

The bilateral exchange of Academics programme between the DAAD and the Hanoi University of Science and Technology (HUST): Guidelines

1. Objectives

The aim of the bilateral exchange of Academics programme between the DAAD and the Hanoi University of Science and Technology (HUST) is to promote collaboration between HUST and German universities or research institutions. Under the agreement scientists from the HUST can be invited to Germany for a research stay. Visits should be on reciprocal basis and therefore the visits of scientists from Vietnam should be followed by a visit from their German counterpart in the same year.

2. Target groups

- Scientists from the HUST holding a PhD degree
- Scientists from German universities and/or research institutions (e.g.MPI)

3. Duration of research stay

Minimum: two weeks; maximum: three months (depends on the availability of the partners)

4. Financial terms of exchange

- *Guiding principle:* each side covers travel costs (round-trip) of their scientists and accommodation/ local transport for their guests.
- *DAAD supports HUST scientists for their research stay in Germany with:*
 - 2,000 euros per month for assistant teachers, assistant professors and lecturers
 - 2,150 euros per month for professors,
 - pro rata for shorter visits.
- *DAAD supports German scientists* with the round-trip travel costs in the same year.

Please note: Co-funding for accommodation of German scientists from their own resources or from other German funds (e.g. BMBF) **is not allowed!**

5. Application documents

The application should consist of the following documents:

- Online application form
- Scientific curriculum with professional facts, current position, field(s) of specialization

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- letter of invitation from the German counterpart indicating the exact duration of the planned stay
- list of publications (max 3 pages)
- detailed description of the planned project to be undertaken during the visit to Germany (max10 pages)
- detailed timetable which includes: institutes to be visited, duration of the visit, proposed activities during the stay at the host institution, expected results of the visit
- The visits are on a reciprocal basis: an equal number of Vietnamese and German scientists are to be funded in 2020. At the time of application, the Vietnamese scientists are advised to include a confirmation letter from the German counterpart about the visit to the Vietnamese institute during the current year. The German scientists applying under this programme must include an acceptance letter from their Vietnamese counterpart (HUST).
- Statement on financial safeguarding

6. Deadline and application procedure:

application deadline each year :

- **31th October 2019:** for stay from April to December 2020

Complete applications have to be submitted online via the DAAD portal:

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

You will receive the number to open the DAAD portal later

After the upload the complete application has to be printed out. 01 copy have to be submitted to the DAAD Hanoi office.

7. Selection procedure

The selection in Vietnam will be conducted at the DAAD office Hanoi by a selection committee. This will be usually within one month after the application deadline.

The selection committee will consist of:

- one representative of HUST Presidential board, of HUST International Co-operation Dept., of HUST Science and Technology Office, the director of the Vietnamese-German Centre, the director of the DAAD office Hanoi (as standing members)
- At least one HUST professor, according to the subjects of applications submitted.

The bilateral exchange of Academics programme between the DAAD and the Hanoi University of Science and Technology (HUST): Guidelines

The selection committee will discuss all applications and will decide on a ranking. The selection will be a paper-based selection. Nevertheless, oral interviews will be possible if needed. The

ranking will be documented in a selection protocol, signed by all committee members, and will be submitted to the DAAD Bonn as a basis for its funding decision.

8. Selection criteria

Formal criteria (40%)

- Completeness of all documents required: application forms, scientific curriculum, invitation letter from German institution, publication list, project description, timetable, confirmation letter of German partner for visit at HUST in the same year.(20%)
- Language skills (English and/or German) (10%)
- Financial safeguarding of the costs to be covered by HUST (10%)

Academic criteria (60%)

- Academic quality of the project (30%)
- Relevance of the project to HUSTs strategic objectives on terms of research collaboration with Germany. (30%)

Please note: German scientists shall send their applications directly to the DAAD Bonn (Section 34) **in parallel** to the application of their Vietnamese counterpart. The Vietnamese application can be proceeded only in case the German application has been submitted, too, to ensure the reciprocal visits within one calendar year.

After the exchange of academics programme, please send a short report to the DAAD office Hanoi.

Contact and Advice

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More information about the programme please visit: www.funding-guide.de

The Programme is “the bilateral exchange programme” FPI comes later