




General Information


*This document provides you with important information on the administrative process. Please read through it carefully and make sure you provide us with **ALL required documents and information** (marked with a )*

1. Insurances:

It is **mandatory** to have an **international health insurance** incl. medically necessary home transport and an **international liability insurance** valid for the **entire stay** abroad.

Possible insurance companies could be:

- <https://www.mawista.com/en/>
- <https://www.educare24.com/>

 **Please send us a copy of your contract/ confirmation of your international health insurance and your international liability insurance.**

Note concerning the liability insurance: The German consumer advice centre recommends: "[...] The insurer will only pay up to the coverage amounts for personal injury, property damage and financial loss specified in the insurance policy. If the damage is higher than you have insured, you will have to pay the rest yourself.

You should therefore make sure that you are insured for a sufficient amount. You should agree on a lump sum of 10 million euros as the minimum coverage amount. The insurance should cover this sum in all three areas - personal injury, property damage and financial loss."

Translated with www.DeepL.com/Translator (free version)

2. Visa:

Please note, **that you are responsible for organizing your own visa. Your visa must respond to the entry regulations of the CGIAR++/ German University.** The CGIAR++/ German University is responsible to assist in visa issues. Please contact your supervisor as soon as possible for the necessary invitation or other required documents.

3. Country of destiny:

3.1 Security

Please inform yourself about the security situation in your country of destination before your trip abroad.

- The first information about this can be found on the website of the German Foreign Office: <https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>
- or the Germany embassy of your home country:



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Academy for International Agricultural Research for Development

<https://www.auswaertiges-amt.de/en/about-us/auslandsvertretungen/deutsche-auslandsvertretungen>

- Optional: You will receive a form from us to fill in: „**Identitätsbogen für den Not- und Krisenfall / Personal Data Sheet**“. It is used only in cases of crisis. These data are confidential and will be kept in a sealed envelope in our ATSAF office. The envelope will be destroyed after your return safely to your home country.

3.2 Travel plans and accommodation

Search for a flight early to keep the costs low. If you cannot pay for the flight ticket without the first scholarship payment, we will book and pay the flight ticket and deduct it from the scholarship later.

Please address any communication regarding the research project as well as logistic questions (on arrival, possible pick-up, accommodation, transportation, etc.) directly to your supervisor at the CGIAR++/ Germany University.

3.3 Daily live

Make yourself familiar with the “way of living”, customs and “do’s & don’ts” in your host country. We are confident you will receive a lot of support from the staff of you hosting institute and we strongly recommend you follow their guidance.

4. Health aspects

Please contact your physician concerning recommended vaccinations as well as regarding health precautions in your target country. Please make sure you have received all prescribed vaccinations.

5. Networking and Trainings/ Seminars

5.1 Intercultural Competence seminar

To prepare yourself for your stay abroad, you will get access to the seminar “**Working in Diverse Teams – Intercultural Competencies**” via the *TwentyOne Skills* platform. Please note that the completion of this course is **mandatory**!

While participating the seminar you will realize that the topic “Intercultural Competence” is a very multi-faceted issue that requires an intense learning process. Each chapter of the seminar therefore addresses a very crucial aspect of Intercultural Competence, and we encourage you to not only stick to the minimum requirement of completing the course.

Make sure you **take a moment to really think about how each chapter is relevant for you personally** and how you could benefit from it during your career exploration stay or in the future.

Use the **personal assignments at the end of the course** to learn about yourself and other cultures and to improve intercultural communication during your stay. If feasible, do



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the seminar together with fellow PhDs or MSc or Junior Scientists, **exchange experiences, ideas and ask for help if you feel overwhelmed by the cultural shock.**

There is also a **Stackfield** room “Intercultural Competence”: use the room **to be in touch with each other and to support each other.**

5.2 Threema ATSAF Academy Alumni network

We will set up an ATSAF ACADEMY ALUMNI Group on Threema (<https://threema.ch/en>) for you to stay in contact with each other after having finished your Career Exploration Stay. It provides a forum for discussion and exchange with fellow JST and PhD scholars. You are welcome to join the discussions, post questions, exchange experiences.

If you are interested in joining this group, please complete the online survey (4 short questions). <https://survey.lamapoll.de/ATSAF-Academy-Alumni-Network-on-Threema>

5.3 Communication of research activities

We strongly encourage you to **stay in constant exchange with your university and CGIAR++ supervisors** during your career exploration stay. **Keep them posted on your research and travel activities and the progress of your work.**

We are all busy from time to time and successful communication can sometimes be challenging. This is true for you and your supervisors. You might not get feedback right away, but your supervisors have agreed to support and supervise you and you may insist on it. Here is a nice Nature article on precisely that topic: <https://rdcu.be/dqaSE>.

6. Scholarship:

The scholarship will be paid out in two installments to a German / EU bank account:

Installment 1: At the beginning of the scholarship upon receipt of

- /// the signed Declaration of Acceptance.
- /// the signed Declaration of consent
- /// the confirmation of your international health and international liability insurance valid for the entire period
- /// the signed Letter of Agreement between ATSAF e.V. and the CGIAR++ / German University.

We will send the LoA to your supervisor at the center / German university with the request of letting it be signed from the responsible person. There is no action needed from your side.

In case of MSc students enrolled at a national university of an OECD-DAC partner country coming to Germany, ATSAF can book and pay the costs of the flight tickets and later deduct the amount from the scholarship. Please contact us if you want to take up that offer.

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Installment 2: At the end of the scholarship, after receiving:

- /// the final report about your stay
- /// the certificate of completion of the “Intercultural competencies” seminar
- /// the evaluation by your supervisor
- /// the evaluation by you, the student.

In case of MSc student enrolled at a national university of an OECD-DAC partner country coming to Germany, we accept the final report four weeks before departure in order to make sure you receive the money before you leave Germany.

Important note: ATSAF e.V. allows additional funding of **maximum** 520 EUR per month. **Any** additional funding **must** be announced to ATSAF e.V., and the grant notification must be provided to ATSAF e.V. before any scholarship payments can be initiated.

Additional employment relationships should not exceed 25% average weekly working time and must be announced to and approved by ATSAF e.V..

7. Final Report and Evaluation

7.1 Final report

After finalizing your project, we will ask you to write a final report about your stay at the CGIAR++ center/ German university. The final report should not exceed the 6 pages and must include the front page that we will provide you at the end of your stay.

The report is not intended as a technical report, but as a description of your experience during the support of the JSP, your interaction with the CG center/ university supervisor and staff. However, key findings of your research can be included. Pictures are always welcome.

7.2 Evaluation

We intend to improve our support program continuously and therefore are highly interested in your feedback. For this reason, we will send an evaluation form to you as well as to your supervisor at the end of the program. We would appreciate if you can take the time to fill in the evaluation form, that we will also provide you by the end of your stay.

Please also see next page



Important: Requested information and documents

8. Please send us the following information:

- /// **Travel dates:** the exact date of your arrival/departure in/from your country of destination. Any modification of your planned travel must be informed to us beforehand.
- /// **Contact details:** The postal address of the branch of the research institution and the area you are actually working at.

9. Please send us the following documents:

- /// **Health and Liability Insurance:** Confirmation / contract of your foreign health insurance incl. medically necessary home transport and foreign liability insurance valid for the entire period.
- /// the signed Declaration of Acceptance (original!)
- /// the signed Declaration of consent (digital signature possible)
- /// Certificate of completion of the seminar "Working in Diverse Teams – Intercultural Competencies" via the *TwentyOne Skills* platform