

Witzenhausen Thesis Research Grant

Leaflet for the submission of an application

DITSL GmbH Witzenhausen

Overview

DITSL GmbH Witzenhausen gives out grants for three up to four months for a stay abroad to support students doing the research for their thesis work (i.e. master theses or diploma theses) in developing countries in the tropics and subtropics. The grant program serves the personal sponsorship of the students. Supported students receive the possibility to gather own life and work experiences in the development and tropic-oriented research in the target region.

Students have to apply for sponsorship. The supported thesis must include a contribution to the UN Millennium Development Goals, in particular for the abatement against hunger, poverty and /or their impacts (sponsorship purpose). This is to be stated in the application. Thereby project suggestions on basis of ecological agriculture principals serving sustainable solutions are of special interest. A stay abroad must be justified exclusively by the preparation of the thesis. Grants are not intended for the participation in lectures of a foreign university.

The sponsorship covers the travel costs to the assignment location (usually airfare), a subsidy to the residence costs as well as a subsidy to the costs of a travel health insurance of the period of the stay abroad. Not to be promoted are non-personnel costs or local travel and transport costs.

Das DITSL Witzenhausen führt Aus- und Weiterbildungsprogramme für Studierende, Wissenschaftler und Fach- und Führungskräfte aus den Ländern des Südens durch und engagiert sich in der tropen- und entwicklungsorientierten angewandten Forschung und Technologieentwicklung mit Schwerpunkt in den Themenfeldern umweltgerechte Landnutzung, Landwirtschaft, Ernährungssicherung, Nahrungsmittelsicherheit. DITSL ist eine organisatorisch und thematisch eng mit dem Fachbereich Ökologische Agrarwissenschaften der Universität Kassel verzahnte, gemeinnützige GmbH. DITSL ist Teil der internationalen Wissens- und Technologietransferstruktur an der Universität Kassel. In Zusammenarbeit mit:

I Target group, conditions for application

Applications can be submitted by above-average qualified students of the "Faculty of organic agricultural sciences" of the University of Kassel (Witzenhausen), who do their scientific thesis under supervision of a professor of the above mentioned faculty. Applicants with development and/or tropics-related focus in their studies are particularly eligible for sponsorship.

The topic and / or the closer technical field of activity of the thesis must be defined at the time of the submission of the application and the supervision of the work with the indicated topic must be approved by a professor of the named faculty. In addition, students of a scientific partner organisation of Faculty 11 of the University of Kassel can be sponsored under exceptional circumstances, in they do their scientific thesis under the supervision of an professor of Faculty 11 of Kassel University. Precondition for sponsorship is on-site support of the applicants by a partner organization.

The thesis must include a contribution to UN Millennium Developments Goals, in particular for the abatement against hunger, poverty and /or their impacts. Thereby project suggestions on basis of ecological agriculture principals serving sustainable solutions are of special interest. A stay abroad must be justified exclusively by the preparation of the thesis.

II Research period

The period of the stay abroad amounts usually at least three up to four months. The work is to be conceived in such a way that it can be finished within the period prescribed in the respective examination regulations for the preparation of the thesis. This is to be stated in the schedule of the application.

III Submitting an application

Applications by the students are to be submitted to:

DITSL GmbH Witzenhausen
Steinstrasse 19
37213 Witzenhausen

Applications can be submitted at any time. Application forms are available at the webpage DITSL GmbH under www.ditsl.de. The deadline for submission of application is 8 weeks prior to the scheduled begin of the stay. Only complete applications are considered. Applicants are responsible for the completeness of submitted documents.

IV Application documents:

Complete applications consist of:

1. A complete application form,

In addition to the cost calculation, a technically founded and detailed description of the project formulated by the applicant showing clearly the technical concept and methodological approach, according to the following structure:

Introduction,
objective of the investigation/working hypothesis,
material and methods,
bibliography,
contribution to sponsorship purpose (compare I. 3)

Applications must be signed by the applicant or the responsible person. It must be evident from the schedule that the master or diploma thesis is to be mastered in the maximum working time laid down in the examination regulations. Sponsorship can be applied for maximally four months abroad. When joining in larger research/development projects, applicants must state in detail which subtasks they will work on in the context of the overall project.

2. **proof of the study progress and the study performance**, by an intermediate certificate or approvals over the already successfully completed examinations as well as the still remaining examinations in that course of studies the thesis is to be made. The correctness of the data on study progress and study performance must be confirmed by an authority of the University (academic international exchange, examination board, deanery)

Study progress: With beginning of the scientific thesis the examinations (module and/or diploma examinations) are to be completed to a large extent. Applicants should have given their studies a development/ tropics-related focus. This is to be reflected in the choice of the subjects and/or in appropriate extracurricular activities. Alternatively the statement of the supervisor should explicitly deal with study progress and relevance to study focus for the planned work and the sponsorship purpose.

Study performance: The average mark in the passed examinations of the main diploma or master study should be at least 2.50 ("good"). If examination results are not yet available at the time of the application, then average mark is calculated by the available results. If the average mark does not meet the above standards, the statement of the applicant or the supervisor must deal explicitly with reasons for this and particularly justify the eligibility of the applicant for sponsorship.

3. **curriculum vitae in tabular form (CV)** of the applicant, maximum two sides with date and signature.
4. A letter of recommendation from the supervisor including the following points:

acceptance of the applicant as M. Sc. or B.Sc. candidate),
 scientific concept of the project
 practical feasibility of the project regarding working possibilities for and support by the partner organization
 Qualification, suitability and eligibility for sponsorship of the applicant, also considering the project and on the relevance of the stay abroad for the realization of the work
 If necessary study focus and study progress of the applicant (c.f. 2)

5. A specific **invitation and supervision consent of the partner organization** (by letter, fax or e-mail), indicating that the planned activities can be accomplished in the planned scheduled time period and that the applicant is supervised by the partner organization.
6. **Three obligatory flight price information/ offers** from one or several travel agencies or one online flight offer for an outbound flight and a return flight "of the economy class" in the target country. A travel route as direct as possible is to be selected as well as the lowest-priced reasonable travel possibility.

V Sponsorship benefits

The sponsorship includes the following benefits:

- Travel costs to the location of work (usually flight costs) against proof,
- Flat subsidy for stay abroad, depending on country group € 250, € 280 or € 310 per month for maximally four months. A list of country classification is included in the appendix. Applicants must provide data of the total costs for their personal subsistence in the host country and should estimate a financial self-contribution figure,
- flat subsidy for overseas health/accident insurance, vaccination, prophylaxis (for men € 20, for women € 40 per month),
- contribution of 50% to the costs of a sponsorship membership in German Air Rescue (DRF – German Air Rescue; www.drfsf.de) for one year including the duration of the stay abroad (Costs of the membership of one year are € 15, -for students up to the age of 26 and € 30 for applicants above 26 years of age)

VI Organizational processing

Decision: The board of the DITSL GmbH, a University professor or lecturer, a representative of the University of Witzenhausen e.V. (e.V. = registered association), managing directors of the tropical center of the Faculty of organic agricultural sciences and the manager of the DITSL GmbH, take decision on acceptance or rejection of applications at its regular meetings. Applicants do not have a legal right to being awarded a grant. Therefore, the decisions do not require to be justified. An application that has been rejected for scientific reason may not be resubmitted.

Notification of acceptance/ rejection: Applicants whose applications are rejected will receive a notification or rejection. Applicants whose applications are accepted will receive a letter of acceptance and the membership application form of the German Air Rescue (Deutsche Rettungsflugwacht – DRF).

Acceptance of the grant: The letter of acceptance must be completed and duly signed by the applicant and returned to the DITSL GmbH unit. Applicants have to advance payment for their airline ticket and must submit a copy of the airline ticket and the original invoice from the travel agency to the DITSL GmbH unit. Further, the applicants must submit duly completed and signed membership application form for the German Air Rescue (DRF) to cover them during their stay abroad.

Payment of grant: After receipt of the aforementioned documents the grant will be paid in one lump sum. As for the travel cost, only the actual cost of the airline ticket as per the invoice will be paid up to the amount specified in the letter of acceptance.

VII Obligations of the grantees

With the acceptance of the grant, the grantee commits to :

- to use the stay abroad purposefully and exclusively for the preparation of the scientific thesis;
- take out a health insurance policy and an accident insurance policy to cover them while they are abroad, and they must complete a course of the recommended vaccinations and disease prophylaxis;
- to take out a membership of the German Air Rescue (Deutsche Rettungsflugwacht – DRF) to cover them during their stay abroad;
- hand in the remains of the original airline ticket to the DITSL GmbH unit for accounting purposes. Failing to do so will result in a demand for the return of the contribution to the travel cost;
- hand in a bound copy of the Diploma- Master – or Bachelor thesis (as submit to the examination office) to the DITSL GmbH unit not later than 4 months after the grantee's return to Germany. Fail to do so will result in an demand for the return of the grant

- make the following mention on the title/cover page of the thesis:

*This work was financially supported by the
DITSL GmbH Witzenhausen*

In case the thesis is submitted in German language, the alternative wording must be:

*Diese Arbeit wurde gefördert aus Mitteln
des DITSL GmbH Witzenhausen*

- submit a copy of the Diploma- Master- or Bachelor thesis, including the summary in English language to the partner organization abroad.
- In case of "the default" of the obligations on the part of the grantee the grant is within 3 months after admits to be paid back.
- For the purpose of fostering alumni networking , grantees are kindly requested to inform the DITSL GmbH Witzenhausen of any change of address.

DRAFT

Witzenhausen Thesis Research Grant / Diplomandenförderung
Report-Back form

To

DITSL Witzenhausen
Steinstrasse 19
37213 Witzenhausen

Sender

(Current address / Phone)

(Permanent/ home address incl. Phone,
email
(for later alumni activities):

Reporting back (project No..... Name:.....)

I have returned from my thesis research abroad on.....

According to the guidelines for DITSL GmbH Witzenhausen Thesis Research Grants / Diplomandenförderung, I commit to hand in a bound copy of my thesis to the DITSL GmbH Witzenhausen unit not later than 3 months from today. Failing to do so will result in a demand for the return of the grant.

My thesis is due on:.....

(Date,signature)

cc.:
Supervisor: Prof.....
(copy to be forwarded by the DITSL GmbH Witzenhausen unit)

**List over the classification of the countries for
Witzenhausen Thesis Research Grant.**

Look in the country list after your target country and take out of the table the monthly amount of sponsorship for the concerned country's group. Use this amount in the application form under point 13 "subsidy to the residence costs" and multiply it with the number of months of your planned stay abroad.

Country group	Monthly advancement amount
I	250,- Euro
II	280,- Euro
III	310,- Euro

Country list:

Afghanistan	II	Fiji	II
Egypt	I	France Dept. 92, 93 u. 94	III
Ethiopia	II	Gabon	III
Algeria	III	Gambia	I
Angola	III	Ghana	II
Antigua/Barbuda	III	Grenada	II
Argentina	III	Guatemala	II
Azerbaijan	II	Guinea	I
Australia	III	Guinea-Bissau	II
Bahrain	III	Guyana	II
Bangladesh	II	Haiti	III
Barbados	III	Honduras	II
Benin	II	India	
Bolivia	I	- Calcutta	I
Botswana	II	- in all other respect	II
Brasil	III	Indonesia	III
- Rio de Janeiro, Sao Paulo	II	Iran	I
- in all other respects	II	Israel	
Brunei	II	- Tel Aviv	III
Burkina Faso	II	-in all other respect	II
Burundi	III	Jamaica	III
Chile	II	Yemen	I
China		Jordania	II
- Peking , Shanghai	III	Kambodsha	II
- in all other respect	II	Cameroon	II
Costa Rica	II	Cape Verde	II
Dominika	II	Kazakhstan	II
Dominican republic	II	Qatar	III
Djibouti	III	Kenya	III
Ecuador	III	Kirghizia	I
The Ivory Coast	II	Columbia	I
El Salvador	II	Congo	III
Eritrea	II	Congo, democrat. republic	III
		Korea, democrat. People's republik	III

Korea, republic	III	Surinam	II
Cuba	III	Syria, Arabian republic	II
Kuwait	III	Tadschikistan	I
Laos, democrat. People's republik	II	Tanzania	II
Lesotho	I	Thailand	II
Lebanon	II	Togo	II
Libya	III	Tonga	I
Madagascar	II	Trinidad and Tobago	II
Malawi	II	Chad	III
Malaysia	I	Tunisia	II
Maledives	III	Turkmenistan	II
Mali	III	Uganda	II
Malta	II	Hungary	I
Morocco	III	Uruguay	I
Mauritania	II	Uzbekistan	II
Mauritius	III	Venezuela	II
Mexico	II	Combined Arab emirates	III
Mongolia	I	Viet Nam	I
Mozambique	I	Central African republic	I
Myanmar	III		
Namibia	II		
Nepal	II		
New Zealand	III		
Nicaragua	II		
The Niger	II		
Nigeria	III		
Oman	II		
Pakistan	I		
Panama	III		
Papua-Neuginea	II		
Paraguay	I		
Peru	II		
The Philippines	II		
Portugal	II		
Rwanda	II		
Russian Federation			
- Moscow	III		
- in all other respect	II		
Zambia	II		
Samoa	II		
San Marino	III		
Sao Tomé - Principe	III		
Saudi Arabia	III		
Senegal	III		
Sierra Leone	II		
Simbabwe	I		
Sri Lanka	I		
Pc. Cement and Nevis	II		
Pc. Lucia	III		
Pc. Vincent + The Grenadines	II		
The Sudan	II		
South Africa	II		