

## Frequently Asked Questions (FAQ)

### Which countries take part in the CrossCulture Programme (CCP) 2019?

Muslim-majority countries:

- Algeria
- Bahrain
- Bangladesh
- Egypt
- Germany
- Indonesia
- Iraq
- Iran
- Jordan
- Kazakhstan
- Kyrgyzstan
- Kuwait
- Lebanon
- Libya
- Malaysia
- Morocco
- Mauritania
- Oman
- Pakistan
- Palestinian Territories
- Qatar
- Saudi Arabia
- Sudan
- Tajikistan
- Tunisia
- United Arab Emirates
- Uzbekistan

Countries of Eastern Partnership and Russia:

- Armenia
- Azerbaijan
- Belarus
- Germany
- Georgia
- Republic of Moldova
- Russia
- Ukraine

## **Who is eligible to apply for CCP?**

Young professionals and long-term volunteers with at least two years of professional experience are eligible to apply for CCP. Professional experience is expected in the following fields of work:

Muslim-majority countries:

- Politics and Society
- Human Rights and Peace Building
- Sustainable Development
- Media and Culture

Countries of the Eastern Partnership and Russia:

- Human Rights, Migration and Refugees
- Political Education and Youth Participation
- Knowledge Society, Intercultural Dialogue, Mediation and Reconciliation
- Media

A long-term involvement in an organisation or institution within the country of residency is assumed. Applicants must be aged between 23 and 45 years. All candidates applying must be citizens of the above mentioned countries or should have been granted permanent residence of one of those countries. Moreover, the applicant must be in a good physical condition - physical as well as mental working capacity for a long stay abroad. A good command of English is expected from all fellows. Knowledge of German is not mandatory but considered a plus. For German applicants knowledge of the lingua franca in the host country is welcomed (French, Arabic).

**Applications by enrolled students cannot be considered.**

## **How long is the duration of the CCP fellowship?**

CCP fellowships last between eight and twelve weeks. Stays for a longer or shorter period cannot receive any support by ifa.

## **How is the period of the fellowship determined?**

Professional fellowships are awarded for a period of eight to twelve weeks in the following terms:

- Spring term: April to June 2019
- Summer term: July to September 2019
- Autumn term: October to December 2019

Since CCP fellowships are planned and organised individually for each candidate, the schedules may differ regarding timing and duration. The exact dates within the three terms are coordinated in detail with the respective host organisation and the CCP fellow.

## **What does the side programme offer?**

The CCP side programme is intended to promote the fellows' intercultural, vocational and specialist skills and to strengthen networks. A three-day intercultural workshop invites the CCP participants to Stuttgart. Apart from that, an individual side programme can offer visits to other organisations of the fellow's field of interest.

## **How do I apply?**

Applications for CCP are to be submitted **online via our application portal**.

The following required documents have to be uploaded:

- letter of motivation (please use the *template*)
- CV
- recommendation letter by your current employer / home organisation (please use the template)
- photo (optional)

Please pay attention to the technical requirements (e.g. size of documents) and make sure that you have all the necessary documents available when starting the application process, as partial applications cannot be saved. Only fully completed applications will be eligible.

Do not send your application via e-mail to ifa as those applications will not be considered!

Applications for the CrossCulture Programme in muslim-majority countries are possible until December 21, 2018. Applications which are submitted after the stated deadline cannot be considered.

## **Who should write my letter of recommendation?**

The recommendation letter gives us the opportunity to assess applicants from an outside perspective and also get an idea of the potential benefits for your home organisation. Therefore, your immediate supervisor from your home organisation should formulate the recommendation letter for you.

In exceptional cases, e.g. if you are the head/founder of your organisation, we recommend to identify a competent external source for your recommendation – a previous supervisor, a member of your board of directors, a partner organisation or any other individual who can evaluate your work.

## **What happens after I have submitted the application?**

Applicants receive an e-mail that acknowledges the receipt of the application.

Applications will be reviewed by selection committees composed of ifa and the German Embassy/consulate in the respective country. Grants are awarded according to a competitive selection process. Selected applicants will be informed by ifa by the end of March.

Candidates rejected on formal grounds or with respect to the eligibility criteria are notified via e-mail as soon as the decision has been made. Please note that ifa does not make known the reason(s) why an application is rejected. Your understanding is much appreciated.

## **Is there a waiting list?**

Yes. Due to limited space availability and competition, a limited number of candidates is placed on the waiting list. The waiting list status will be announced via e-mail in early April and is no guarantee for future acceptance, as it depends on the given circumstances whether a person actually advances from the list.

## **Will I be interviewed during the application process?**

Yes, shortlisted candidates will be contacted and invited for an interview. These interviews will take place in the German Embassy/Consulate in the respective country or be conducted by ifa via Skype/phone. After a successful selection, potential host organisations might also conduct one additional interview with the candidate.

## **What happens after being selected for CCP?**

Selected candidates need to confirm acceptance of the fellowship within a stated period of time. According to the profile and qualifications of the candidate, the CCP team identifies a suitable host organisation in

Germany. Your professional contacts to potential host organisations might be helpful in this process and should be mentioned in the application documents or after acceptance.

After approval by the host organisation the candidate will receive a funding agreement outlining the conditions of the grant. The agreement has to be signed between the candidate and ifa.

### **How do I apply for a visa?**

Detailed information about the visa procedure for fellows from abroad is provided on the homepage of the relevant German Embassy/Consulate. Moreover, CCP fellows receive precise instructions by ifa and the German Embassies/Consulates how to apply for a visa. Make sure to have a **valid passport** available which should not expire within the given time frame indicated by the visa regulations of the destination country.

### **What is covered by the CCP grant?**

Grants for each fellowship vary by the duration of stay, but a full monthly grant for living expenses is 550 EUR **for fellows from abroad**. In addition, the following costs are covered by ifa:

- accommodation in Germany
- health insurance
- travel expenses including visa fees
- public transportation at destination

**For fellows from Germany** the full monthly grant for living expenses is 1100 EUR. These include costs for accommodation and local transport in the host country. In addition, the following costs are covered by ifa:

- health insurance
- refund of travel expenses (economy flight) including visa fee

#### Travel expenses:

The round trip flight is booked and paid by ifa. Once your travel arrangements have been confirmed and you have received your ticket it is not possible to change its schedule. Extra or oversize luggage that is not included in your ticket cannot be covered by ifa.

#### Health insurance:

You will be informed about the conditions of health insurance and the services provided by ifa when you receive the Fellowship Award Letter.

#### Accommodation:

CCP fellows from abroad will be provided with furnished accommodation in Germany - either a room in a shared apartment or within a family or a small apartment with bathroom and cooking facilities. Electricity, heating and water are included. Internet access or a phone might not be available in the apartment, but can be bought by the CCP fellow.

The apartment and the interior furnishings have to be treated with care by the CCP fellow. Guests are only allowed to stay for a few days after consultation with the landlord. Costs of any damages to the apartment, furniture or electrical items have to be covered by the CCP fellow.

### **May family members join me?**

Unfortunately, this is not possible. The programme cannot provide any financial support or take any responsibility for accompanying persons (e.g. spouse or children).

### **Will I get assistance during my first days in Germany?**

CCP fellows from abroad will receive support by tutors during the first days of their stay in Germany. The tutors are available for a limited amount of hours in assisting to settle in and get acquainted with the context (e.g. local transport). Autonomy of the fellows is assumed and demanded.

### **What are the specific features for German applicants?**

CCP fellows from Germany have to find a suitable local host organisation and accommodation independently. If needed, ifa supports the placement through its alumni network. Please note that for security reasons some countries or regions within a country are excluded as host countries. Please find more information about current travel advices on the homepage of the Federal Foreign Office of Germany.

### **Further Questions**

If you have further questions please contact us by e-mail: [crossculture\(at\)ifa.de](mailto:crossculture(at)ifa.de)