



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, Dr. Kai Sicks, who in turn is represented by Ms. Almut Mester, Director ST31

- DAAD -

and

Universidad Nacional Autónoma de Honduras (UNAH) represented by the director of the university, Dr. José Francisco Herrera Alvarado, Bulevar Suyapa, Ciudad Universitaria, Tegucigalpa M.D.C

- UNAH -

conclude the following Agreement:

1. Character of Agreement

The In-Region Scholarship Programme aims at fostering strong, internationally oriented higher education systems with the capacity to contribute to sustainable development. Scholarships are generally 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 In-Region Scholarship Programme 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 up to 3 intakes starting with intake 2022 and ending with intake 2024. Afterwards it is possible to reapply for participation.

The scholarships are awarded for the following (post)graduate programmes:

Programme	Duration	Start
Master in Demography and Development	2 years	May, every 2 years

In-Region scholarships cannot be replaced by In-Country scholarships.

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 administers 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 official DAAD call for applications
2. The host institution pre-selects the candidates (according to DAAD selection criteria mentioned bindingly in the Call for Scholarship Applications). All pre-selected candidates must be eligible to receive admission to the study programme.
3. The host institution is obliged to grant admission to all pre-selected candidates who receive a scholarship
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	<i>Direct payment to scholarship holder's banking account</i>
Research allowance	<i>Direct payment to scholarship holder's banking account</i>
Allowance for printing costs	<i>Direct payment to scholarship holder's banking account</i>
Travel allowances (only for In-Region scholarship holders)	<i>Direct payment to scholarship holder's banking account</i>
Health insurance	<i>The insurance is taken out by the DAAD</i>
Regular university/ institute/ network fees	<i>Direct payment to host institution</i>

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. University/ institute/ network fees: Regulations and Payment

The following fee structure has been stated in the application form dated 07/05/2021

University/ Institute/ Network fees for Master students

Item	Year I Costs per student per year	Year II Costs per student per year
University/ Network fees (Master) International	USD 1.995,00	USD 1.788,00
University/ Network fees (Master) National		

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.

Please note it is possible that some fees that are included in the official fee structure might not be eligible for funding within this programme, either because part of the DAAD stipends and allowances are expected to cover these expenses, or because other restrictions prevent DAAD from financing the items within this programme (e.g.: Laundry Fee or Activity Fee). Therefore, DAAD reserves the right to exclude these items from the payments.

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 generally 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 III and shall be send as a signed copy to ggonzalez@daad-centroamerica.ac.cr.

Fees must be requested in US 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 fees mentioned under 5.1 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 and annual report

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 IV) 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.

The host institution is required to submit to the DAAD the name(s) and E-Mail-address(es) of all persons who will contribute to the annual report on behalf of the institution. DAAD will make access to the online reporting tool available to these persons. If there are any changes regarding the list of persons who need access to the online reporting tool, the host institution informs the DAAD immediately and unprompted about these changes.

8. Selection of scholarship holder

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 (including: name, gender and country of origin) of all the applicants and the shortlisting decision (Annex V) as well as the pre-selection report (Annex VI) , incl. explanations of the criteria employed in the pre-selection, to DAAD Bonn for final approval. 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 applicants via the DAAD-Portal not later than the deadline given by DAAD in the call for applications. 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.

DAAD scholarships can only be awarded to applicants who:

- have successfully completed generally a three-year university degree (Master candidates) 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 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 (including Panamá as long as Panamá is cited on the DAC list), the Dominican Republic or Cuba.

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. Term of the Agreement

The Agreement will come into force upon signature of both parties and is valid until the end of the last scholarship among the above mentioned intakes covered by this agreement.

11. Cancellation of the Agreement

A. The DAAD will be entitled to cancel the agreement in the following cases:

- 1. The requirements for entering into the agreement have subsequently ceased to apply;
- 2. The agreement has been obtained through incorrect or incomplete information;

- 3. The scholarship payments (e.g. the respective university fees) are not used at all or no longer as a whole or in part for the intended purpose;
- 4. Reporting duties have not been complied with in a timely manner.

If the DAAD cancels the Agreement for reasons mentioned above under points 1., 2., 3, or 4. , and hence the Agreement ceases to be effective 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.

Specification regarding point 3.: Since the In-Region programme is an individual scholarship programme in which the DAAD concludes the main funding contract with the scholarship holder himself/herself, the scholarship payments are preferably made directly to the private banking account of the scholarship holder. Only university fees are paid directly to the host institution (and in exceptional cases also further scholarship payments which are paid out by the host institution on behalf of DAAD). If a scholarship holder does not fulfil the purpose of the scholarship, the funds (including the fees) are reclaimed directly from the scholarship holder.

Only if the individual scholarship funds (e.g. the benefits paid by the institution to the scholarship holders on behalf of the DAAD and / or the respective university fees) are used illegally by the host institution and are therefore not used at all or no longer as a whole or in part for the scholarship purpose, the host institution shall refund the funds.

B. The Agreement will end upon receipt of the notice of cancellation by the other party.

12. Bank details

The university/ institute/ fees will be transferred to the following account:

**Name of the account holder,
as registered with the bank**

Universidad Nacional Autónoma de Honduras

**Address of the account holder,
as registered with the bank**

Bulevar Suyapa, Ciudad Universitaria, Tegucigalpa M.D.C.

Bank account number

Banco Lafise Honduras S.A. has an agreement with the UNAH that generates payments by an specific code for each administrative process. The code for the postgraduate programmes is: 757.

as well as

**IBAN (if available / if IBAN is the mandatory
account number system in the country of
your bank)**

Swift code (BIC) 8 or 11 digits

B	C	C	E	H	N	T	E
Institution/ Bank Code		Country Code		Location Code		Branch code	

Bank name (spelled out)

Banco Lafise Honduras S.A.

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

13. Others

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

10/05/2022

Bonn, date

R. Mester

(Almut Mester)

Responsible
department:
Head of
department:

Section ST31 – Scholarship
Programmes Latin America
Almut Mester

Handled by:
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Annexes:

Annex I	Programme tender
Annex II	Call for Scholarship Applications
Annex III	Form "Claim for fees"
Annex IV	Example of Annual Report
Annex V	Form "All Applications list"
Annex VI	Form "Pre-selection report"
Annex VII	Information brochure for scholarship holders: "Your DAAD Scholarship"

Universidad Nacional Autónoma de Honduras
For the host institution

22/06/2022

Place, date

Francisco José Herrera Alvarado
(Name and function of the undersigned, seat)

[Handwritten signature]

