

DAAD

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

## Affiliate Agreement

Deutscher Akademischer Austauschdienst e.V. (DAAD), Kennedyallee 50, D-53175 Bonn, Germany, represented by its Secretary General, Mrs Dr. Dorothea Rüländ, who in turn is represented by Mr Cay Etzold

- DAAD -

and

Regional Centre of Excellence for Poultry Science (CERSA), University of Lomé, represented by Director of the university Mr Prof. Kokou Tona, P.O. Box 1515, Lomé, Togo, which in turn is represented by the undersigned

- host institution -

conclude the following Agreement:

### 1. Character of Agreement

The In-Country/In-Region Scholarship Programme aims at fostering strong, internationally oriented higher education systems with the capacity to contribute to sustainable development. To this end, scholarships are granted for development-related Master or doctoral studies for individuals who plan to pursue a career in teaching and / or research at a higher education institution in their home region or in their home country.

DAAD Scholarships are awarded for (post)graduate studies at the host institution that is affiliated with the programme by this agreement. The host institution will receive a maximum quota of scholarships for (post)graduates programmes or individual doctorates. The scholarships are administrated by DAAD. The host institution receives the university/ institute/ network fees. If necessary, the host institution disburses the scholarship payments for the DAAD.

### 2. Programme objectives

By training future academic and professional leaders, the Wählen Sie ein Element aus. contributes to the following long-term impacts:

- Qualified professionals' involvement in the solution of development-related problems
- Graduates strengthening education and research
- 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 are qualified to take on responsible positions in 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

### 3. Duration and subject of the agreement

The application (including the official fee structure), the objectives and further information specified herein as well as the programme tender (annex I) and the call for scholarship applications (annex II) constitute part of this agreement.

The host institution is affiliated with the programme for 3 intakes starting with intake 2017 and ending with intake 2019. Afterwards they can reapply for participation.

Through funds provided by the German Federal Ministry for Economic Cooperation and Development (BMZ), the DAAD awards the host institution for each intake an maximum amount of

- ❖ up to 2 scholarships for PhD programmes (In-Country)
- ❖ up to 6 scholarships for Master programmes (In-Country)
- ❖ up to 4 scholarships for PhD programmes (In-Region)
- ❖ up to 12 scholarships for Master programmes (In-Region)

The amount of In-Country and In-Region scholarships was set by the selection committee and the DAAD. Any deviation from the assigned amount requires approval by DAAD. The amount of In-Region scholarships needs generally to be higher than the amount of In-Country scholarships (generally 70/30). Any deviation from this rule requires approval by DAAD.

The awarded amount of scholarships will be subject to the provision of funds by the German Federal Ministry for Economic Cooperation and Development. Complete submission of all application documents and compliance with the agreed rules are also required.

### 4. Obligations

DAAD:

1. DAAD provides the call for scholarship applications
2. DAAD holds the right of final selection
3. DAAD awards and administrates the scholarships
4. DAAD pays regular university/ institute/ network fees to the host institution/ to the scholarship holder

Host institution

1. The host institution publishes and distributes the call for applications
2. The host institution pre-selects the candidates (according to DAAD selection criteria mentioned bindingly in the Call for Scholarship Applications)
3. If necessary, the host institution disburses the scholarship payments to the scholarship holder for DAAD
4. The host institution informs the DAAD immediately about any double funding or scholarship turn downs.
5. If available, the host institution provides up-to-date contact details of all scholarship holders/ of its graduates (to be used for the graduate survey)

## 5. Scholarship payments and Regulations

The scholarship funding includes:

Item	Payment details
Stipends covering the cost of living including accommodation	Disbursement via host institution on behalf of DAAD
Research allowance	Disbursement via host institution on behalf of DAAD
Allowance for printing costs	Disbursement via host institution on behalf of DAAD
Travel allowances (only for In-Region scholarship holders)	Disbursement via host institution on behalf of DAAD
Health insurance	Disbursement via host institution on behalf of DAAD
Regular university/ institute/ network fees	Direct payment to host institution

The payment details mentioned above are generally to be followed. Deviations are possible.

All details regarding scholarship funding are listed in the respective call for scholarship applications (annex II).

### 5.1. Disbursement (of scholarship payments) via host institution

If the scholarship payments are disbursed by the host institution, the following rules shall apply:

The scholarship is granted by DAAD. The host institution only disburses the scholarship payments for the DAAD.

Scholarship payments can only be requested up to a period of **four months** before payments become due.

The host institution will notify the DAAD of the requested amount of money by using the "Call for scholarship payments" form, which is available in annex III and shall be send as a signed copy to rothenpieler@daad.de.

All scholarship payments (except the institution fees) mentioned in the "Call for Scholarship Payments" form need to be disbursed completely to the scholarship holder. Each scholarship holder needs to confirm the receipt of every scholarship payments by signature. The confirmation of the receipt shall be documented on the "Acknowledgment of Receipt" form (annex IV) which needs to be send back to DAAD (by mail to rothenpieler@daad.de) within two months after the end of the respective budget year.

All scholarship payments (exception mentioned in 5.2.) are rated and transferred in EUR. The disbursement can be in any currency. The disbursement amount may not exceed the equivalent of the amount in EUR at the exchange rate applicable on the payment date. The host institution is asked to open an EUR account with a bank (if possible). Banking fees for wire transfers in foreign currencies can be paid by DAAD and can be requested by presenting the respective invoice/ account statement (by mail to rothenpieler@daad.de).

The currency exchange rate at the time of the DAAD transaction is binding for all further disbursements and not the exchange rate at which the expenses become due.

## 5.2. University/ institute/ network fees: Regulations and Payment

The following fee structure has been stated in the application dated 19.10.2016:

University/ Institute/ Network fees for Master students

Item	Year I Costs per student per year	Year II Costs per scholar per year
University/ Network fees (Master) <b>International</b>	3,601,000.00 XOF	3,601,000.00 XOF
University/ Network fees (Master) <b>National</b>	3,281,000.00 XOF	3,281,000.00 XOF

University/ Institute/ Network fees for PhD students

Item	Year I Costs per scholar per year	Year II Costs per scholar per year	Year III Costs per scholar per year
University/ fees (PhD) <b>International</b>	3,701,000.00 XOF	3,701,000.00 XOF	3,701,000.00 XOF
University/ Network fees (PhD) <b>National</b>	3,401,000.00 XOF	3,401,000.00 XOF	3,401,000.00 XOF

The host institution confirms that the university/ institute/ network fees – mentioned in the application form which is part of this agreement – are the regular ones being demanded from all students at the respective institution. It is not possible to invoice any extra fees for DAAD scholars which are not charged from other students.

The financial information on university/ institute/ network fees mentioned in the application form and the submitted official fee structure are binding with regard to the amount of fees. The amount of requested fees should not be increased during the affiliation period. The DAAD needs to be informed in advance about any exceeding and needs to approve it.

The host institution shall request the university/ institute/ network fees for the selected scholarship holders by using the "Claim for Fees" form, which is available in annex V and shall be send as a signed copy to rothenpieler@daad.de.

Fees can be requested in national currency, in EUR or in Dollar.

## 6. Reporting

The host institution will in particular inform the DAAD immediately in writing in any of the following cases:

- it has applied for or receives additional grants for the same purpose from other bodies or it receives – possibly additional – funds from third parties;
- Scholarship holder turns down, stops or cancels the scholarship;
- Scholarship holder completes the degree before the end of the awarded period of scholarship;
- The ratio between In-Region and In-Country Scholarship changes. It should be generally 70/30;
- The fees mentioned under 5.2. increase.

The host institution will be required to immediately report back any funds that are no longer required and shall return such funds, indicating name of the host institution and scholarship holder name(s) into DAAD account no. 02 085 185 00 with Commerzbank Bonn, sort code 370 800 40, IBAN: DE28 3708 0040 0208 5185 00, SWIFT-BIC: DRESDEFF370.

## **7. Programme monitoring/ reporting**

With the aim of achieving the objectives mentioned under section 2, the programme will be accompanied by a results-oriented monitoring. After the end of the respective budget year the host institution will receive access to an online reporting tool by DAAD. The host institution is obliged to submit an annual report (annex VI) within two months. The annual report shall contain information on the following topics:

1. Assessment of target achievement of programme objectives (see section 2)
2. Information on application and selection process
3. Information on funded study programme(s) and intakes, incl. support activities for the scholarship holders (mainly for In-Region candidates)
4. Events with participation of scholarship holders and/or coordinators and supervisors
5. Information on scholarship holders, incl. study / research progress, obtained degrees etc.
6. Benefits of the programme
7. Quality assurance and quality improvement
8. Alumni work
9. Conclusions and suggestions for future cooperation

In addition, the DAAD carries out a graduate survey at the end of and 3 years after the scholarship in order to gather data on the development of the scholarship competencies' and careers. The host institution shall provide (if available) up-to-date contact details of their graduates.

## **8. Selection of scholarship holders**

The call for scholarship applications is provided by DAAD (annex II). The host institution shall distribute the call for application. All applications are sent to the host institution. The host institution screens and short-lists applications, then sends a complete list (names only, annex VII) of all the applicants and the pre-selection report and lists showing the participants of the pre-selection (annex VIII) and explaining the criteria employed to DAAD Bonn for final approval (eligible applications should be at least twice the number of scholarships offered within the programme). DAAD asks the host institution to short-list the candidates but reserves the right of final selection. The complete application documents (see respective call for applications) should be submitted to DAAD by the pre-selected applicants via the DAAD-Portal not later than 2 weeks after the link to the DAAD portal is distributed to the host institution. The host institution will make the link to the DAAD-Portal available to the pre-selected applicants. Incomplete applications or applications that reach DAAD Bonn after the above mentioned deadline will not be considered.

The admission criteria take into consideration that the amount of In-Region scholarship holders has generally to be higher than the amount of In-Country scholarship holders (generally 70/30) and that DAAD scholarships can only be awarded to applicants who:

- have successfully completed generally a three-year university degree (Master candidates) or a two-year university degree (doctoral candidates) with above average results (upper second class honours)
- clearly show motivation and strong commitment
- have thorough knowledge of the language of instruction
- have completed their last university degree not more than 6 years ago at the time of application

- must be nationals or permanent residents of a Sub Saharan African country

## 9. Audit Rights

The DAAD, the German Federal Ministry for Economic Cooperation and Development, or any agent appointed by them shall be authorised to request books, receipts, or any other business documents and to review the adequate and economic execution of the agreement on site. The German Federal Court of Auditors' audit rights will not be affected by this.

## 10. Withdrawal/ Cancellation from/of the Agreement

The DAAD will be entitled to withdraw from or cancel the agreement, including without limitation in the following cases:

- The requirements for entering into the agreement have subsequently ceased to apply;
- The agreement has been obtained through incorrect or incomplete information;
- The scholarship is not used at all or no longer as a whole or in part for the intended purpose;
- The Scholarship payments have not been disbursed within four months from disbursement by DAAD.
- Reporting duties have not been complied with in a timely manner.

If the DAAD withdraws from or cancels the Agreement, or if the Agreement ceases to be effective subsequent to the occurrence of any of the above listed conditions, the host institution shall refund the funding as a whole or in part. The reimbursement claim shall bear annual interest in the amount of five per cent above the base rate.

## 11. Bank details

The scholarship payments (if applicable) and the university/ institute/ fees will be transferred to the following account:

Account holder	University of Lomé
Account no./IBAN	TG055 01708 141421128402 55
Sort code or SWIFT	ECOCTGTG
Bank	Ecobank, Togo
Address	
Country	Togo

By signing the Agreement, the accuracy of the bank account is confirmed.

**12. Other**

Should any provisions of this Agreement be or become invalid or unenforceable after this Agreement was concluded, the validity of the remainder of this Agreement will otherwise remain unaffected. The invalid or unenforceable provisions will be replaced by valid and enforceable arrangements whose effect and economic objective correspond most closely with the invalid or unenforceable provisions that the contracting parties had pursued. The above provisions shall apply accordingly if the Agreement is found to be incomplete.

As a rule, amendments and supplements must be made in writing. As a rule, they will require written approval.

In the event of disputes under this Agreement, German law will apply, and the competent civil court in Bonn will be called upon for judicial decisions.

For the DAAD

For the host institution

Bonn, 23.03.17  
.....  
Place, [date]

.....  
Place, date

C. Etzold

(Cay Etzold)  
Head of Section ST32 –  
Scholarship Programmes Africa

(Prof. Kokou Tona)  
Director, CERSA

Project ID:  
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**Annexes:**

- Annex I: Programme tender
- Annex II: Call for Scholarship Applications
- Annex III: Form "Call for Scholarship Payments"
- Annex IV: Form "Acknowledgement of receipt"
- Annex V: Form "Claim for fees"

- Annex VI: Example of Annual Report
- Annex VII: Form "All Applications list" (*will be provided soon*)
- Annex VIII: Form "Pre-selection list" (*will be provided soon*)