



In-Region Scholarship Programme Central America

**Call for Master Scholarship Applications 2024
the Technological Institute of Costa Rica (ITCR)
Master's Degree of Business Administration**

Funded by the
Federal Ministry for
Economic Cooperation and Development (BMZ)

Application Closing Date at ITCR and DAAD: **16.01.2024**

PROGRAMME OBJECTIVES

1

The programme aims at fostering strong, internationally oriented higher education systems in *Central America* with the capacity to contribute to sustainable development. For this purpose, scholarships for development-related Master's or doctoral studies are awarded to individuals who plan to pursue a career in teaching and/or research at a higher education institution in *Central America, the Dominican Republic and Cuba*.

By training future academic and professional leaders, the programme contributes to the following **long-term impacts**:

- Qualified professionals' involvement in the solution of development-related problems in *Central America, the Dominican Republic and Cuba*
- Graduates strengthening education and research in *Central America, the Dominican Republic and Cuba*
- Structural strengthening and regional networking of partner institutions and partner universities

To achieve these long-term impacts, the following outcomes have been formulated as programme objectives:

Programme objective 1: Graduates have qualified to take over responsible positions in their or for their region of origin

Programme objective 2: The participation of women and underprivileged groups is reinforced

Programme objective 3: Organizational, financial and personal capacities of partner institutions are strengthened

As part of the „ In-Region Scholarship Programme“, DAAD offers scholarships for Master studies. The programme is funded by the German Federal Ministry of Economic Cooperation and Development (BMZ) and aims at university staff in the first line, without neglecting the public sector demand of academically trained personnel.

The target group for scholarships are graduates from Central America, the Dominican Republic and Cuba with a first academic degree (Bachelor or Licenciatura) if applying for a Master's programme. The **In-Region scholarships** are aimed at students who want to participate in a study programme in Central America, in a country that is not their home country or a country for which they do not have a residence permit.

The awarding of scholarships will be subject to the provision of funds.

APPLICATION REQUIREMENTS FOR A MASTER'S DEGREE

2

Applicants for a Master's degree

- have successfully completed generally Bachelor/Licenciatura with above average results (at least: Second Class/Upper Division or equivalent, if applicable);
- clearly show motivation and strong commitment;
- have thorough knowledge of the language of instruction;
- have generally completed their last university degree not more than 6 years ago at the time of application;
- must be nationals or permanent residents of a Central American country (except Costa Rica), the Dominican Republic or Cuba;
- should generally be a) staff member of a public university, b) or a candidate considered for teaching or research staff recruitment, c) or from the public sector and/or d) Alumni of the DAFI-programme.

Female applicants, refugees with recognized refugee status and candidates from other less privileged regions or groups are especially encouraged to participate in the programme.

Scholarships are initially granted for one year and can be extended to a maximum of the regular period of study upon receipt of an application for extension. Scholars must demonstrate satisfactory progress before an extension is granted.

Please note: the Technological Institute of Costa Rica (ITCR) might have additional requirements for admission to the university.

ELIGIBLE FIELDS

3

The In-Region Scholarship Programme supports studies in subject areas with strong relevance to national development.

The scholarships at the ITCR are available in the following fields:

- *Master's Degree of Business Administration*

PLACE OF TENURE

4

the Technological Institute of Costa Rica, Alajuela, CIDE - Plaza Real

DURATION AND COMMENCEMENT

5

The duration

- of the Master programme is generally 27 months and is usually starting in August.

The standard period of study and the start date are based on the Affiliate Agreement between the host university and the DAAD.

APPLICATION AND SELECTION PROCEDURE

6

The application process contains two parallel steps. Please be aware of the two application deadlines.

First step:

Applicants must apply for their studies at the ITCR using the contacts and the method that is prescribed by the institution. ITCR **has set the deadline 16.01.2024.**

The ITCR will screen, pre-select (according to DAAD selection criteria) and short-list the applicants. A detailed report consisting of the shortlisting procedure, the entire list of applicants, the ranked shortlist and the shortlisting panel members will also be availed to DAAD. The ranked shortlist will contain preferably triple (at least double) the number of scholarships that have been attributed to the institution.

DAAD reserves the right of final selection.

Second step:

At the same time applicants must apply for the DAAD scholarship via the DAAD Portal.

The application process for DAAD scholarships contains the following steps:

1. Register on the Portal: https://portal.daad.de/sap/bc/bsp/sap/z_set_cookie/setcookie.htm?fund_ar=stv&id=57692903
2. Log in to the portal
3. Carefully read the instructions on how to apply in the portal
4. Submit your application via the portal by the deadline indicated on the cover page of this document.



Remember to check that your application is complete and meets DAAD requirements before submitting! Otherwise your application cannot be considered.

DAAD will conduct a formal review of the applications received via the DAAD portal only, according to the DAAD criteria.

Deadline: **16.01.2024.**

In a final selection organized by the DAAD, applications that have met both the admission requirements at the host university (and the university's rank in the pre-selection) and the DAAD's formal criteria are evaluated by an independent selection committee (international university teachers and experts from German and foreign universities as well as alumni). The independent selection committee evaluates the applications based on the submitted documents, taking into consideration the pre-selection ranking of the institution. Areas evaluated include academic performance and quality, extracurricular activities, motivation, and relevance of the research topic (if applicable).

The DAAD reserves the right of final selection.

APPLICATION DOCUMENTS

7

Mandatory documents to be submitted (in English) for the DAAD scholarship application:

- DAAD application form duly filled in (available in the DAAD portal)
- Curriculum vitae, including a list of publications (if applicable).
- One Recommendation letter by university teachers (stamped and signed)
- Letter of admission for the host university (this can be subsequently submitted before the scholarship begins if it is not available at the time of application)
- University degree certificates
- Transcript of records
- Letter of motivation
- Copy of the passport
- a timetable for an application for a scholarship
- If applicable, information on the UNHCR registration as refugee

Optional:

- Additional documents that might be relevant for your application (e.g. proof of internships, proof of employment).

Your application is only valid if you submit all the required documents to the DAAD portal on time. Incomplete applications cannot be considered. You are responsible for ensuring that your applications are complete. **If**



you do not have documents such as letter of admission at the time of application, please mention and explain this at an appropriate place in the application.

Please note that the scholarship only becomes effective as soon as the Admission Letter from the university is issued. This must be submitted to the DAAD portal as soon as possible and is part of a complete application (this can be subsequently submitted before the scholarship begins if it is not available before).

DAAD reserves the right of final selection.

SUBMISSION OF APPLICATION APPLICATION FOR A MASTER'S DEGREE

8

Applications must be submitted via the DAAD portal

https://portal.daad.de/sap/bc/bsp/sap/z_set_cookie/setcookie.htm?fund_ar=stv&id=57692903

Deadline: 16.01.2024.

Applications submitted through other channels or to other authorities will not be considered.

The DAAD portal closes at 24.00 hrs. Central European Time (CET or CEST) on the last application day.

SCHOLARSHIP FUNDING

9

The scholarship covers:

Benefits	Pace of Payment	Amount
Tuition Fees*	Year I: USD 2065,16 Year II: USD 2249,27 Year III: USD 2065,16	Payment will be made to the ITCR by the Information Point San José
Study and research allowance	annually	460 EUR (Master)
Printing allowance	once towards the end of scholarship	400 EUR (Master)
Monthly Scholarship (Accommodation, Food etc.)	monthly	745 EUR
Travel allowance (In-Region only)	usually twice (beginning/end of scholarship)	<i>The flat rate travel allowance will be specified in the letter of award.</i>
Insurance (In-Region only)	annually	Directly to the CCSS
Family Allowance (if a family member is accompanying you to your host country; a separate application needs to be submitted for the family allowance upon admission to the programme)	monthly	303 EUR

*Please note that in some cases not all fees and costs that are mentioned on the official fee structure of the host institution can be covered by DAAD in full, e.g. if the agreement with the funding organization prevents DAAD from funding certain items in the fee structure or if items that are included in the fees are supposed to be covered through the individual scholarship benefits.

PAYMENT OF SCHOLARSHIP FUNDS

10

The DAAD will endeavour to transfer the first monthly payment to you as quickly as possible after the beginning of your scholarship. Processing the first transfer of funds may take some time, especially if you are able to set up your bank account only after your arrival in your destination country. To

be able to cover the costs which arise until you receive your first scholarship payment, we recommend that you bring a financial reserve with you.

Payments generally cannot be made prior of the scholarship start date and the commencement of studies at the host institution. Furthermore, no additional benefits that are not listed in this call for applications, can be granted.

Please note that the travel allowance for In-Region scholarship holders will only be transferred along with the first scholarship rate, i.e. after the arrival in the host country.

The scholarship will be paid directly to the scholarship holder's bank account. Further details will be announced after admission to the scholarship programme in the Letter of Award.

ADDITIONAL BENEFITS

11

DAAD In-Region scholarship holders are also

a) encouraged to apply for a **short-term research stay in Germany** for 2 up to 6 months.

Please note:

- **The short-term research stay in Germany should preferably be announced in the application for the regular scholarship** and can only be awarded if the necessary financial means are available.
- If you would like to apply, please note that the funding period for a short-term research stay in Germany is part of the In-Region programme and the regular study period of the programme may not be exceeded by the short-term research stay in Germany, this must be included in the regular study period of the In-Region programme.

The short-term research scholarship includes:

- a monthly scholarship payment for living costs
- health/accident/personal liability insurance
- a flat-rate travel allowance

b) invited to apply for different Summer Schools in Germany (four weeks)

All further details regarding additional benefits and the additional application processes will be provided after admission to the scholarship programme.

Please note that all short-listed applicants might be asked to participate in a multi-wave monitoring survey to gather data on different academic and career development aspects. Participation is voluntary.

12

CONTACT AND COUNSELING

Enquiries related to the DAAD Scholarship

DAAD Contact Person: Grettel González Altamirano

E-Mail: ggonzalez@daad-centroamerica.ac.cr

Website: <https://www.daad-costa-rica.org/es/encontrar-becas/becas-en-costa-rica-y-region/>

Enquiries related to the general admission and the study programme

Master of Business Administration

Contact Person: MBA. Alexandra Mora Cruz

E-Mail: almora@itcr.ac.cr

Website: <https://www.tec.ac.cr/programas-academicos/maestria-administracionempresas>

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13



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