

ARPPIS-DAAD Scholarships

Application Instructions

Please carefully read all instructions

PLEASE NOTE: Parallel to making an application to *icipe*, applicants must at the same time make an application to DAAD for an In-Country/In-Region PhD Scholarship. Please inform yourself about the respective application processes. Only those applications made to **both** *icipe* and to DAAD will be considered.

For full instructions for applications to DAAD, please go to: [DAAD application instructions](#) **Deadline for applications to DAAD: 15th December 2021**

The DAAD Scholarship application instructions state that the following documents should be provided with your application to DAAD:

- i. Letter of admission from the host university / institution / network
- ii. Declaration of acceptance from the academic supervisor or a commitment letter from the host institution that a supervisor will be assigned

Please note that you **do not need to include these documents** in your application to DAAD. Instead upload blank documents to the DAAD portal.

The Letter of Admission and Declaration of Acceptance documents will be given to you by *icipe* at a later date if your application is shortlisted for further review. You will then upload these documents to the DAAD portal.

Instructions for applications to *icipe*: please see below:
Deadline for applications to *icipe*: 15th December 2021

A. Application Form

Please download and complete the ARPPIS Application Form

- Download the Application Form [HERE](#).
- Complete the form in English.

B. Supporting documents

The following supporting documents are required. All documents must be in English. If your certificates or transcripts are in another language, then please provide certified English translations together with these documents.

i. PhD Project Proposal

- Prepare a detailed and precise PhD Proposal. Your PhD proposal **must be on one of the available ARPPIS PhD projects** described here: [List of Projects](#).
- The proposal must be **8-10 pages** and be in a Word format. The proposal must **not be more than 10 pages**.
- Please include your name in the filename.
- To help you to prepare the proposal, please download the 'ARPPIS PhD Project Proposal Guide and Template', available on the link [HERE](#).
- Your proposal serves to demonstrate your knowledge, your ability for critical and innovative thinking, your ability to assess, evaluate and address a research problem, and your ability for logical, clear communication.

- **DO NOT PLAGIARISE¹** when writing your proposal. Your proposal will be checked for plagiarism by DAAD and *icipe*. Any evidence of plagiarism will lead to rejection of your application.
- Also, do not cut and paste (copy) text from the project summary for your chosen project (project summaries are given in the [List of Projects](#)). Instead, you should paraphrase² the information given in the summary. If you cut and paste (copy) the text from the summary, it will be regarded as plagiarism.

ii. Abstract of your PhD Project Proposal on one page

- Please include your name and the title of the PhD project at the top of the page.
- Please include your name in the filename.

iii. Curriculum Vitae

Prepare your CV using the Europass Format:

<https://europa.eu/europass/eportfolio/screen/cv-editor>

iv. Motivation letter³

- Write a letter of motivation for your PhD studies.
- You must sign and date the letter.

v. University certificates

- Certify all your university degree certificates.
- *Instructions on how to certify documents are given below.*
- Scan the copies of the certified certificates and combine them into one file for uploading to the *icipe* online application platform.
- If your certificates are not in English, please also provide a certified translation.
- If you have completed all the requirements for a Master's degree but not yet received your certificate, then you may submit, in place of a certificate, an official letter from the university stating that you have completed all the requirements for the Master's degree.

vi. University transcripts

- Certify all your university transcripts.
- *Instructions on how to certify documents are given below.*
- Scan the copies your certified transcripts and combine them into one file for uploading to the *icipe* online application platform.
- If your transcripts are not in English, please also provide a certified translation.

vii. If applicable, a signed recommendation letter from your employer.

- Only required if you are currently employed.
- If your employer is granting study leave for a full-time PhD program, then this must also be stated in the letter.
- The letter must be on official letterhead.

¹For more information on plagiarism, see

○ <https://www.plagiarism.org/article/what-is-plagiarism>
 ○ <https://www.turnitin.com/static/plagiarism-spectrum/>

² A paraphrase is a restatement of the meaning of a text or passage using other words.

³For guidance on how to write a motivation letter, see

○ <https://www.phdportal.com/articles/717/how-to-write-a-successful-phd-motivation-letter.html>

- o <https://novoresume.com/career-blog/phd-motivation-letter>
- o <https://www.discoverphds.com/advice/applying/phd-motivation-letter>

viii. Two recommendation letters by university lecturers.

- The letters must be on university letterhead.
- Please combine the two letters into one file for uploading to the online application platform.

ix. **Close-up photograph** in colour of your full head and upper shoulders.

x. Copy of your **National ID**.

xi. Copy of your **Passport biodata page** (the page that has your photograph and personal details)

C. How to submit your application and supporting documents to icipe

- i. Please submit your application form and supporting documents (see below) by uploading to the icipe online application platform [HERE](#).
- ii. The accepted formats for supporting documents are *doc, docx, pdf, rtf, zip, rar, jpg, jpeg, png, bmp, tif*. Maximum size for any one file is 5 MB. Do not exceed this size.
- iii. Once you have entered and uploaded everything, click the **Continue** button. This will take you to the **Review your Entries** page where you can review and change anything in your application. Once you are satisfied with your application, click the **Continue** button to submit your application. This cannot be undone, so please make sure all your application information is correct before submitting. You will receive an email acknowledgement when we receive your completed online application.
- iv. You will receive an email acknowledgement of your submission.
- v. Do not submit your application by email. Only applications and supporting documents submitted online will be accepted. Applications submitted by email will be rejected.

D. How to certify your Bachelor's and Master's degree certificates and transcripts

1. Your degree certificates and all transcripts must be certified by one of the following (i) the University where you obtained the degree; or (ii) a Commissioner of Oaths (Lawyer), who may charge you a fee for their services; or (iii) Ministry of Education in the country where you obtained the degree; or (iv) Higher Education Commission in the country where you obtained the degree.
2. To get the documents certified, take the original documents and high-quality colour photocopies to the office of certification, and ask the certifier to:
 - a. Check the originals are genuine.
 - b. Check the copies to be certified are identical copies of the originals.
 - c. Write or stamp 'Certified to be a true copy of the original seen by me' on each document, then sign and date underneath. *If the certifier is using a stamp, please make sure an ink stamp is used. Embossing stamps are not acceptable.*
 - d. Under their signature, the certifier must write their name in CAPITAL LETTERS, adding their occupation, address, telephone number and email address.
 - e. If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct. The certifier can

then proceed as follows:

- i. Sign each page of the copy.
- ii. Certify the last page of the copy, as described in a-d, above.

E. Frequently Asked Questions

Q: I may not be able to obtain one of the official letters before the deadline. Should I still submit my application?

A: You must submit all official letters that apply to you. It is important, therefore, to start the application process as soon as possible if you think it may be difficult to obtain any of the letters.

Q: May I submit my application by email?

A: No. Only applications submitted through the online platform here will be accepted.

Q: May I submit my application in French?

A: No. Your application must be in English.

Q: I cannot upload one of my files. What is wrong?

A:

(1) Your file could be too big. The maximum size for any single file is 5 MB. Please reduce the file size if it is too big.

(2) Your Internet could be too slow or intermittent. It is highly recommended that you reduce the sizes of your files as much as possible to facilitate uploading. Also, try uploading your documents when Internet traffic is low, e.g. at night.

(3) Ensure that you are uploading a file that is not one of the accepted file formats (Accepted formats: *doc*, *docx*, *pdf*, *rtf*, *zip*, *rar*, *jpg*, *jpeg*, *png*, *bmp*, *tif*)

Q: My first degree is not Second-Class upper division or First Class. May I apply?

A: Yes, you may apply. If the rest of your application is very strong then we may consider your application.

Q: I have already registered for a PhD at a university. May I apply?

A: No. ARPPIS PhD students register at a university after they start their PhD programme at *icipe*.

Q: I have completed all the requirements for my Master's degree but I have not yet graduated. May I apply?

A: Yes you may still apply. However, instead of the Master's degree certificate please provide an official, signed letter from the university stating that you have completed all the requirements for the Master's degree.

Q: Can I choose a PhD project that is not on the *icipe* list of projects?

A: No. You must select one of the projects from the [List of Projects](#).

Q: I submitted my application online, but I did not receive an email application. What is wrong? **A:** There are two possibilities: (1) you entered an incorrect email address, or (2) You did not complete the submission process. Please read the Application Procedure very carefully and resubmit your application.

Q: I obtained my Master's degree more than 6 years ago. May I apply?

A: No. The Master's degree must have been completed less than six years ago at the time of application.

Q: I submitted an incorrect application. Can I submit another application (the correct version)?

A: Yes. We will delete the older version and only consider the newest version

that you submit.

If you have any questions regarding your application, kindly contact **Ms. Vivian Atieno**, Capacity Building Officer, *icipe*. Email: vatiengo@icipe.org