



# Guidelines for the DAAD Research Ambassadors Egypt 2024/25

The DAAD Research Ambassadors are intended to be an experienced and knowledgeable team of DAAD Alumni who will inform students and researchers at universities outside of the metropolitan area of Cairo about Germany as a study and research destination. DAAD Research Ambassadors inform others not only about the DAAD itself and its funding opportunities, but also about other German academic organizations and institutions. The DAAD Research Ambassadors are available to advise students, fellow scholars and scientists, as well as university administrators and make efforts to motivate young scholars to conduct research in Germany.

## 1 Responsibilities

The main responsibility of a DAAD Research Ambassador is to promote study and research opportunities in Germany in his/her professional community, university or organization and discipline. This can take the form of:

- Arranging an **informational meeting** on campus each academic year for students and/or researchers and/or prospective applicants about the DAAD programmes.
- Providing **advice and support** to students and researchers of their home university, who are interested in pursuing academic activities in Germany.
- **Contacting** departmental chairs and senior administration officers **to share information** about study and research opportunities in Germany, including DAAD grants and other organizations' funding programmes.
- **Distributing** DAAD information material and dissemination of current programme calls at their respective home university.
- Being available to answer questions of students and researchers in person and via email. This includes **counselling** for applicants of DAAD programmes and forwarding their requests to DAAD Cairo Office.
- Completing and submitting an activity report detailing your Counselling activities, using a "Strichliste", on a quarterly basis, to be sent to the DAAD.
- Participating in planned quarterly online meetings by the DAAD to stay updated on everything.
- Providing a report about the activities every 1 year.
- Providing Photos to the DAAD of activities or events that have been conducted during their voluntary post as Research Ambassadors



**It is of great interest that each DAAD Research Ambassador takes the initiative to perform at least one event at the home university while the term of office.**

Furthermore, they prepare visits of DAAD delegations and are the **contact person** for the delegations during their visits at their home universities.

**DAAD will provide the DAAD Research Ambassadors with the following:**

- Information Material, e.g. Posters, Brochures.
- Preparatory seminars held either at the DAAD premises in Cairo or online.
- Support in organizing events at their universities.

The initial term of the Research Ambassadors will be starting as of the beginning of the winter semester 2024/25 until the end of the summer semester 2026 (academic year 2025/26). The title 'DAAD Research Ambassador' will be valid for the initial term and will expire with the end of term.

## **2 Guidelines for organization of events and counselling**

- The work of the DAAD Research Ambassadors at their home universities complements the work of the DAAD Regional Office Cairo. Therefore, the Research Ambassadors will forward specific questions with regard to DAAD programmes or projects to their contact person or the responsible coordinators at the DAAD Regional Office Cairo.
- The Research Ambassadors will use only information material and presentations provided by the DAAD Cairo Office during counselling and events.
- The Research Ambassadors will use their DAAD Alumni email address (ending with @daad-alumni.de) for sending messages in their function as DAAD Research Ambassadors. This includes, amongst other actions, forwarding DAAD announcements, calls for applications or invitations to events they organize at their respective home universities.
- The DAAD logo can only be used with prior permission of the DAAD Regional Office Cairo.
- After each event, the Research Ambassadors are expected to send an event report to the DAAD Regional Office Cairo within two weeks. DAAD will provide the DAAD Research Ambassadors with a short report form.



## Acknowledgement

I, \_\_\_\_\_, hereby acknowledge that I have read and understood the above-mentioned responsibilities and guidelines and will act in compliance with them when performing in my function as DAAD Research Ambassador. I am aware that if I violate the above-mentioned guidelines or DAAD policies, I will lose my title as a DAAD Research Ambassador.

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Date & Place

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Signature