



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002**

No. F. 1-6/2015(IC)

August, 2015

**The Registrar
All Indian Universities**

Sir/Madam,

You may be aware that there exists an Indo-German Cultural Exchange Programme which provides for an Exchange of Scientists Programme. UGC and DAAD have worked out this programme to intensify cooperation between India and Germany through funding of scholars who would participate in co-operative exchange visits primarily in the fields of humanities and social sciences.

This offer will be applicable to those faculty employed at higher educational Institutions/ Universities approved under Section 2(f) & 12(B) of the UGC Act.

The applicant needs to apply online to the DAAD central portal. The details may be seen under www.funding-guide.de (Bilateral Exchange of Academics). The guidelines for the application are available at <http://www.daaddelhi.org/imperia/md/content/newdelhi/guidelines-bilateral.pdf>

The **last date** for applying online as well as submitting the hard copy of the application to DAAD New Delhi and UGC is 01-10-2015.

Hard copy of the application should be sent to “**The Section Officer, IC Section, Room No.508-A , University Grants Commission , Bahadur Shah Zafar Marg, New Delhi-110002**”.

Yours faithfully,

**(Mriganka Sekhar Sarma)
Education Officer**

Guidelines for online application procedure

Step 1

Go to www.funding-guide.de

Step 2

Fill up the details indicated by the orange-coloured arrows below (Status: Faculty, your Country of Origin, and tick 'DAAD funding programmes only').

Click on "Refine your search".

The screenshot shows the DAAD website's search interface. The 'Finding Scholarships' section is active. On the left, there are search filters. Three orange arrows point to specific fields: the 'Status' field is set to 'Faculty', the 'Country of Origin' field is set to 'Germany', and the 'DAAD funding programmes only' checkbox is checked. The search results on the right show 211 options, with 'ALECOSTA: Alemania-Costa Rica' and 'Bilateral Exchange of Academics - DAAD' visible.

Step 3

Click on "Bilateral Exchange of Academics".

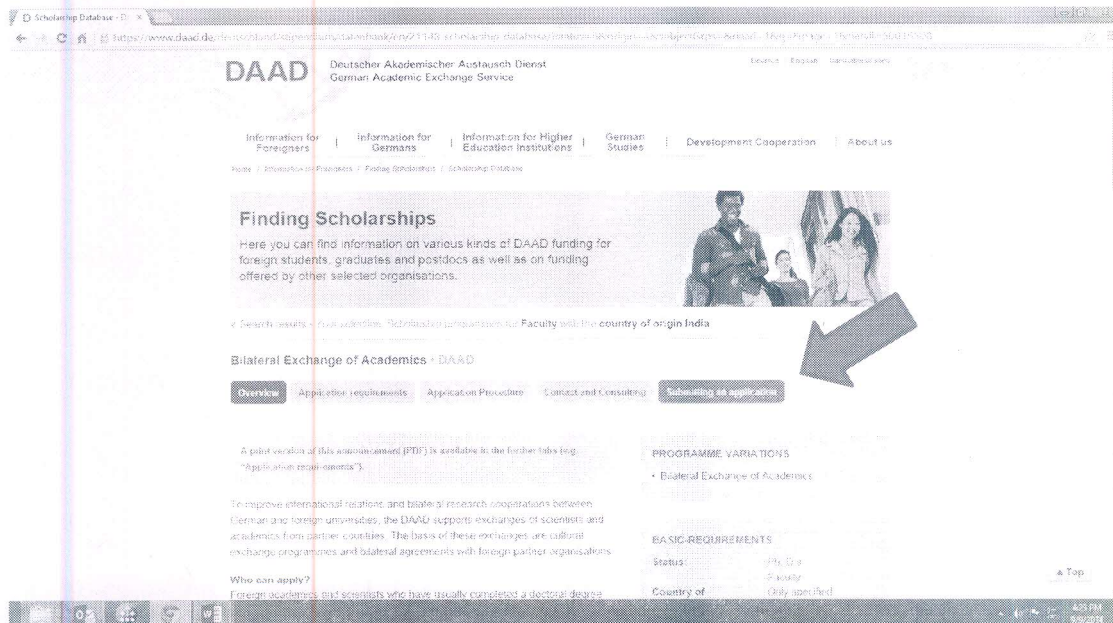
The screenshot shows the DAAD website's search results page. The search filters on the left are updated: 'Status' is 'Faculty', 'Country of Origin' is 'Germany', and 'DAAD funding programmes only' is checked. The search results on the right now show 6 options. An orange arrow points to the 'Bilateral Exchange of Academics - DAAD' result, which is the first option listed.

Step 4

Go through the relevant information available through the various tabs. In case of questions, contact the DAAD Regional Office New Delhi

<http://www.daaddelhi.org/en/14910/index.html>.

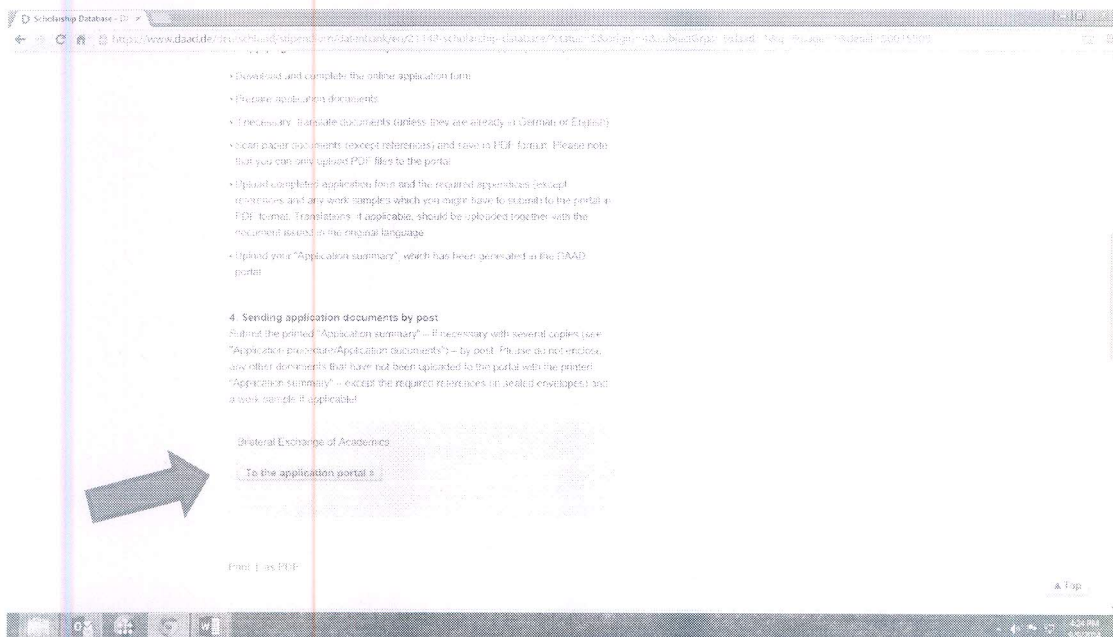
Click on "Submitting an application".



Step 5

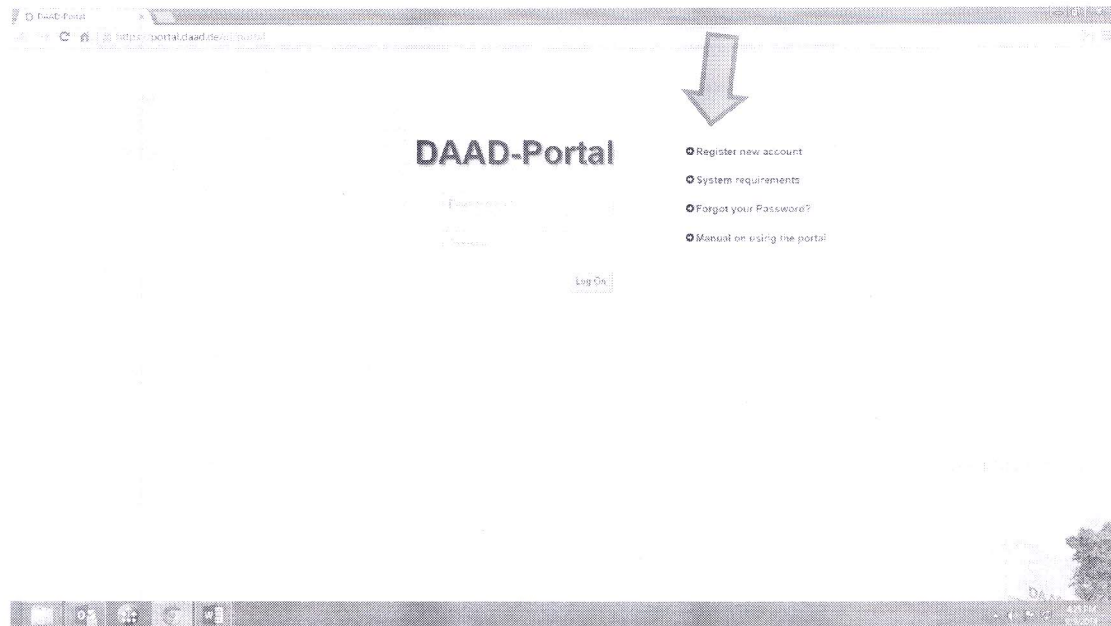
Go through the relevant information.

Click on "To the application portal" to start the application procedure.

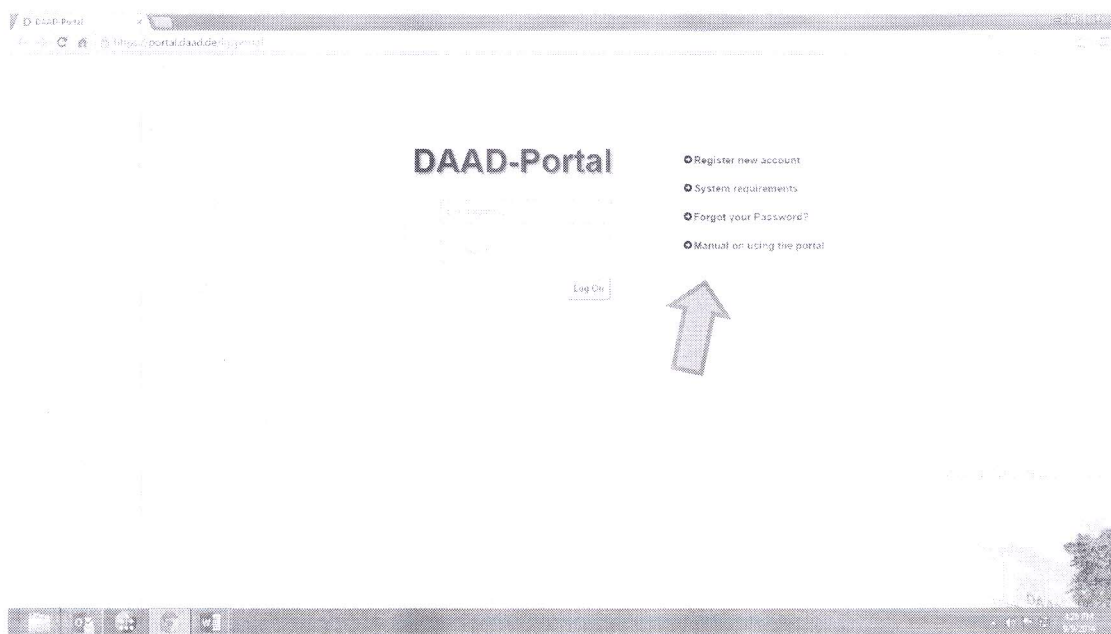


Step 6

Register yourself on the DAAD Portal. 6a, 6b and 6c below provide tips for registration.



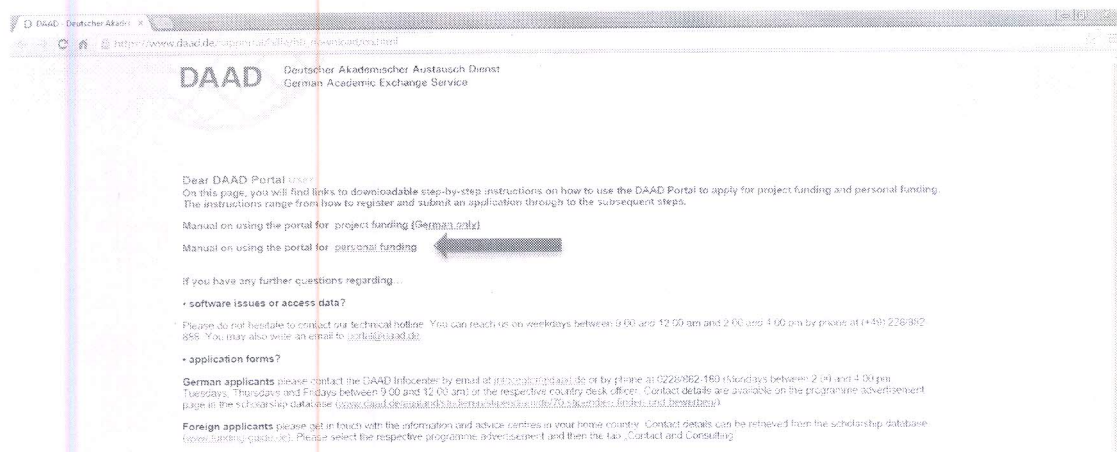
6a: Step by step instructions on using the DAAD portal are available under "Manual on using the portal".



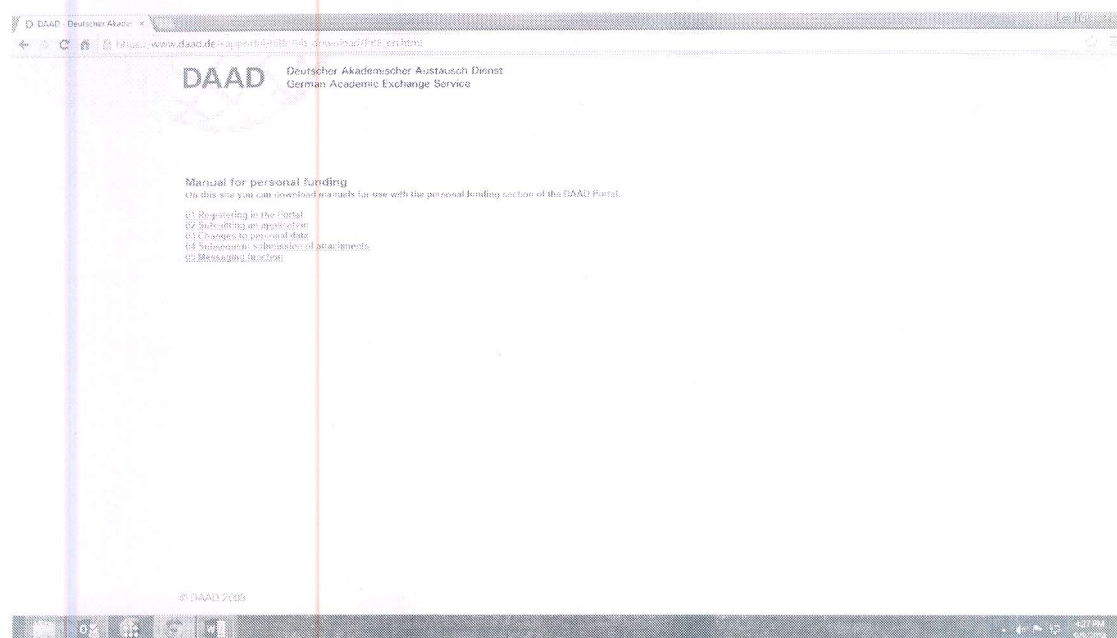
6b: Click on "personal funding".

Technical Requirements for Personal Funding area:

- Popups for the domain www.daad.de need to be enabled.
- In the Personal Funding area in the DAAD Portal you will find pdf application forms to download and fill in. To use all functions of these pdf forms you will need Adobe Reader or Acrobat Pro.



6c: Go through the individual files to get complete information about the application procedure.



Step 7

Complete the application procedure as per the instructions.

General instructions

Filling in the electronic form

The following instructions are intended to make it easier for you to quickly find your way around the Project Fund of the DAAD Portal.

Processing forms without an Internet connection (offline)

One option in using the DAAD Portal is to download the PDF form that is being used. Use the disk icon shown above the forms or use the menu option "Download form".

Downloaded forms can be filled in without having to be logged into the DAAD Portal. After filling in and after renewed login into the Portal, the completed form can then again be uploaded to the Portal via the menu option "Upload forms". Please note that to upload you have to save the form and exit Adobe Reader first.

Saving data online

Please regularly use the option to "Save data online" the DAAD Portal offers you in the menu on the left-hand side screen. For security reasons, the session is currently automatically terminated if there are long breaks between inputs. This is not automatically displayed. If you are still entering data after such an ending of the session, that data will be lost.

Uploading attachments

Please note that when you are uploading attachments into the DAAD Portal, they must not simultaneously be open application such as Adobe Reader.

Signatures

It is not necessary to sign your application when you are applying via the DAAD Portal.

Input fields

There are two types of text fields in the application forms. Fields already reserved have a dark grey background; those that you can write in are in white. Please note if you are using Adobe Reader 9.x, when the highlight aid has been activated ("Highlight Fields" button), some entry fields will have a blue background and will be bordered in red.

Mandatory fields have to be filled in

In the DAAD Portal, some input fields are preceded by an *. These are mandatory fields. You cannot submit an application unless they are filled in. If you are using Adobe Reader 9.x/10 with highlight support the mandatory fields will be bordered in red.

Input field restrictions

Please note that the length of input fields is restricted and that you therefore only have a limited number of characters available for a field. In some cases, you will be given notice of a certain maximum number of possible characters for the specific field.

Tooltips will help you fill in the application form

An input assistance (tooltip) is available for each of the fields you have to fill in for the application. As soon as you have moved your mouse arrow to a white input field, a text with a yellow background will appear with context specific information for your assistance.

Exclusion of browser navigation aids in the DAAD Portal

If you are navigating in the DAAD Portal, please exclusively use the Portal's navigation aids for this purpose. Your Internet browser's navigation aids, especially the forward and backward buttons, are not supported by the Portal.

Application: Search aid for choosing funding programmes

You can simplify the selection of a funding program by clicking the field "Show filter criteria" once the list to choose from has appeared. Now enter a search term in the field "Funding Program". The search term has to have an * on each side. In addition, the search distinguishes between lower and upper case. So whole words should be written in upper

Numerical restriction of entries domestic/foreign partners, third-party sponsors

Only one entry each is possible for the categories referred to. You are welcome to upload further entries as attachments.

Handing in attachments after submitting an application

If you want to submit additional attachments you may do so by selecting the project in "Project Overview". Then the tab "Base Functions" below the listed projects. In there you'll find the option "Hand in documents for the selected project".

Printout

Once you have successfully submitted the application a pdf file "application summary" will be generated. Please take 1 printout and send them to the DAAD office.

Bilateral Exchange of Academics • DAAD

Overview

To improve international relations and bilateral research cooperations between German and foreign universities, the DAAD supports exchanges of scientists and academics from partner countries. The basis of these exchanges are cultural exchange programmes and bilateral agreements with foreign partner organisations.

Who can apply?

Foreign academics and scientists who have usually completed a doctoral degree and work at a university or research institute in their home country.

What can be funded?

- Research stays at state or state-recognised institutions of higher education or non-university research institutes in Germany.
- Funding may only be claimed once within three years.
- Lecture tours or visits to congresses are not funded.

Duration of the funding

- 14 days to three months; the length of the grant is decided by a selection committee and depends on the project in question and the applicant's work schedule.
- The grant is non-renewable.

Value

- Monthly payments of:
2,000 euros for assistant teachers, assistant professors and lecturers
2,150 euros for professors
- Unless otherwise regulated by bilateral agreements, the costs of the outward and return journey are borne by the respective sending country.
- Other payments cannot be made.

Selection

An independent selection committee reviews applications.

The most important selection criteria are:

- Academic achievements and, if applicable, publications, which must be documented in the curriculum vitae and a list of publications
- A convincing and well-planned research project

Please note: this programme supports exchanges between scientists and researchers from Germany and its partner countries. Funding is available when German researchers also apply for a research fellowship at the same time.

Application requirements

What requirements must be met?

- Based on bilateral MoUs with partner organizations in India the exchange of faculty is only possible for scientists and faculty at research institutes of the Council of Scientific and Industrial Research (CSIR), universities under the responsibility of the University Grants Commission (UGC) and the Indian Institutes of Technology (IITs).
- The partner organizations recommend qualified candidates to DAAD.
- Because this is a bilateral exchange programme, a visit of the German Counterpart should be agreed upon.
- German faculty and scientists should apply at the DAAD Office in Bonn, section ST 34.
-
- Research stays being supported by IIT and CSIR: Research stay should be max. 2 months
- Research stays being supported by UGC: Research stay should be 2-4 weeks.
- The dates and purpose of the stay must be agreed beforehand with the academic host institute in Germany.

Language skills

- The required language level depends on the applicant's study plans and subject: In the arts, social sciences and in law, at least a good knowledge of German is usually expected. For the natural sciences and engineering, proof of good English language skills may also be accepted if English is spoken at the host institute.

Application Procedure

The application procedure occurs online through the DAAD portal. You are also required to send 1 copy/copies of the "Application summary" (PDF file), which is generated in the DAAD portal after the online application procedure has been completed, by post to the application address.

The access to the DAAD portal opens about 6 weeks before the application deadline.

To apply, please select the call for applications for this programme in the scholarship database (www.funding-guide.de). From here, you can enter the portal by clicking the tab "Submitting an application".

Application documents

1. Documents to be uploaded to the DAAD portal

- Online application form
- Full curriculum vitae in tabular form (max. 3 pages)
- List of academic publications (max. 3 pages)
- Comprehensive statement about research project (max. 10 pages)
- Time schedule and itinerary (host institutes / academic hosts) of the planned research stay
- Letter from host confirming academic cooperation, which refers to the applicant's proposal and guarantees that a workplace will be provided
- German or English translations of documents submitted in the national language

2. To be submitted by post:

- The "Application summary", which is generated in the portal in PDF format and which can be printed out after the online application procedure is completed; please send 1 copy/copies to the application address.

Application deadline

01.10.2014

1st October 2014 for research visits from May 2015 onwards

Application location

New Delhi Branch Office

German Academic Exchange Service

Regional Office Bangladesh, India, Nepal, Sri Lanka

c/o DLTA Complex, R.K. Khanna Stadium, 1 Africa Avenue

110029 New Delhi

India

E-Mail.: info@daaddelhi.org [<mailto:info@daaddelhi.org>]

WWW.: <http://www.daaddelhi.org/> [<http://www.daaddelhi.org/>]

Please send your application to: Ms Shikha Sinha

Please note

- Your application is only valid if you submit all the required documents to the DAAD portal (see Item 1) and by post (see Item 2). The postmark date serves as proof that the application has been dispatched on time.
- The DAAD portal closes at 24.00 hrs. Central European Time (CET) on the last application day, unless it is possible to submit applications on an ongoing basis.
- Late or incomplete applications cannot be considered. Applicants are responsible for ensuring that their applications are complete.
- The application documents remain with the DAAD. Data relating to applicants is saved by the DAAD in accordance with the Federal Data Protection Act insofar as this data is needed to process the application.

Contact and Consulting

Information and advisory centres

Person in Charge: Ms Shikha Sinha

E-Mail: sinha@daaddelhi.org

More detailed information

- DAAD website section "PhD studies and research"
[<https://www.daad.de/deutschland/promotion/en/>]
- Website „Research in Germany“ [<http://www.research-in-germany.de/dachportal/en.html>]
- Website „Research Explorer“ [http://research-explorer.dfg.de/research_explorer.de.html]

Weitere Informationen EN

IIT and CSIR: Research stay should be max. 2 months

UGC: Research stay should be 2-4 weeks

German faculty and scientists should apply at the DAAD Office in Bonn, section ST 34.