case of structured doctoral study programme in Germany, description/course catalogue of the chosen programme</b> (max. 10 pages).	
<b>Letter confirming supervision by an academic adviser in Germany</b> , which refers to the applicant's proposal and confirms that the host institute will provide a workplace. Should German not be required, the supervisor should also confirm that English is the working language.  OR  <b>Proof of admission</b> to a structured doctoral programme at a German university, if this is not available by the application deadline, this can be subsequently submitted before the scholarship-supported degree programme begins.	
<b>University degree certificates indicating final grade(s)</b> : the certificate must be subsequently submitted before the grant-supported research begins if it is not available at the time of application.	
<b>Transcripts of all university studies with individual grade(s)</b> , make sure to include the explanations of the grading system which are usually on the back.	
<b>German or English translations of documents</b> submitted in a different language	
<b>An up-to-date German language certificate</b> (applicants who apply for a degree course entirely taught in English or, in case of a one-year research stay, whose research is conducted in English only are exempt from the language test)  Language certificates should not be older than 2 years and should state the level of proficiency according to the Common European Framework of Reference for Languages.  For applicants who still have to take a German language test: please refer to the section "German Language Test" on <a href="http://www.daad.org.uk/en/12900/index.html">http://www.daad.org.uk/en/12900/index.html</a> .	
<b>Proof of admission to a doctoral programme at the home university</b> insofar as the applicant intends to take a doctoral degree there.	
<b>One recent reference from a university teacher</b> (completed reference form) in a sealed envelope and with original signature.	