Application Instructions

We are pleased to announce that the application for 2013/2014 missions will be available only online via the website of the sector of cultural affairs and missions (http://www.mohe-casm.edu.eg/English/E-services/missions/mission_member/Login.jsp).

This call offers three different types of missions:

a. External missions (3 -4 years)
b. Joint supervision (one year)
c. Short term mission (postdoctoral 3- 6 months)

The target group of this call comprises Egyptian researchers working at any of the institutions included in the mission plan.

Please note that the joint supervision grant does not cover any visits of the Egyptian professors to the host institute.

Applications are accepted from 26/1/2014 till 25/2/2014

Guide to Application

1 Overview over the application procedure

To apply for 2013/2014 missions, kindly follow these steps:-

- Please create a new account on the sector of cultural affairs and missions website
  http://www.mohe-casm.edu.eg/English/E-services/missions/mission_member/Login.jsp
- Please use selected username and password to open the online application form.
- The application consists of 6 parts:
  - Personal data
  - Academic data
  - Academic background
  - References
  - Research proposal
  - Upload documents
- The quality of your proposal is the most important aspect the application is judged for.
- Please review your application by checking "Full Applicant Report" before clicking on submit button to be sure that all inserted data appear correctly.
- You can change any information or uploaded documents as long as you did not submit the complete application.
- Once you submit your application, you will not be able to do any further changes.

2. Eligibility criteria

   Please refer to Eligibility Requirements

3. Requirements and online application:

   - Research proposal and all documents mentioned under Eligibility Requirements are to be uploaded using upload documents link in the application form.
   - Please choose the appropriate description for each file.
   - Please note that incomplete applications or those received after the deadline will not be considered.

All information in the guide for applicants is subject to change without prior notice.
• Please do not apply twice or for two different types of missions. Duplicate applications will be disregarded.

In case of technical issues/questions concerning the online application, please contact IT department.
E-mail: it_cams@yahoo.com

For all other questions, please contact the missions department.
E-mail: miss@mohe-casm.edu.eg

4. Research proposal
The purpose of the proposal is to ensure that the candidates have done sufficient preliminary reading/research in their area of interest, that they have thought about the issues involved and are able to provide more than a broad description of the topic. The proposal is of course not a fixed blueprint. Findings cannot be predicted beforehand and often the research may need to be modified as you go along. There is also no fixed formula for writing a proposal. However, your proposal will have to convince members of the scientific committee that you have identified a scientific problem and a methodical approach to solve the problem within a realistic time frame and at a reasonable cost.

A research proposal should include:
• Title Page (including Title, applicant's name and affiliation, host Professor and University Type of mission you are applying for, announced eligible field and Keywords).
• Abstract.
• General Overview of Research Area and Literature.
• Key Research Questions and Objectives.
• Methodology.
• Tentative Timetable.
• Selective Research Bibliography.

To get an idea on how to write a research proposal, some suggestions are offered at

http://www.daad.co/imperia/md/content/informationszentren/ic-bogota/otros-docs/guideline_research_proposal_09-07-21.pdf

http://www.isp.msu.edu/funding/fulbright_proposals.htm

http://www.anglistik.unimannheim.de/studium/unterlagen/downloads/how_to_write_a_research_proposal/research_proposal_howto.pdf

http://ic.daad.de/kualalumpur/How_to_write_a_research_proposal.pdf

5. Foreign Universities

The following Universities are recommended by the Egyptian Cultural and Educational Bureaus in the corresponding countries. Applicants are encouraged to contact Professors or administrations of the following institutions and Universities to obtain a preliminary acceptance. You may submit an acceptance letter from another University that is not listed here list but the scientific committee has the right to change the University and the host country.

All information in the guide for applicants is subject to change without prior notice.
Kindly be informed that without an email or an acceptance letter your application can not be considered.

6. Hard copies
After submitting your online application, you will receive a reference number via e-mail. Once you receive this number, please prepare a hard copy of all documents uploaded with your application to be handed to the missions department before 25/2/2014
Hard copies should be labeled with your reference number.

7 The selection process
7.1 Pre-selection procedure
Eligibility check: The required documents will be checked. Any incomplete applications or those received after the deadline will not be considered.
Evaluation: There will be a scientific committee for each discipline consisting of two professors from the same field, who will be in charge of evaluating the application according to the program’s criteria.
The following points will be considered while evaluating the proposal:-
- Abstract
- Background
- Methodology
- Research Objectives
- Time planning
- Acceptance letter
- Impact of research outcome.

7.2 Announcement of the pre-selection results
The applicants will receive an e-mail stating the pre-selection results.

7.3 Final selection procedure
- The interviews will take place at the missions department.
- Each applicant will receive an e-mail with the exact date and time of his interview. Please try to be at the missions department 30 minutes before your interview starts.
The interview is not a test. It is a conversation that helps the selection committee to know the candidate. The purpose of the interview is to get a realistic picture of the candidate’s personality and of his research proposal.

7.4 Announcement of the final results
- Accepted applicants will receive an e-mail stating the final decision.
- Documents of rejected applicants will not be returned.
- We thank you for understanding that the missions department is not in the position to inform the applicants about the reasons of the committee's decision.