



DAFI

**Policy and Guidelines
for DAFI Scholarship Projects**

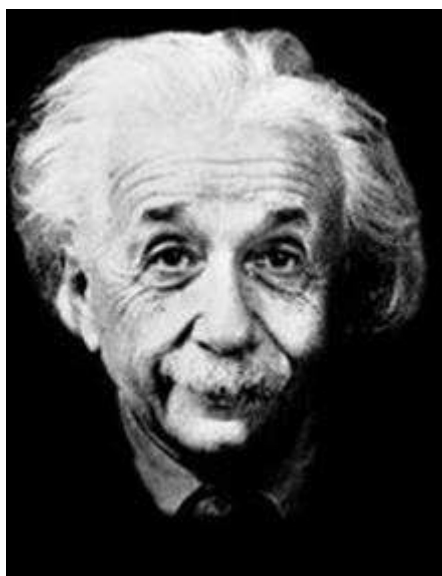
(Albert Einstein German Academic Refugee
Initiative)

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UNHCR

The UN
Refugee Agency



The Office of the United Nations High Commissioner for Refugees (UNHCR) would like to express sincere appreciation to the Government of the Federal Republic of Germany on behalf of all DAFI scholars. In close cooperation with German Embassies, UNHCR together with partners was enabled by this contribution to assist the most deserving refugees to rebuild their lives and to support their communities.

The revised guidelines supersede the *DAFI Policy and Guidelines, Geneva, October 2007*, reflecting numerous recommendations from field offices and improvements in the best practices and policies of the DAFI Programme.

The following document is not exhaustive, but rather intended to offer a brief, 'user-friendly' and practical overview. It provides a framework of procedures for the selection of scholars, monitoring of performance, and reporting, and supplies a checklist of useful tools for implementation. The guidelines are intended to remain in force over the coming years as a reference for general guidance. Specific instructions reflecting the actual funding situation and resulting requirements will be issued in the Annual Programming Instructions.

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1 Introduction

1.1 Background of DAFI

Over the past 20 years, numerous Executive Committee (ExCom) conclusions have highlighted the right to education for refugees and asylum-seekers and recognized the link between education and the attainment of self-sufficiency and durable solutions.¹ ExCom has also recognized the importance of education in empowering women and fostering peace and reconciliation² within the UNHCR protection mandate.

EXCOM, noting "the ongoing problem faced by countries of asylum (...) in coping with the consequences of mass influx situations once they have stabilized (...)", recommended the inclusion of several elements in the international response including exploration by all actors of ways to improve primary education, achieve gender parity and secure funding to expand post-primary opportunities (secondary, tertiary and vocational), particularly for adolescents.³ Recognition of education's vital importance was also included in the 2006 ExCom conclusions, noting in particular the potential for empowerment of women and girls.⁴ A recent ExCom conclusion (No. 107 (LVIII – 2007) reiterates the emphasis on "... promot[e]ing access to post-primary education wherever possible and appropriate, life-skills and vocational trainings for adolescents ...".

In 1992, the Government of Germany initiated the Albert Einstein German Academic Refugee Initiative (DAFI), and is annually providing almost 100% of the funds. The programme grants scholarships to deserving young refugees at universities, colleges and polytechnics in their host countries, and more recently, in their country of return. The DAFI fund is the only available support for refugees to continue to tertiary education. Although the DAFI Programme cannot sponsor all deserving refugees, it has provided vital support towards the reconstruction of conflict countries.

This highly valued, yet limited funding must be allocated in a manner that is both equitable and transparent, while maximizing impact. The revised guidelines are intended to ensure that this is the case.

1.2 DAFI Strategic Priorities

The primary objective of the DAFI Programme is to contribute to the promotion of self-reliance of refugee men and women by providing them with a professional qualification geared towards future gainful employment. More generally, the DAFI Programme aims to encourage the development of qualified human resources for the future reconstruction of refugees' home countries upon repatriation, thereby supporting greater peace and stability in the region. In refugee situations where repatriation is not, or not immediately feasible, DAFI scholarships may facilitate local integration, temporarily or permanently, and contribute to the development of the refugee community and/or the host country. DAFI graduates also serve as a role model for other refugee students to remain in school and advance their education. In particular, female role models are needed to promote girls' education, which is considered key to their empowerment.⁵

A DAFI scholarship can be an effective instrument for the attainment of self-reliance in protracted situations, repatriation and reintegration, or local integration. These guidelines aim to assist UNHCR country offices to make effective use of this instrument. The DAFI Scholarship Programme is thus an integrated part of the UNHCR mandate and strategic priorities vis-à-vis protection and assistance provided by the office.⁶

¹ ExCom Conclusion No 59 (XL) - 1989.

² ExCom Conclusion No 64 (XLI) - 1990 and Ex Com Conclusion No 80 (XLVII) – 1996.

³ ExCom Conclusion No 101 (LV) - 2004.

⁴ ExCom Conclusion No 105 (LVII) - 2006.

⁵ UNHCR Handbook on Protection of Women and Girls - Draft version, 2007.

⁶ UNHCR Education Strategy 2010-11.

The Education Strategy 2010-2012 stresses UNHCR commitment to increase access to education, including access to post-primary education, improve the quality and enhance the protection of children and youth. The DAFI Scholarship Programme, at the end of the formal education chain, contributes to the achievement of education goals for refugees.

In summary, the DAFI Strategic Priorities are:

- **Promote self-reliance and empowerment** of the sponsored student and his/her family through gainful employment;
- **Develop qualified human resources** and build the capacity and leadership of talented refugees in order to contribute to the process of reintegration in the home country upon repatriation;
- **Contribute to the refugee community** pending a durable solution or repatriation (many graduates work in refugee camps, particularly as teachers and community workers);
- **Facilitate integration**, temporary or permanent, and contribute skills to the host country if repatriation is not or not yet possible;
- **Provide a role model** for other refugee students, particularly for girls to advance their education and demonstrate the benefits of education.

UNHCR considers repatriation as the preferred solution for refugees. DAFI graduates who return home not only find a durable solution for themselves and their family, but are also likely to find employment and contribute to the reconstruction and rehabilitation process for the whole community.

DAFI graduates are sometimes the only medical staff or teachers in their area of return. While the numbers of DAFI scholars are small, their impact is huge because of their areas of expertise. Many work in business and government, while others are employed by NGOs, UNHCR and other United Nations agencies.

2 General Programme Guidelines

2.1 Management of DAFI

The DAFI Scholarship Programme is an earmarked, voluntary fund donated to UNHCR by the Ministry of Foreign Affairs of the Federal Government of Germany. Its purpose is to support refugees with financial means who qualify for academic studies in their asylum country and more recently, country of return. The scholarship projects are implemented by UNHCR and its partners in the countries of asylum and return, in close cooperation with the German Embassies.

2.1.1 Role of UNHCR

The Division of International Protection Services (DIPS, UNHCR Headquarters, as of 2010) is responsible for the annual programming and monitoring of the global project, and for reporting to the German donor.

- a) The overall supervision, guidance, monitoring, exchange of good practice and technical assistance and support to the offices is provided by a designated and DAFI-funded Education Officer and an Education Assistant, based in Geneva.
- b) The team at Headquarters is available to answer all questions relating to implementation of DAFI programmes and the interpretation of the guidelines.
- c) Regular monitoring and support missions to major DAFI operations ensure a consistent high standard of implementation. A monitoring and inspection schedule has been developed, which sets a standard for field monitoring visits for DAFI. The ten largest operations should, if possible, and time permitting, be scheduled for monitoring every two years, and the smaller, but equally important operations, every three years.
- d) The funding allocation and annual reporting are prepared by Headquarters, in collaboration with the field offices.

As the responsibility for implementing the DAFI Programme is delegated to **UNHCR Field Offices** in various countries, the following items define the role of UNHCR field operations:

- e) Each operation nominates a **DAFI focal person** amongst the UNHCR staff. These are usually staff in functions where they work very closely with other UNHCR education programmes on the primary and secondary school level, directly with the refugee community, which helps them to support refugee students in all aspects of their lives.
- f) UNHCR staff in Field Offices has the lead role and full responsibility for the selection of students based on criteria set out by Headquarters, and for implementation of the programme following the guidelines and the reporting requirements.
- g) The UNHCR Offices remain responsible for DAFI implementation even if DAFI is implemented with the help of an implementing partner (please see also below section 2.1.2).
- h) The UNHCR Offices must update German Embassies regularly, facilitate joint workshops, and maintain close contact with the DAFI scholar community.
- i) The UNHCR Field Offices should make every effort to boost the visibility of the DAFI Programme vis-à-vis the German Embassy, the host country government and the media. The use of the DAFI logo is encouraged and should be added to all DAFI-related documents and publications (Please see Annex 4.11).

2.1.2 Role of Implementing Partners

DAFI programmes may be directly implemented by UNHCR offices, provided that sufficient staff time can be devoted to the role. However, often the implementation of the DAFI Programme is supported by an NGO partner, working under the direction and supervision of UNHCR.

- a) In line with general UNHCR policy to delegate implementation whenever feasible, DAFI programmes with more than ten scholarship holders requiring considerable staff time should be handed over to implementing partners. The judgment on whether to engage an implementing partner or not is left to the field offices depending on their overall capacity, their record and expertise in education programmes and the size of the DAFI Programme.
- b) The designated NGO is usually the same partner who implements UNHCR's education programme and thus brings in additional expertise in the field of education. The local or international partner must have a proven record in refugee education.
- c) As a minimum requirement, the Implementing Partner should have a staff member with education expertise in the country concerned.
- d) In cases where a partner organization is charged with implementation, it should be stressed that UNHCR retains its responsibility to ensure a uniform and equitable means for the dissemination of information on scholarships in refugee communities, receipt of applications, the screening of applications, and the monitoring of the performance of the operational partner.
- e) Operational support costs charged by the Implementing Partner to the DAFI sub-project should normally not exceed 7% of the annual DAFI budget. In order not to compromise the quality of implementation of the operational partner, the percentage paid towards operational support may be handled with reasonable flexibility (see also below section 3.4.2 Programming DAFI).

2.1.3 Role of the German Embassies

Embassies of the Federal Republic of Germany, which is the principal donor to the DAFI Programme, are requested to monitor the implementation of DAFI projects by or through UNHCR, and to report their observations to the Foreign Office in Germany. UNHCR offices are strongly advised to establish a good rapport with the German Embassy in their country of operation, to maintain regular contact, and to ensure the embassy is informed of major developments.

- a) During the selection of new students, or the renewal of on-going beneficiaries, the German Embassy Representative should take part in decision-making. UNHCR must ensure that the Representative has all necessary background information on individual applicants.
- b) German Embassy staff should be invited to regular DAFI meetings and play an important role in linking DAFI scholars to representatives of bilateral agencies and industry, other German organisations providing scholarships, such as the DAAD (German Academic Exchange Service), and foundations⁷. Such links may facilitate internships or attachments for DAFI scholars, and may be important contact points in search of post-graduate scholarships. Furthermore, Embassies should perform an active role in maintaining contact with DAFI graduates.

⁷ To mention just a few, for instance, the Konrad-Adenauer-Foundation (KAS), the Friedrich-Naumann-Foundation (FNS), the Friedrich-Ebert-Foundation (FES) and the Heinrich-Boell-Foundation (HBS).

2.2 DAFI Implementation Procedure

DAFI follows the annual programme cycle from January to December, as opposed to the academic cycle which differs from country to country. Management activities include the tasks listed below.

2.2.1 Key Steps of DAFI Project Implementation

The process below is applied annually to allocate funding for the DAFI Programme the following year:

- a) All DAFI projects for the next year from field offices are submitted in November comprising of a project description and budget (Annex 4.13 form for budget submission), and include the needs of those DAFI scholars who will be continuing into the next year.
- b) Once the budgets for **continuing scholars** from all countries have been received and compared with the expected annual contribution towards DAFI, the amount of funds available for new scholarships can be determined. The distribution of these funds to the various countries follows established criteria for the allocation of DAFI funding, and basically takes into account the number of eligible candidates in each country.
- c) A separate proposal for the enrolment of **new and first-time scholars** is then prepared by field offices and submitted at the same time to HQs. The replacement of DAFI scholars who dropped-out, graduated or for any other reason not completed their studies is not automatic and is considered as new enrolment.
- d) All countries with an academic year starting already early January should contact Headquarters before November to allow enough time for selection procedures where applicable.
- e) At Headquarters, the above project submissions are screened and examined, and adjustments are made in close consultation with the field offices.
- f) **In December**, the process must be completed and the DAFI project is approved and signed as a prerequisite for field offices to access the budget allocated for their DAFI Programme.

2.2.2 Annual Schedule for DAFI Project Implementation

The calendar presented below reflects the project period from January to December, as well as the most common academic year, from September to June. DAFI programmes in countries with a different academic calendar year should adjust their timetable accordingly.

January - March

UNHCR Field: Submission, Reporting, Monitoring, Implementation Requirements

- Signing of Partner Agreements with Implementing Partners in early January (where applicable, refer to 3.4.2 Programming DAFI).
- Project financial liquidation period until 31 January (refer to 3.4.2 Programming DAFI).
- Submission of final IPFMR to UNHCR Headquarters by end of February latest (refer to section 3.5.2 Annual Reporting).
- Scheduled regular monitoring visit to the universities/institutions, contact Student Advisor and/or Head of Department (refer to section 3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars).

- Distribute allowances to the scholars as required (refer to section 3.2 DAFI Programme Allowance).

Headquarters: Programming, Reporting, Monitoring, Implementation Requirements

- Approved annual DAFI budget and Letter of Instruction sent in early January to field offices (refer to section 3.4.1 Budgeting Process).
- UNHCR Headquarters submits the proposed DAFI budget in mid-March for the following two years as part of Headquarter Plan into UNHCR's budgetary process based on valid official UN exchange rates.
- Ongoing monitoring of implementation and expenses of the respective DAFI projects at field level, including regular technical field missions (refer to section 3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars).

April - June

UNHCR Field: Submission, Reporting, Monitoring, Implementation Requirements

- Scheduled regular visit to the universities (refer to section 3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars).
- Begin the selection/application processes, dependant on the academic year (refer to section 2.3 Application and Selection Procedures).
- Facilitate attachments for 2nd year scholars, and internships for DAFI graduates (refer to section 3.3.2 Support for DAFI Scholars).
- Distribute allowances to the scholars (refer to section 3.2 DAFI Programme Allowance).

Headquarters: Monitoring, Implementation Requirements

- Ongoing monitoring of implementation and expenses of the respective DAFI projects at field level, including regular technical field missions (refer to section 3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars).
- Annual DAFI report is prepared for the previous year and submitted to the German Government by the end of June (refer to section 3.5.2 Annual Reporting).

July - September

UNHCR Field: Submission, Reporting, Monitoring, Implementation Requirements

- Send mid-term narrative and financial report (IPFMR where applicable), including the **student reporting sheet** (Excel) to Headquarters at the end of July (refer to section 3.5.2 Annual Reporting).
- Obtain scholars' academic results directly from universities as appropriate (refer to section 3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars).
- Workshop or seminar for DAFI scholars, Internships and attachments to start (refer to section 3.3.2 Support for DAFI Scholars).
- Enrol scholars (new admissions and ongoing) at universities, according to academic year.
- Distribute allowances to the scholars (refer to section 3.2 DAFI Programme Allowance).

Headquarters: Reporting, Monitoring, Implementation Requirements

- By the end of July, a thorough financial review and a budget revision based on the mid-term review from individual countries. Unallocated balances not expected to be used before year-end redistributed to countries that have been identified as able to

take in additional new enrolments or cover unforeseen expenses (refer to section 3.4.2 Programming DAFI).

- Ongoing monitoring of implementation and expenses of the respective DAFI projects at field level, including regular technical field missions (refer to section 3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars).

October – December

UNHCR Field: Submission, Reporting, Monitoring, Implementation Requirements

- In early November, or upon request/invitation from Headquarters, UNHCR offices send DAFI project submission for the following year to Headquarters (refer to section 3.4.1 Budgeting Process). UNHCR offices should also submit their updated student reporting sheets to include graduated scholars and new admissions.
- Send year-end commitments to Headquarters.
- Pay registration/tuition fees (refer to section 3.2.2 Study Allowance).
- Scheduled regular visits to universities (refer to section 3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars).
- In November, the annual DAFI workshop is usually held, bringing new, ongoing and former DAFI scholars together. The workshop may include orientation, provide information on career prospects, internships and attachments, and raise awareness on SGBV, HIV/AIDS and drug abuse (refer to section 3.3.2 Support for DAFI Scholars).
- Counselling of scholars (on-going) (refer to section 3.3.2 Support for DAFI Scholars).

Headquarters: Programming, Reporting Requirements

- Field proposals are screened and adjustments made in close consultation with the field offices (refer to section 3.4.2 Programming DAFI).
- Budgets for the needs of continuing scholars from all countries are determined and funds for new scholarships attributed according to established criteria for allocation of DAFI funding (refer to section 3.4.1 Budgeting Process).
- In December, the programme cycle is completed and the DAFI project established in MSRP as a prerequisite for field offices to access the budget allocated for their DAFI Programme.

2.2.3 Populations of Concern to the DAFI Programme

The populations of concern to the DAFI Programme are socio-economically disadvantaged and academically deserving refugee students currently in a country of asylum. This information could be gathered in annual participatory assessments, which draw attention to factors such as age, gender, and diversity, and their associated protection risks.

- a) Students who were forced to interrupt their studies due to flight, and who have (original) documentation of previous university or college studies in their country of origin;
- b) Students who have successfully completed their secondary schooling to a high standard in camp-based refugee schools, or in national schools in their country of asylum;
- c) Qualified refugees who have no means of financial support for university studies, or who are excluded from application for scholarships available to nationals;
- d) Refugee students who have proficiency in the language commonly taught at universities or colleges in their country of asylum;
- e) In repatriation operations, and upon approval by Headquarters, returnees qualified to assume university education, but having no financial means to do so because their

families have not yet re-established themselves in the country of origin. (Please see also 3.5.4 **DAFI for Return**)

2.2.4 Selection of Countries

UNHCR's offices worldwide witness the positive impact of the DAFI Programme on refugees and refugee communities. As a result, far more countries would like to offer DAFI in their operations than is financially and logistically feasible.

Country operations wishing to offer DAFI scholarships to their refugee population should first approach the Education Officer (DAFI) at Headquarters.. The decision as to which countries will offer a DAFI Programme is taken by UNHCR Headquarters in collaboration with the field, the Desk (or rather the Bureau) and the donor. Decisions are based on the following primary criteria:

- a) **The number of refugees in the country:** The size of the refugee population in the country operation and the profile of the refugees is taken into consideration, especially girls, who have completed a senior secondary level of education.
- b) **Conformity with the strategic objectives of the country operation:** DAFI is an integral part of the UNHCR strategic priorities in terms of durable solutions for the refugee caseload. The DAFI strategy, therefore, should complement the country strategy and facilitate local integration or reintegration as durable solutions.
- c) **Needs and potentials of the refugee population:** The needs of refugees in relation to their particular circumstances is also a factor as refugees who have only recently arrived, or who are unable to sustain themselves economically, have a more urgent need for external financial support for basic education.
- d) **Quality versus costs of tertiary educational institutions:** The academic facilities and the quality of the teaching are assessed. UNHCR monitors closely reports of strikes and temporary closures of universities. In addition, the education system in the country of asylum should be equivalent to that of the country of origin, in order to guarantee that DAFI graduates' academic credentials are accepted upon repatriation. Costs include both the level of tuition fees and the general cost of subsistence in the country of study. Costs must be balanced against the quality of educational institutions.
- e) **Support structure:** The level of general interest and support for the DAFI programme in the UNHCR Field Office must also be considered. In particular the motivation and capability of the designated DAFI Focal Person who will be implementing the programme, as well as their senior management and NGO partners, is taken into account.
- f) **An environment of political stability:** This is a prerequisite for successful DAFI implementation.
- g) **Geographical preference for Africa:** The focus on Africa follows a request by the German Foreign Ministry.
- h) **Gender balance:** Countries that make special efforts to achieve gender balance amongst students will be rewarded in the distribution of funding. It is the aim of all DAFI operations to reach 50% participation of female students in the Programme.
- i) **Consolidation of funding to focus countries:** Regional UNHCR Offices serve as DAFI focus countries, e.g. the RO in Senegal and BO in Benin are the focus countries for the Francophone West Africa region. DAFI projects in the region are funded and supervised by the regional offices, or eligible DAFI students are transferred to universities in the focus country, if the quality of education suggests a transfer. The RO Ghana is the Anglophone focus country in West Africa.

2.2.5 Selection of DAFI Scholars

The selection process of the individual DAFI scholar is quite competitive. A particular responsibility therefore rests on UNHCR, the German Embassies and the partners to ensure that the available scholarships are awarded within the population of concern to the most deserving refugees. For example to those who demonstrate significant potential for future professional activity that will support the reconstruction and development of countries in need as well as of the refugee communities.

An overview of the selection criteria is provided below. Minimum requirements narrow the pool of eligible candidates by excluding all those who do not meet the basic criteria. Secondary criteria further fine-tune the selection.

It is important to note that there is no automatic replacement of DAFI scholars who graduate or drop out. New enrolment in the Programme has to be approved by Headquarters, as well as the number of new scholarships available at the beginning of each budget year. Only under exceptional circumstances and after approval from Headquarters might such a replacement take place during the year. Should a student drop out in the middle of the year, the UNHCR Field Office is expected to notify Headquarters on a planned replacement in the mid-year review in July. The unspent budget resulting from drop-outs during the year will be re-allocated by UNHCR Headquarters to cover possible funding shortfalls elsewhere.

Minimum requirements are:

- a) **Recognized refugee status:** The applicant must be a recognized refugee. Asylum seekers are normally not eligible for a DAFI scholarship (See also 2.2.3 Population of Concern to the DAFI Programme above).⁸
- b) **Excellent academic performance:** The primary selection criterion is a student's previous academic performance, often based upon a final school certificate with excellent results. In the case of female applicants or those with special needs, and special circumstances resulting in lower performance will be taken into consideration.
- c) **Socio-economic status:** This criterion takes into account the socio-economic situation of an applicant and his/her family members in the country of asylum. The status and occupation of the head of household, the household income and external support can provide indicators to assess a candidate's need for a scholarship.
- d) **Age of the applicant:** The age limit is 28 years at the beginning of academic studies at under-graduate level and 32 years of age for post-graduate studies. Preference should be given to those who have recently graduated from secondary schools. In the case of female applicants or those with special needs, special circumstances will be taken into consideration. An exemption of age-limit may be applied in the case of health and education science courses of shorter duration provided to health staff and teachers with previous working experience or employment.
- e) **One scholarship per family:** In order to allocate benefits in an equitable manner to as many refugee families as possible, no more than one scholarship should be provided to a single refugee family. Exemptions may be made in cases, where a female candidate would be disadvantaged by the application of this rule, but should be approved by Headquarters.

Secondary selection criteria include a number of protection and programme considerations:

- f) **Field of study and relevance to employment possibilities:** Applicants should be able to clearly express their reasons for having chosen the particular subject of study, and to relate their choice to expected future employment opportunities in the country of asylum and upon repatriation.

⁸ Accelerated procedures for recognition of refugee status are possible in the case of new arrivals where the eligibility of the applicant is confirmed by the Protection colleagues.

- g) **Choice of short-term course:** The granting of new scholarships should be limited to students contemplating courses of four, or less than four years duration, with reliable prospects and a high probability of employment, such as computer studies, para-medical and teaching professions etc (See also 2.2.7 Selection of Degree Programmes).
- h) **Choice of development-oriented course:** Special emphasis should be placed on candidates where the employment-focus is combined with a special orientation to development-relevant courses, preparing the future graduates for the reconstruction of their country of origin. Furthermore, the studies should enable DAFI scholars to contribute to regional political security and stability (See also 2.2.7 Selection of Degree Programmes).
- i) **Priority for female applicants:** One of the UNHCR policy priorities is to increase the number of girls attending primary and post-primary education. In support of this policy, DAFI scholarships should aim to increase the participation of female students in tertiary education. During the selection process, possible reasons for the lower academic performance of girls in secondary schools, e.g. due to domestic labour arrangements, should be taken into consideration.
- j) **Persons with specific needs:** Persons with disabilities, victims of violence, and refugee students with excellent academic records being members of vulnerable households with identified socio-economic need, e.g. female-headed households, should be given special consideration during the selection of candidates.
- k) **Rural (camp-based) versus urban refugees:** Scholarship assistance should be proportionate between applicants from rural refugee populations (camps and settlements) and urban refugees. Where rural refugee schools exist, information on the availability of scholarships should be disseminated by UNHCR and its implementing partners. In countries where UNHCR is assisting large camp-based populations ('protracted refugee situations'), at least 50% of applications for scholarships should come from rural camps and settlements, or from rural-based refugee secondary school-leavers.
- l) **Ethnic, religious and communal balance:** Where appropriate, the selection of candidates should produce a balance between scholars from various ethnic, religious and communal backgrounds.

2.2.6 Selection of Tertiary Institutions

University education standards in the world generally vary widely, and cannot easily be appraised in a comparison. Local knowledge, international university rankings and the experience of local UNHCR staff and partner NGOs colleagues can assist in evaluating and selecting those institutions which offer a high quality of education. Additionally, local UNHCR staff and partners should strive to ensure comparability between education systems of the country of asylum and that of the country of origin. Some criteria for the selection of possible institutions are laid out below:

- a) Universities selected by applicants must be those **accredited by the government** of the host country, to assure a minimum academic standard.
- b) Quality and accreditation are of great importance to the DAFI Programme, to ensure that degrees are **recognized upon return** to a home country.
- c) The focus should be on **governmental universities**, however, under certain circumstances accredited **private universities** and institutions may be selected.
- d) Universities and institutions must possess the **proper resources and conditions for study**. Those with a record of frequent disturbances affecting the learning of students, and of having poor library, internet and laboratory facilities, should be excluded from consideration. Likewise, the learning environment should minimize exposure to protection risks.

- e) **Polytechnic colleges** in the Anglophone, and l' École Polytechnique or "l' École Supérieur" in the Francophone education systems are institutions that should be given due consideration alongside more traditional universities.
- f) Both **cost and quality** of the institution should be taken into consideration. The latter criterion applies equally to the standard of education and the staff and resources at the institution.
- g) The DAFI Programme should aim to establish **self-supporting student groups** at each institution, as a social network amongst the DAFI scholars themselves to identify and assist each other with issues of common concern. DAFI workshops can help students to build networks for mutual support. A focus on two to three institutions in each country will minimize UNHCR's monitoring and administrative costs.
- h) Wherever possible, UNHCR should sign **agreements with selected universities**, stating the number of seats allocated under special conditions (e.g. at national fees, or reduced foreign student fees) to refugees and DAFI scholars and any other special support the university administration might be able to offer to refugee students (see Annex 4.1). The room for negotiation of such agreements may be enlarged, if UNHCR can offer a reasonable support to the university or institute, in terms e.g. of computers accessible for DAFI students covered under the DAFI project. Proposals for support to educational institutions should be discussed with, and be approved by Headquarters.

2.2.7 Selection of Degree Programmes

- a) The DAFI Programme sponsors in principal the first degree at a university level, e.g. Bachelor (BSc, BA) or "higher diploma" (two to three years). The 'diplome supérieure' or 'diplome d'état supérieure' (three years) may be considered an equivalent degree, provided they are of a higher level and have a professional orientation.
- b) This form of study, by definition, excludes informal vocational and skills-training courses, but includes para-professional training provided at polytechnic institutions and higher technical colleges.
- c) Minimum entry requirements for approved degree programmes are usually those which call for **completed secondary or high school level**, having passed 'A' levels or "baccalaureat" examinations respectively. In principle, each institutions has its established procedure of admission, and may request an entry test or 'concours'.
- d) **Duration:** The granting of new scholarships should be limited to students contemplating courses of no more than four years duration.
- e) UNHCR will continue to insist that only those candidates are selected for DAFI who intend to study a subject that is relevant to the job market, that is, with a high probability of employment, such as computer studies, engineering, social work, para-medical and teaching professions etc.; and which contributes to the rehabilitation and development of the community and society at large (see also 2.2.5 (g) Selection of DAFI Scholars).
- f) UNHCR colleagues in the country of asylum are encouraged to enquire about skills needed in the country of origin and provide guidance on this matter to applicants.
- g) In view of funding limitations, and the constraints this places on the number of annual beneficiaries, applications for full-length university programmes in medicine and similar courses should not be entertained.
- h) Fields of study such as languages (if not closely linked to teacher training), philosophy, fine arts and religious studies cannot be sponsored under DAFI.
- i) Post-graduate studies (e.g. M.A., M.Sc., some postgraduate Diploma courses) are generally not supported under the regular DAFI Programme. UNHCR Field Offices wishing to submit exceptional cases for sponsorship must seek prior approval by the Education Officer (DAFI) at Headquarters. Graduates should be encouraged to

search for other sources of funding to sponsor the continuation of their academic studies.⁹

- j) Under special circumstances, Distance Learning Programmes may be offered to new DAFI scholars. Please see section 3.5.2 DAFI Distant-Learning Programmes.

2.3 Application and Selection Procedures

The annual selection process involves several steps from pre-selection to short-listing, to a final selection of candidates through individual interviews. The selection must follow a systematic procedure, including careful documentation and the maintenance of transparency on all levels. Experience in the past has shown that the following steps contribute to this aim.

2.3.1 Selection Committee

The final selection should be made by members of a Selection Committee. The members of the Selection Committee must have access to all documents and notes relating to the selection of new DAFI scholars, regardless of whether they relate to the specific tasks of the Committee. In particular, their attention should be drawn to the guidelines and selection criteria.

This Committee should comprise of representatives from:

- UNHCR (two staff members, at least one of whom is in the professional category),
- The German Embassy (usually the Cultural Attaché),
- NGOs (national, international) providing scholarships for higher education, and/or
- The Implementing Partner designated by UNHCR,
- German Academic Exchange Service (DAAD) staff, where possible,
- The university, academic institution, or the Ministry of Education of the country involved, and
- Leaders from the refugee community (as appropriate).

The representative of the German Embassy in charge of monitoring the DAFI project on behalf of the donor must be informed and invited to participate in the selection process well in advance. The UNHCR DAFI focal point must ensure that the German Embassy receives comprehensive information on all applicants meeting the minimum requirements, as well as the selection criteria and process.

2.3.2 Application Procedures

- a) **Dissemination of information/call for applications:** The call for applications should be issued through all UNHCR Branch and Field Offices and partner offices in all locations where possible refugee candidates may be reached, e.g. at refugee camp notice boards, secondary schools, urban refugee community centres; and in a manner and language accessible to all members of the community. Please see the example announcement attached as Annex 4.2.
- b) **The German Embassy** may be involved in the call for applications.
- c) The call for applications should clearly state the **number of scholarships available** and the **minimum requirements** to avoid raising false expectations, and to reduce the workload, by processing only eligible applications.¹⁰

⁹ Increased funding received since 2008 allowed the DAFI to enroll more post-graduate students, approximately 10% of the scholarships.

¹⁰ Taking into account specific circumstances as outlined in 2.1.7 above on minimum requirements.

- d) Application forms are to be distributed for free. The application process should encourage those with a completed secondary school education from a poorer social economic background to apply.
- e) UNHCR might consider organising special **career counselling sessions** for secondary school graduates, advising them on DAFI, enrolment mechanisms and options for alternative learning.
- f) Students wishing to apply for DAFI scholarships must **complete and submit an application form** (attached as Annex 4.3) to UNHCR.
- g) **Collection of applications:** UNHCR Offices must be open to receive applications.
- h) At the time of application, applicants should already have been admitted to the university or institute they wish to attend, or should obtain a **letter of admission, or provisional admission letter**. School certificates must be verified prior to the selection of candidates.
- i) Flexibility may be called for when requesting proof of admission, in cases where refugee students are situated in a camp distant from the chosen university or in the case of planned transfer for educational purpose, and have no means to obtain admission prior to application to the DAFI Programme (please see also 3.5.1 DAFI Scholar Transfers and 3.5.4 DAFI for Return).
- j) In some countries, admission to tertiary institutions is restricted to those students who have successfully passed **university entry tests**. In this case, the applicant should provide evidence that he/she has participated in, and successfully passed an entry test.
- k) UNHCR and its Implementing Partner can facilitate the participation of possible (pre-selected) DAFI scholars in university entry tests.
- l) If university admission is only obtained after the selection process, UNHCR operations may wish to select “reserve candidates” to fill positions in the event a candidate fails the university entry exams.
- m) **Testing of applicants is recommended** in cases where an applicant presents copies of his/her school certificates, or where qualifications were obtained outside the country of asylum more than three years ago. Testing serves as an internal and informal instrument to reduce the failure and drop-out of DAFI students with unsatisfactory academic records. The testing of candidates may be performed by secondary school teachers or in collaboration with the university or educational institution. This testing is particularly recommended when a transfer to another country for study purpose is planned.

2.3.3 Selection Procedures

As part of the selection process, applicants should be screened by the UNHCR Branch Office to verify their refugee status. In some countries, *prima facie* refugee status must be confirmed by the respective Government body upon departure from the refugee camp to pursue studies in the capital of their country of asylum.

Pre-screening of applicants:

- a) The pre-screening should be carried out based on the minimum selection criteria mentioned above plus criteria agreed upon by a UNHCR staff member together with, where applicable, the partner organization. Such pre-screening might include reference checks, document checks, written tests or short interviews to assess the candidates’ language abilities if necessary for their studies.
- b) It is important within the multi-functional teams, that:
 - i. UNHCR Protection staff confirms the **refugee status** of the applicant,
 - ii. UNHCR Community Services staff confirms the **socio-economic status** of the applicants family, and

- iii. UNHCR Resettlement staff confirms that currently no **resettlement application** of the applicant is being processed. Applicants requesting resettlement are not eligible for the DAFI Programme.
- c) To ensure transparency, individual files should be maintained for all applicants, regardless of whether they reach the final selection round.
- d) The initial interview of candidates may be conducted by a designated DAFI Focal Point in the camp or settlement in which the candidate(s) live(s), as it may not be feasible for candidates to travel to the capital city.

Interviews and final selection:

- e) The final selection should be based on a personal interview and on the secondary selection criteria mentioned above. The Selection Committee should conduct the interview and make the final selection at a central location (i.e. capital city) to ensure the participation of a German Embassy representative.
- f) Students applying for a DAFI scholarship should present original school certificates during the interviews. As mentioned above, testing the students is an alternative if the certificates are not original or outdated (please see also 2.3.2 (l)).
- g) Communication of the final decision should be issued publicly and shared with other agencies and Government parties also offering financial support, so as to avoid multiple sponsorships.
- h) Once the enrolment of the selected new scholars is completed, the **list of new DAFI scholars must be shared with Headquarters**, including the name, course of study, and the newly assigned DAFI scholar registration code (e.g. 'KEN045', 'KEN046', see also 3.4.2 (f)) and information about the studies.

3 Detailed Programme Guidelines

3.1 Scholarship Agreement and Communication

3.1.1 Agreements and Duration

- a) All DAFI scholars must sign a Scholarship Agreement which clearly identifies the Government of the Federal Republic of Germany as the funding source. The student agreement may be adapted to the specific DAFI project situation in a country, without violating the principle obligations and rights of the student and UNHCR. The original copy is filed at UNHCR's Office and a copy is distributed to DAFI scholars and implementing partners (see Annex 4.6)
- b) DAFI scholars should also be reminded that:
 - i. DAFI scholarships are provided strictly for one academic year and are subject to the availability of funding,
 - ii. After one year, the scholarship may be renewed for another year, if the scholar has successfully completed the annual examination and is promoted to the next academic year,
 - iii. UNHCR will not support any applications for resettlement during the period of their studies, and
 - iv. The award of a DAFI scholarship entails strict rules and high expectations, which are specified in the Scholarship Agreement and the Support Document (attached in Annexes 4.6 and 4.7).
- c) The total scholarship assistance should not exceed four years, so as to allow more students to benefit from the DAFI Programme.
- d) Scholarships for study programmes of five years' duration must be approved in advance by the Education Officer (DAFI) at Headquarters.
- e) Should the UNHCR Field Office and Headquarters agree to sponsor a Masters degree, overall support from DAFI should not exceed a total of five years, including funding for the previous undergraduate course. A proposal for funding for a period beyond five years may be submitted for approval to Headquarters.

3.1.2 Termination and Special Circumstances

- a) In the event a DAFI scholar fails one of their courses, and is permitted to repeat it the following academic year, the scholarship may be renewed.
- b) In the event a DAFI scholar fails more than one course, and is thus not promoted to the next academic year, the scholarship will be terminated, unless there is a legitimate reason for the failure, such as a long absence due to certified illness.
- c) DAFI scholarships may also be terminated during the academic year. Grounds for the immediate termination of a scholarship are listed below:
 - i. Gross misconduct vis-à-vis UNHCR, the Implementing Partner, fellow students or university staff,
 - ii. Repeated failure of examinations,
 - iii. Failure to submit study progress reports,
 - iv. Change of subjects, course of length of studying without UNHCR approval,
 - v. Multiple sponsorship, without informing UNHCR, and/or

- vi. Cheating on examinations is cause for immediate termination of a DAFI scholarship. In light of the limited funds available for scholarships, any suspicion of fraud, malpractice or seeking unfair advantage will lead to the suspension of benefits, pending a thorough investigation.
- d) Every drop-out, termination or **discontinuation of a scholarship must be immediately reported** to the Education Officer at Headquarters, stating the student name and the DAFI student number (e.g. 'KEN008' and 'KEN015') as well as the reason.
 - e) Should educational institutions in the country of study close due to disturbances, scholarship payments will continue for a period of three months.
 - i. The Education Officer at Headquarters must be informed of the closure of institutions immediately.
 - ii. During the initial 3-month period, UNHCR, the Implementing Partner and the DAFI scholar should cooperate to find constructive activities for scholars, such as internships or supplementary courses (e.g. computer, language courses) or contacts useful to their field of study. These alternative activities may be supported financially, should the funding situation allow.
 - iii. After this period of 3 months, should the closure continue, assistance will be discontinued until the start of the new academic year.

3.2 DAFI Programme Allowance

DAFI Scholarships cover registration and tuition fees, living allowance, and study materials. In addition, and depending on need, funding for practical assignments (i.e. field study) related to the programme of study may be available. Generally, the level of allowances should reflect full study costs and the actual costs of living in the given country.

3.2.1 Payment of Allowances

- a) Allowances and the scheduling of payments to which DAFI scholars are entitled under the DAFI Programme must be specified in the **Scholarship Agreement** with DAFI scholars (see Annex 4.6) to avoid any conflicts resulting from lack of transparency or misunderstandings.
- b) **Direct study costs** (please see below) should always be paid via bank transfer directly to the institutions, based on received original invoices or payment requests.
- c) **Indirect study costs** (please see below) should be paid directly to DAFI scholars, biannually, as appropriate, together with the subsistence allowance payments. Should costs be related to specific academic requirements, payments should only be issued against verified receipts.
- d) **Subsistence allowance** (please see below) should be paid to DAFI scholars through a bank transfer, where possible. UNHCR should assist the scholars to open bank accounts.
- e) Depending on the situation, subsistence allowance payments may be carried out monthly, bi-monthly or quarterly and subsistence allowances (excluding medical costs) may be grouped into one single amount per payment.
- f) Subsistence allowance is usually calculated for twelve months per academic year. Should scholars return to the refugee camps during the summer break or are not engaged in study-related activities, the allowance payment will exclude the portion of time spent away from campus.
- g) If a student graduates during the year, subsistence allowances should cover the full month of his examination and graduation ceremony.

- h) **Partial sponsorship** under the DAFI Programme is possible if the candidate has secured another source of funding, for instance, to cover registration and tuition fees. In this case, the DAFI scholar would only receive a subsistence allowance. Alternatively, a DAFI scholar may be able to sustain themselves, and may only require support for registration/tuition fees. Available funding permitting, students not sponsored under the DAFI may benefit from a one-time support, which is approved and allocated by Headquarters.

3.2.2 Study Allowance

- a) **Direct study costs:** University fees, including registration and tuition:
- i. In most countries, refugees pay the same fees as national students. In certain cases, refugees are requested to pay the registration fees applicable to foreigners, which are considerably higher, despite the fact that the 1951 Geneva Convention and Protocol include a provision for the public education of refugees.¹¹
 - ii. Every effort, preferably at the UNHCR Representative level and with the active involvement of German Embassies, should be made to negotiate with the Government and the concerned institutions, in order to persuade them to adopt the more favourable position on fees for refugee students (see also example DAFI agreement with tertiary institution provided in Annex 4.1).
- b) **Indirect study costs:** Study-related costs including resources and additional tutorial courses:
- i. Annual payments include an allowance for study materials, e.g. books.
 - ii. DAFI scholars working on a thesis or research project during their final year, and requiring additional funds for fieldwork, research and/or project work should receive financial support against verified receipts.
 - iii. For various reasons, refugee students may encounter difficulties, for example, a lack of proficiency in the language of study or in specific subjects. These should be identified and addressed in due time, through the provision of extra tuition during either the study term or semester holidays. A provision in the budget should be allocated to the payment of related costs, such as tutors.
 - iv. A provision to include all indirect study costs that can be anticipated should be made in the budget submissions.

3.2.3 Subsistence Allowance

As a general standard, support levels should ensure that DAFI scholars can enjoy a modest but decent standard of living, and provide the basic means to complete their studies successfully. It should be emphasized here that covering family expenses of married DAFI students contravenes the purpose of the scholarship programme to support academically qualified young refugees.

As the costs of living differ from country to country, all allowances are calculated by local UNHCR offices and subject to approval by Headquarters. The subsistence allowance encompasses the following components:

- a) **Food:** The necessary funds should be systematically calculated by the Field Office on the basis of a reasonable “commodity basket” including food items required by DAFI scholars and their current prices.

¹¹ Article 22, Chapter IV, 1951 Geneva Convention Relating to the Status of Refugees.

Partners (and children) of married DAFI scholars will not be included in the calculation of the food allowance.

- b) **Accommodation:** Funds should be calculated to cover the costs of residence on the university campus, or, should prices be prohibitively high, a similar boarding off campus. In the event that DAFI scholars are able to live with family (e.g. urban refugees or refugees enrolled in a distant learning programme), the cost of accommodation and food allowances should not be included in the subsistence allowance.

DAFI scholars with family (wife, children) will be reimbursed 50% of the costs for accommodating the family. The underlying reason for this restriction is that it can be expected that the marriage partner largely contributes to the family income.

- c) **Local transportation:** Local travel allowance should cover the daily travel between the university and home - if applicable. Should a DAFI scholar receive an internship position during the semester holiday which incurs travel expenses, adjustments can be made in line with actual costs.

Should DAFI scholars return home periodically (i.e. within the host country to a refugee camp once or twice a year) they may receive an additional transportation allowance covering their return travel costs.

- d) **Personal expenses:** An allowance for minor expenses, such as personal items, stationary and communication, may be included in the subsistence allowance. Should Community Services officers in the field office confirm the presence of special circumstances, additional funds may be allocated on a case by case basis with approval from Headquarters.

- e) **Additional expenses** at the time of enrolment may be included in the budget if deemed necessary by the UNHCR Field Office, for example, towards initial clothing expenses.

- f) **Medical insurance or treatment:** Medical costs are dealt with by UNHCR Offices in accordance with local implementing arrangements and requirements which also apply to other refugees. In this case, no medical budget submission should be made.

Should special arrangements be required, it is advisable that the UNHCR office or the Implementing Partner maintain a fund for medical expenses to cover these expenses as they occur, payable directly to the clinic or pharmacy rather than reimbursing the DAFI scholar. Should reimbursement be justified, then DAFI scholars have to submit to UNHCR or implementing partner medical invoices approved and testified by their physician at the beginning of December, before project accounts are closed. In principle, UNHCR offices should make appropriate arrangements to cover medical costs of DAFI scholars, which are cost-efficient and can easily be controlled.

3.3 Monitoring and Support for DAFI Scholars

3.3.1 Monitoring of Well-Being and Progress of DAFI Scholars

- a) UNHCR field offices and implementation partners should monitor DAFI scholars' academic performance at least twice per semester, and take appropriate action when required.
- b) **Visit by DAFI Focal Person(s):** Staff from UNHCR and implementing partners should regularly visit the DAFI scholars at their institutions. Such visits, which may take place quarterly, should also include meetings with university staff to identify possible problems, to create a good relationship with the academics and to give the students a possibility to voice their concerns in a systematic manner.

Staff from UNHCR and implementing partners should also regularly visit DAFI scholars at their homes.

- c) **Visit by Education Officer(s):** Staff from Headquarters periodically travels to countries with a large DAFI Programme, in order to assess and evaluate the implementation of the Programme there and its impact on the refugee community, to facilitate the transfer of knowledge between DAFI countries, and to improve or update DAFI policy as required. Such visits should, if possible, be scheduled to larger DAFI Programmes every two years and to smaller programmes every three years.

3.3.2 Support for DAFI Scholars

It is important for refugee students entering into an unfamiliar social context to find support and understanding. An enabling environment to contribute to their success at university can be established in several ways:

- a) **A one-page support document** should be distributed to all newly enrolled DAFI scholars. This document should provide key information on DAFI Programme implementation in their country of asylum, and should contain the contact details and office hours of the DAFI focal persons of the Implementing Partner and UNHCR. Standard procedures, i.e. in medical emergencies, should be outlined. An example document is provided in Annex 4.7.
- b) **Counselling of individual DAFI scholars** should be offered on a fixed day each week (depending on the number of scholars). This time should be reserved by the UNHCR focal person or the Implementing Partner for meetings with students and their representatives. Regular contact with DAFI scholars will facilitate a timely intervention on specific problems which may arise during the study term.
- c) **Annual workshops or seminars** for DAFI scholars should be organized with Implementing Partners and with UNHCR and Embassy staff to provide a forum to discuss issues of concern, share information and establish support networks. These events could include an orientation session on, for example, SGBV, HIV/AIDS, gender equality and diversity issues, and internships and attachments during semester holidays. DAFI scholar should be reminded of the special responsibility and obligations related to being awarded a scholarship.

DAFI scholar workshops may also establish a support network, which helps to maintain contact between DAFI graduates and UNHCR beyond graduation. Representatives of the German Embassy, German companies, chairpersons of 'Chamber of Commerce and Industry', representatives of German foundations and NGOs may be invited to a workshop to establish links and networks with institutions of interest to refugee students and graduates.

Budgetary provisions may include some basic costs of food and drinks during workshops or seminars.

- d) **Career guidance** should also be available to DAFI graduates, with specific information on how and where to seek employment. The UNHCR Branch Office may supply letters of support to DAFI graduates, confirming their enrolment in the DAFI programme and if applicable, their excellent academic performance (please see Annex 4.9 for an example letter).
- e) **Internships** have proven to increase future employability. Internships may be scheduled by DAFI scholars during semester breaks, preferably for a period of 2 - 3 months. UNHCR Offices or implementing partners should establish a network of organizations, businesses and companies willing to provide internships to DAFI scholars or graduates.

Subsistence and special travel allowances for the duration of internships may be provided for in the budget.

3.4 Budgeting and Programming Procedures of DAFI

3.4.1 Budgeting Process

- a) Field Offices should indicate their budget requirements for on-going scholars in November of each year. Instructions reflecting the anticipated available funding for DAFI are issued by the responsible Education Officer (DAFI) in the Division of Protection Services (as of 2010) advising of the overall number of new scholarships available.
- b) All DAFI operations then receive a communication from Headquarters stating whether new scholars can be enrolled in the next academic year (to e.g. replace graduates and drop-outs). Headquarters will then invite field offices to submit their full budget requirements for the next year, including new admissions in the coming year.
- c) Following the Annual Programming Instructions (IOM/FOM issued by DFAM) submission of new budgets is due usually by early November for the following year. DAFI Focal Points will be notified on the submission date for the DAFI project by the Education Officer in Headquarters.
- d) UNHCR's programme cycle runs from January to December, while the academic year in many countries spans from October to September. The annual DAFI budget follows UNHCR's programme cycle and therefore, has to plan from January to December.

Example of project submission for academic year starting in September:

Example year

2010	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Graduating Scholars	3	3	3	3	3	3	3	3				
On-going Scholars	4	4	4	4	4	4	4	4	4	4	4	4
New Scholars									2	2	2	2

- e) The following costs are included:
 - i. **On-going scholars:** The budget from January to December must include the study allowances, and subsistence allowances for period normally of 12 months. In the example above, the budget would include subsistence allowances for four on-going scholars. The registration and tuition fees due at the beginning of the new academic year of the following year (August/September) will have to be estimated at the time of project submission;
 - ii. **Graduating scholars:** The DAFI scholars expected to graduate in July/August will receive a subsistence allowance from January to August. In the example above, three scholars would receive subsistence allowances from January to August. Where the academic year corresponds with the calendar year, the subsistence allowance will apply to the corresponding period. In all cases, the contract signed with the scholar corresponds to the academic year;
 - iii. **New DAFI scholars:** When the academic year begins in September, the study allowances and subsistence allowance for the semester from October to December must be included in the project budget, as shown for two scholars in the example above. New DAFI scholars' enrolment must be

cleared with the Education Officer (DAFI) as no automatic replacement of graduates or drop-outs is authorized.

3.4.2 Programming Procedures

The DAFI programme is consolidated into one VAR project managed by the Education Officer (DAFI) in DIPS at Headquarters, being part of the HQ Initial Budget Targets (IBT).

- a) The MSRP Cost Centre for the programme is 96163 and the situation code of 059 has been created, which should be used by the field offices when recording payments/instalments and financial reports.
- b) In line with the standard format for UNHCR project description, the DAFI field submission must include the description of scholars: total number of ongoing scholars, their age, gender and nationalities and information on their field of study and current year. The project description will have country-specific objectives, planned achievements/expected outputs and measurable indicators to enable the monitoring of the DAFI Programme.
- c) Partner agreements signed with NGOs should reflect the above codes and the Implementer Code of the implementing partner (we do not receive originals at HQ any more) of the partner-agreement should be sent directly to the Education Officer (DAFI).
- d) Administrative costs charged by the Implementing Partner to the DAFI sub-projects should normally not exceed 7% of the annual budget. In order not to compromise the quality of implementation of the implementing partner, the percentage paid to operational support may be handled with reasonable flexibility but should under no circumstances exceed a ceiling of 10%.
- e) Administrative costs include for example staff and travel costs for monitoring. Monitoring costs may be included in the operational costs, thus not calculated within the 7%. Overhead costs for international NGOs (calculated for their HQS) cannot be charged to DAFI.
- f) A scholar card (see Annex 4.12) should be maintained for each individual scholar, to record payments received under the DAFI fund and her/his academic performance should be attached. The scholar will sign the card to confirm receipt of the amount mentioned.
- g) A six-character DAFI registration code is to be assigned to each DAFI scholar (including new and ongoing scholars) subject to the following format:
 - i. Ex. 'KEN001', where the first three characters correspond to the UNHCR country code for the country of study, and the latter three characters are assigned in numeric order.
 - ii. Each number is **assigned only once**, to one individual, and cannot be re-assigned after the scholar has graduated or dropped out.
- h) Requests for increases of budget lines, which may arise during budget preparation for the following year, should be communicated to the Education Officer (DAFI) with all documents supporting such increase in allowances and/or fees.
- i) The DAFI budget can under no circumstances be overspent. As the majority of countries use a different currency with fluctuating exchange rates, the budget value is calculated quarterly to ensure that the overall DAFI budget will not be overspent. The field office can contribute to the follow-up by instructing the Education Officer (DAFI) of any significant fluctuation.
- j) The DAFI budget may be revised in the course of the year to reallocate funds, e.g. changed number of scholars in a country leading to budget decrease, while more funds are needed in another country where fees have risen. Such revision is

undertaken at least once a year, during the mid-term review in which all DAFI countries participate.

- k) The narrative and financial reporting for the previous year must be received by the Education Officer (DAFI) by the end of February. The narrative also includes the two statistical forms (EDS in Excel format and EDSTAT3, see Annex 4.8). The reporting should include the programme of study, using the appropriate study codes (see Annex 4.14).
- l) A change of Implementing Partner must be discussed with the Education Officer (DAFI) and be reflected in the submission. In the event that the NGO is not yet recorded by UNHCR, a request for creation will be sent by the Field Office to the Global Service Desk, with a copy to the Education Officer (DAFI).

3.5 Reporting Requirements

Compliance with the reporting requirements for DAFI Scholarships is imperative to maintain the commitment of the donor. Continuous funding can only be safeguarded by feedback on the progress of the programme.

3.5.1 Continuous Reporting

- a) All changes of status of graduating DAFI scholars, drop-outs and new enrolments must be reported immediately to Headquarters to update the current DAFI databases. In the event of graduates and dropouts, the registration code is sufficient, including a short explanation in the event a scholarship has been terminated.

3.5.2 Annual Reporting

The donor is particularly interested to learn about annual achievements, as well as the medium to longer-term impact of the DAFI Programme on the asylum quality of refugees and the reintegration of returnees. Information received from UNHCR Field Offices is compiled by UNHCR Headquarters in an Annual Report submitted to the donor. This report is submitted to the German Government and published on various websites each year in July.

- a) **Implementing Partner Financial Monitoring Report (IPFMR)** must be submitted after the project cycle has ended in February/March, usually by 28 February. The IPFMR for DAFI Programmes entails three parts, i.e. a **financial**, a **narrative** part and tertiary **education statistics** (EDS, EDSTAT3; see Annex 4.8) to be submitted to the Education Officer (DAFI) at Headquarters by the DAFI Focal Points.
- b) **Narrative reports** by UNHCR focal points, or as part of the IPFMR should follow the outputs and indicators given in the project description and should include brief and relevant information on:
 - iii. number of applications received (refugees forced to interrupt secondary school or study),
 - iv. number of applicants on first and second shortlist and number selected,
 - v. number and gender of DAFI scholars,
 - vi. Nationalities and camp/urban origin,
 - vii. individual drop-out cases or discontinuations and the reasons for discontinuation,
 - viii. academic performance of DAFI scholars (results of year-end exams),
 - ix. brief description of implementation arrangements,

- x. reporting on workshops held with DAFI scholars,
 - xi. reporting on attachments and/or internships of DAFI scholars and graduates,
 - xii. reporting on successful job placements of DAFI graduates,
 - xiii. reporting on measures taken to follow-up with DAFI graduates, and
 - xiv. other relevant information on the DAFI Programme (e.g. interruption of studies due to disturbances, protection issues etc.).
- c) Information on DAFI graduates' professional careers should be included in the narrative reports by UNHCR and implementing partners. This would also allow UNHCR to evaluate routinely the success of the DAFI scholarship programme, and to introduce improvements where necessary.
- d) **The education statistics** (EDS, EDSTAT3; Annex 4.8) should be submitted to UNHCR Headquarters in November for the current year together with the budget submissions. The EDS format has to be checked for correctness, as it is imported into an ACCESS-based data base, which will be maintained over the coming years to measure the impact of the DAFI Programme.
- e) Please include the field of study code of the EDSTAT3 (e.g.HU for Humanities, FA for Fine and Applied Arts) also in the EDS table for each student.
- f) In these reports, the UNHCR offices should report the total number of scholars who have benefited in the course of the year. In the example above, the report should include the 4 on-going scholars, plus the 3 scholars who graduated during the year, plus the 2 new enrolments that have been taken in, i.e. a total of 9 beneficiaries.
- g) Please note that all scholars, who received financial assistance from DAFI, must be included in the statistics. That means, if a scholar drops out of the programme due to repatriation in e.g. March, he/she should still be included in the report and in the statistics as long as he/she received any assistance in January or February.
- h) Please ensure that the numbers, in the narrative reporting, in the Annual Report of the previous year (plus new, minus graduates and dropouts) match. As per the example provided above in section 3.4.1, a total of nine scholars were sponsored during the calendar year.

3.5.3 Mid-year Reporting

- a) The mid-year reporting provides important information required to determine the budget allocation needed until year end. According to the donor agreement, unspent funds have to be refunded to the donor. Therefore, it is in UNHCR interest that it makes optimal use of the annual DAFI contribution.
- b) A short narrative and financial overview is due by end of July each year which should reflect any changes in number of scholars, their status, or in the academic fees.
- c) UNHCR Field Offices should also report any change in circumstances, such as university closures or strikes, which may disrupt studies or interfere with successful implementation, and which are not otherwise included in mandatory reporting.

3.6 Supplementary DAFI Programming

3.6.1 DAFI Scholar Transfers

To allow refugee students equitable access to scholarship assistance in asylum countries which are non-DAFI countries, UNHCR can provide for the transfer of students to a second country of asylum (educational placement), provided the applicant fulfils all selection criteria for a scholarship sponsorship.

- a) The educational placement of refugee students under DAFI must be approved by the Education Officer (DAFI) at Headquarters.
- b) The Education Officer will advise on conditions in the receiving country and ensure the liaison between the two offices.
- c) A higher level of cooperation between UNHCR Offices in the country of origin and the country of study is necessary. The candidate's individual protection risks upon return must be assessed by UNHCR Protection Officers and taken into consideration. Legal aspects must be clarified with the concerned Protection Officers and Governments (refugee administration) in both first and second country of asylum, including the issuance of a travel document (CTD). UNHCR should assist the refugee student in the second country to obtain a temporary residence permit.
- d) The selection process must take place early to allow, upon selection, candidates enough time to transfer to the country of study and settle in before the academic year begins.
- e) The same selection procedure mentioned above under paragraph 2.2 must be followed in the country of asylum, and the preliminary selection of candidates must be approved by both operations.
- f) Following the selection, the documents of the selected students are sent to the second country for validation and registration at the selected university/institute.
- g) UNHCR offices in the country of study must secure the university placement based on the application and documents provided by the student before any decision to award a scholarship are communicated to the students.
- h) Before taking up their studies, all candidates must have been informed about the special nature of the programme and their obligation to return to the first country of asylum or to their country of origin at the end of their studies.
- i) Costs of transfer may be included under the DAFI project, upon approval from Headquarters. It is preferable, however, to cover such costs under the budget for protection activities.

3.6.2 DAFI during Repatriation and Local Integration Phases

The DAFI Programme may support refugee students during the different phases of UNHCR operations. However in the past, new enrolment of DAFI scholars was no longer permitted once the operation entered into a new phase to remove incentives for refugees to remain in the country of asylum. UNHCR Headquarters considers requests from UNHCR Offices worldwide and is prepared to continue to support DAFI scholars under the following circumstances:

- a) The tertiary institutions in the country of origin remain in poor condition and are not in a position to provide adequate education, which necessitates the development of further qualified human resources to contribute to the reconstruction of the country of origin.
- b) National scholarship programmes in the country of origin are impossible or extremely difficult to obtain for former refugees and returnees.

- c) Should a refugee wish to locally integrate, DAFI can support their education to increase self-reliance and provide a support bridge until the refugees manage to obtain a legal status which allows them to apply for national scholarships. This way, DAFI can facilitate the integration and contribute skills to the host country.
- d) The request for a continuation of a DAFI Programme in operations should be endorsed by the UNHCR Country Representative and be approved by the relevant Desk in UNHCR Headquarters.

3.6.3 DAFI for Return

The German Government agreed to launch a pilot project DAFI Programme, supporting refugees for their studies in their country of origin upon return.

The following considerations are necessary prior to the introduction of “DAFI for Return”:

- a) UNHCR Headquarters must have obtained the agreement of the German Government prior to the introduction of such an intervention.
- b) A successful DAFI Programme must exist in the country of origin. Alternatively, with agreement of the donor, a DAFI Programme might be introduced in the country of origin in compliance with DAFI Guidelines.
- c) A DAFI Programme should exist in the country of asylum to ensure a transparent and professional selection process. Alternatively, special arrangements could be made, under the supervision of UNHCR Headquarters, to put a selection process in place.
- d) Living conditions in the country of return (security, health systems, and academic institutions) must be rehabilitated and stable enough to ensure the successful completion of studies.
- e) Access to university education for returning refugees is limited and returning refugee have no or limited access to existing national scholarship programmes in their country of origin.

Overall, the implementation of a “DAFI for Return” programme must follow the normal DAFI Guidelines and a similar process of implementation. However, some additional key steps are necessary to ensure the success of such special intervention:

- f) Candidates applying for “DAFI for Return” must have spent a minimum of two years in the country of asylum as registered refugees.
- g) Candidates’ individual protection risks upon return must be assessed by UNHCR Protection Officers and taken into consideration.
- h) A higher level of cooperation between UNHCR Offices in the country of origin and asylum is necessary, e.g. to determine the timing of the selection process.
- i) Candidates must fill an application form, which has to be shared with the country of return.
- j) The selection of candidates, following criteria outlined above under section 2.2.5 and 2.3 must be approved by both operations.
- k) The selection process must take place in the country of asylum early enough to allow the validation and certification of academic documents and registration at universities in countries of return.
- l) UNHCR offices in the country of origin must secure the university places based on the application and documents provided by the student before any decision to award a scholarship are communicated to the students.

- m) The level of allowances paid under the DAFI scholarships, the students' accommodation and other necessary provisions have to be prepared by the UNHCR office in the country of return.

3.6.4 DAFI Distance-Learning Programmes

The DAFI Programme prefers to enrol students in established universities and provide them with housing on campus to expose them to the academic environment to the greatest extent possible. However, under special circumstances, UNHCR Offices may consider enrolling students in a distance-learning programme of respected universities and colleges. While this may be theoretically possible, certain concerns need to be addressed:

- a) The DAFI focal person should discuss the proposed enrolment with UNHCR Headquarters.
- b) Distance-learning programmes might be advantageous for family reasons, cost factors, or to retain expertise in the refugee community, e.g. by not moving volunteers and future students to university towns.
- c) If the students are to remain in refugee camps, it has proved beneficial to enrol a group from the same area in the same programmes to facilitate the academic exchange and support amongst them.
- d) The DAFI budget may provide for a first "instalment" grant. This can, if required, cover the costs of a desk, a lamp and stationary.
- e) While the subsistence allowance can be reduced or cancelled, allowances to cover the increased communication costs should be included in the proposed budgets.
- f) Special arrangements and allowances in the budget should allow refugee students to attend the tutoring sessions at the institutions whenever required.
- g) The selection of courses of study suitable for distance-learning should be made with special caution; medical and natural science degrees are particular unsuitable for such programmes.
- h) Technology support, i.e. access to internet, may be provided in suitable camp locations benefiting both the students and the wider refugee community.

3.6.5 DAFI Graduates and Alumni Clubs

It has proven a huge challenge to follow-up on DAFI graduates. As with all scholarship programmes worldwide, UNHCR, the German Government and the DAFI Programme have a vested interest in the lasting impact of the programme.

As the preferred "future" of a DAFI graduate lies in the return to the country of origin, UNHCR and the DAFI focal points have had considerable difficulty remaining in contact with DAFI graduates. Modern technology did in the past help to remain in touch, however, internet connections are still relatively rare in the typical areas to which refugees return and are often relatively expensive. Initial tests conducted in selected DAFI operations in 2006 utilizing existing university graduate platforms, such as www.xing.com, have met with limited success. Other evidence in the form of anecdotal information suggests that DAFI graduates often have successful professional careers in their country upon return. This is, for instance, known for returnees to Liberia and South Sudan.

Based on the DAFI Objectives, UNHCR aims to better understand the extent to which the academic programme has succeeded:

- a) Annual workshops for DAFI scholars may facilitate networks, and provide a means to encourage DAFI graduates to remain in contact with UNHCR or the Implementing

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Partner. Other measures should be explored to ensure that DAFI graduates report back, irrespective of failure or success in their search for employment. This may also afford opportunities to disseminate information about the DAFI Programme through the drafting of public information (PI) materials.

- b) DAFI Graduates: Reporting on DAFI graduates who have completed their studies during the budget year must be included in the Annual Reports. Appropriate measures should be taken by the Implementing Partner to obtain reports from previous DAFI graduates on employment.
- c) In previous years, DAFI graduates have been requested to provide feedback on their employment status (see form in Annex 4.10), an initiative that has proven unsuccessful, as the level of responses has been low. Obtaining information through refugees' and DAFI scholars' own networks appears to be a more promising avenue.
- d) In 2009, a new initiative was launched with the aim to bring together DAFI graduates, UNHCR and Embassy staff in order to facilitate the creation of an active DAFI alumni network.

4 Annexes

4.1 DAFI Agreement with Tertiary Institution (Example)

Professor Mohamed Ismail Hamed
President
6th of October University

Subject: Letter of Understanding (LOU) for Cooperation between October 6 University and UNHCR Cairo.

Dear Mr. Mohamed,

As you may know the United Nations High Commissioner for Refugees (UNHCR) has had the presence in the Arab Republic of Egypt for 50 years now under a cooperation Agreement signed with the Government of Egypt on 10 February 1954. Throughout these years, UNHCR has been providing international protection and assistance to tens of thousands of refugees. There are currently some 15,000 refugees registered with UNHCR in Egypt, the vast majority of whom originating from Sudan and Somalia. UNHCR gives education of refugees' very high priority. For refugees, education is an essential and effective tool of integration and hope for a better future. The trauma of exile should not be aggravated by the lack of educational opportunities. UNHCR is therefore most grateful to the October 6 University for its generous undertaking to offer scholarships to qualifying refugees in the Arab Republic of Egypt.

In view of the above, UNHCR Cairo and the 6th of October University have agreed as follows:

1. The October 6 University will offer five scholarships to UNHCR Cairo in accordance with the regulations in force from the Supreme University Council. This scholarship will exempt the refugee students of 100% of the tuition fees.
2. UNHCR Cairo can replace any of the five students in case of departure from Egypt or completion of studies.
3. Continuation of the scholarship is subject to the successful completion of the academic year by the student concerned.
4. The October 6 University will also co-operate with UNHCR Cairo in organizing special training courses for refugees at reduced cost.
5. The October 6 University and UNHCR Cairo may, as required, jointly organize refugee-related seminars and workshops.
6. UNHCR Cairo will seek to provide the October 6 University public domain documentation in its possession that may be relevant for any surveys, studies and evaluations that the University intends to carry out in refugee related matters or any other domain.
7. UNHCR will seek to provide October 6 University with internship opportunities for 5 students every year at the end of which they will receive an attestation, certifying the successful completion of the internship program.
8. The duration of this agreement is five years from the date of signature and may be renewed.

Signed by

Name _____

Date _____

Place _____

Signature _____

President
October 6 University

Representative
UNHCR Cairo

4.2 Call for Applications (Example)



Announcement Call for Applications for DAFI Scholarship

Would you like to earn a University degree or diploma?

Do you hold the following qualifications?

- Refugee status
- Age of 28 or younger
- Holding a higher secondary certificate
- Excellent academic performance
- You have never received an academic scholarship
- Financial need to continue your education
- Strong motivation to contribute to your community
- Interest in a professional qualification

If you meet the above qualifications, you are invited to apply for **one of ten** new DAFI scholarships.

This scholarship programme is funded by the German Government and administered by UNHCR, with the goal of helping refugee students to access higher education. The scholarship covers all tuition and fees, as well as living costs during studies.

Application forms are available at _____. The forms are free of charge.

Applications must be handed in by _____. Please give your completed application form to _____ (*UNHCR Staff Member*).

The list of candidates will be available on _____ at _____.

Interviews will be held on _____ at _____.

We encourage qualified female candidates and refugees with special needs to apply.

Good luck!

4.3 Application Form for Educational Assistance



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INSTRUCTIONS: Parts I, II and III of the application form should be completed by the candidate in capital letters (preferably in the presence of the interviewer). Three copies must then be submitted.

Application Ref. No. _____

PART I - GENERAL

1. Family Name: _____ **First Name:** _____ **Other Name:** _____

2. Date and place of birth (or presumed age)

_____ (Country) _____ (Town or Village) _____ Day _____ Month _____ Year

3. Nationality or country of origin: _____

4. Marital Status: _____ (single, married, divorced, widowed)

5. Religion: _____ (optional)

6. Disability/Special Needs: Please indicate whether you have a disability or special needs.

6. Date of entry in present country of asylum: _____
Day Month Year

7. Present address:

8. Countries in which applicant has resided since he/she left his/her country of origin:
Please indicate the dates.

Country:	From (Day, Month, Year):	To: (Day, Month, Year)
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Name of applicant's father: _____

10 a) Dependants: Please provide names and addresses of spouse, children and/or other dependants.

Name:	Relationship	Age	Place of birth	Country (present residence)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10 b) Should a scholarship be awarded, what arrangements will be made by the applicant to ensure the subsistence of his family during his studies?

PART II – PREVIOUS EDUCATION

Instructions for staff: Applicants should attach photocopies of certificates and/or other documentation. If not available, please indicate under item 22 where examinations were taken, name of examining board, subjects and grade obtained.

11. a) University/Institution: Please provide name, location, period and field of study, and degrees or other academic distinctions obtained.

Name, City, Country:	From	To	Main course of study	Degree obtained:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11 b) Schools and other formal training or education: Please provide details of primary, junior or senior secondary school, technical school or apprenticeships.

Name, City, Country, Type:	From	To	Course of study	Degree obtained:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

12. Languages: Please rate as E = Excellent, G = Good, and F= Fair.

Mother tongue Read Write Speak

Other languages:

13. Previous employment experience: Please list all professional experience, beginning with the most recent.

From To Details

PART III – PLANNED EDUCATION

14. Proposed field of study: Please provide a detailed and precise description of subjects to be studied.

15. Length of time required to complete programme of study: _____

16. Proposed countries of study: a) _____ b) _____ c) _____

17 a) Has the applicant received a scholarship previously? If so, please provide details.

b) Has the applicant taken steps to obtain a scholarship through another channel? If so, please provide details.

18. a) Has the applicant requested admission to an institution? ____ (yes/no)

18. b) If so, please indicate the name and country:

19. a) Has the applicant been admitted to an institution? ____ (yes/no)

19. b) If so, please indicate name and country:

I certify that my statements in response to the foregoing questions are true, complete and accurate to the best of my knowledge and belief and I understand that false information given in this application will affect my chances of selection and continued sponsorship.

Place and date

Signature of applicant

PART IV – FINANCING (To be completed by UNHCR)

20. Estimated total cost of assistance requested: Please itemize i.e. school fees, maintenance, books, etc.)

Item	Cost in Local Currency	
_____	_____	
_____	_____	
_____	_____	
_____	_____	Total Cost: _____

21. a) Contribution from other funding sources towards above cost (external to UNHCR):

Source	Amount
_____	_____
_____	_____
_____	_____

21. b) Amount requested from UNHCR: _____

22. Remarks of interviewer:

23. If the applicant has not been granted refugee status in the country of current residence, please explain:

24. Travel documents and/or identity documents (type, number, place and date of issuance, Issued by and valid until):

25. Candidate as applied for resettlement: ____ (yes/no)

Place and date

Signature of interviewer

Name of interviewer

Title of interviewer

4.4 Questionnaire for Interviewing of DAFI Scholarship Candidates

The guidelines below are a proposed list of questions which may be altered, according to the situation and circumstances of refugees in a particular country. The questions focus mainly on the qualifications and previous academic performance of applicants, but also refer to their socio-economic situation.

It is recommended to interview scholarship candidates personally, as it is important to obtain a personal impression of the applicant. Results of the interviews should be recorded on "assessment sheets" (see Annex 4.5) to ensure a fair and transparent process, based upon the selection criteria. In addition to general questions to establish a basic profile of the candidate, the following questions should be addressed, as appropriate:

Part I: Personal Background

- a) Where does your family live? How long have they been there? Where did they move here from?
- b) How large is your household? How many of your family members live in one household? Which of them is earning an income? What are their professions or occupations?
- c) How many members in your family have a university education? Which level of education? Are they currently employed?
- d) Do you have any special needs, medical or otherwise, that you would like to bring to our attention?

Part II: Academic History

Please describe your previous schooling (primary, secondary education, periods, schools, places). (*The candidate must provide original school certificates*)

Please describe your previous academic achievements/performance.

Are there any factors you think we should be aware of, that had an impact on your academic performance in the past?

Part III: Proposed Programme of Study

Have you been able to apply to a university? To which university have you been admitted?

Which subject do you want to study? How long is this programme of study?

Why did you choose this subject? What is your particular interest in this subject? Can you describe, or explain in which professional field you wish to work after graduating?

Do you have any idea of the job opportunities, either in your country of origin or asylum, in your field of study? What are your plans for the near future? Do you plan to return to your country of origin?

Part IV: Financing

Have you already had to pay fees for admission? What were the fees charged for?

How did you raise the admission, and other necessary fees? Who helped you to raise the fees?

How much money will you need approximately per month to support your university studies (e.g. accommodation, meals provided on university campus, supplies)?

4.5 Assessment Form For Interviews

Application Ref. No:

Name of Selection Committee member:
DAFI Programme Country:

<p>Applicant Name: Sex: M/F Age/DOB: RC number: Academic grade/credential: Country of origin: Proposed programme of study:</p>
--

Part I – Academic Record	1	2	3	4	5
Academic distinctions					
Degrees obtained					
Language skills					
Previous experience (volunteer, work etc.)					
Proposed programme of study					
Part II – Motivation/Programme of Study					
Skills expected to be attained					
Personal interest in programme of study (reason for choice, background in field)					
Future plans after programme completion					
Career plans					
Part III – Community Involvement					
Involvement in community projects					
Plans to contribute to community upon graduation					
Applicability of programme skills in community (demand in labour market)					

4.6 UNHCR/DAFI Scholarship Agreement

UNHCR is pleased to inform you that on the basis of your excellent academic results and your highly motivated profile the UNHCR Branch Office in _____, on behalf of the High Commissioner for Refugees, has granted you a scholarship for studies in _____ at the _____ (institution/university). The total duration of the programme of study is _____ years. During the academic year _____ you will be enrolled for the _____ year of study.

The local UNHCR representative has delegated the implementation of this programme to their operational partner _____ in _____ (address, telephone number).

Your scholarship will be funded under a programme called the **Albert Einstein German Academic Refugee Initiative (DAFI)**. DAFI scholarships are administered by UNHCR, using funds donated by the Federal Republic of Germany. You are expected during and after your studies to contribute to your community, actively participate in DAFI activities, and support your fellow refugee students; and, upon return to your home country, to the reconstruction and rehabilitation of the larger returnee community.

Terms of this Agreement:

- 1) Your sponsorship is for the academic year _____ only and may be renewed in subsequent sessions subject to availability of funds and upon receipt of satisfactory periodic progress reports (detailed year-end results) from the Head of your school/institution/university.
- 2) The subsistence allowances will be supplied to you _____ (monthly/quarterly). Please note that under normal circumstances, no additional scholarship funds will be available during the academic year, unless merited by unforeseen circumstances.
- 3) Your annual entitlements under this sponsorship shall include a study allowance towards direct (tuition, institutional fees) and indirect (study materials e.g. books) costs USD _____ (paid once or twice annually) associated with your studies; and a subsistence allowance USD _____ towards the cost of food, accommodation, local transportation, and all other personal expenses.
- 4) Supplementary financial support for the purchase of study equipment, research/fieldwork allowances and thesis allowances will be granted if funds are available, as part of your study allowance. Any request for this support must include a letter from your academic supervisor or Dean of Faculty specifying the costs involved. You must inform local UNHCR representation or the implementing partner specified above well in advance of such costs.
- 5) The sponsorship is tenable only for the school/institution/university and course of studies indicated above. It is therefore not transferable to any other school or training programme without prior approval of UNHCR and its authorised implementing partner.
- 6) You are required to consult with UNHCR regarding your plans for the semester holiday, when you will be expected to undertake constructive activities including paid employment, community work, an internship or enrolment in approved courses.
- 7) Any dishonesty, repeated absence from classes without valid justification, lack of effort or misbehaviour will result in the prompt termination of your scholarship. Poor performance in year-end examinations will be sufficient grounds for UNHCR or its authorized partner to withdraw your scholarship.
- 8) You are not permitted to apply for or receive scholarship funds from another source, including humanitarian agencies, private individuals, or organisations, during the applicable term of this Agreement, without informing the UNHCR Branch Office or its authorised implementing partner. Failure to do so will result in immediate withdrawal of your educational assistance.
- 9) You are not permitted to apply for any resettlement programme implemented by UNHCR or other partner organisations during the term of this Agreement.
- 10) You are expected to apply yourself seriously to your studies, to abide by the rules and regulations of your school/institution/university and generally abide by the rules of good conduct towards fellow students, teachers, and staff of the implementing partner and UNHCR. Any misconduct on your part will be sufficient grounds for UNHCR to withdraw your scholarship.

- 11) Should your academic performance be below an acceptable standard, UNHCR has the right to insist on your transfer to a more suitable course of studies, which may be of shorter duration; or to take any other appropriate action, as a condition for continuation of the scholarship.
- 12) In case of unforeseen closure of institutions, you will continue to receive a subsistence allowance for a period of 3 months, during which time you are expected to undertake approved constructive activities.
- 13) It is the aim of the DAFI Programme to assist you to complete your studies successfully and to find employment relevant to your studies. In order to remain informed of your progress, UNHCR kindly requests that you:
 - a. Complete the UNHCR form for DAFI scholars six months after your enrolment in the DAFI Programme (or earlier if employment is obtained).
 - b. Inform the UNHCR office of when and where you obtained employment and in what position.
 - c. Inform the UNHCR office, and where available DAFI Clubs, of your contact address for a period of at least two years.

Should you accept this offer of sponsorship, and the terms of Agreement specified above, please sign and return one copy of this Scholarship Agreement to the UNHCR Branch Office at the address shown above or forward the signed copy of the Agreement to the same address through the Head of your Institution.

Beneficiary: I, the undersigned _____ have read and understood the above terms set by UNHCR and the DAFI Programme regarding the scholarship being awarded to me. I agree to accept them and to abide by them.

Refugee Student:

For UNHCR:

Signature: _____

Signature: _____

Full Name: _____

Full Name: _____

Nationality: _____

Function/Title: _____

Date: _____

Date: _____

4.7 DAFI Scholar Support Document (Example)

Please find in this document specific information regarding the requirements of study within the DAFI Programme, as well as all necessary contact information for local DAFI implementing staff. Should you have further questions or require clarification, please contact us.

Requirements for DAFI scholars:

1. Documentation

All DAFI scholars must hold valid documentation. Documents that have expired must be renewed or replaced. If you are unsure whether your documents are valid, please check with your local UNHCR office.

2. Submission of Results & Communication

DAFI scholars must submit the transcript for each academic semester promptly at the beginning of the new semester. Failure to submit these records repeatedly may result in the termination of your scholarship. DAFI scholars must also report any communication from the university or institution that affects studies. Withholding such information will be penalized.

3. Allowances/Finances

- a. There are no cash transactions. DAFI scholars should provide personal bank account information for the transfer of any subsistence funds. In addition, invoices must be submitted on time in order to ensure payment. Penalties for overdue or late payments will be the responsibility of the DAFI scholar.
- b. There is no advance allowance. It is the responsibility of the individual to budget appropriately for their expenses.
- c. Please be aware of specific regulations regarding accommodation at your institution. *(as applicable)*

4. Academic requirements

- a. DAFI scholars must maintain a full workload of courses. A part-time workload is not permitted.
- b. Double majors are not permitted.
- c. DAFI scholars must maintain a minimum GPA. Those with a lower GPA will receive a warning. Near-failing or failing grades may result in suspension.
- d. DAFI scholars should be aware of the proper rules of conduct at their university or institution. Please familiarize yourself with these rules and adhere to them.

5. Medical Services *(please provide some details regarding the local procedure for receiving medical attention, and how students may submit invoices for payment or reimbursement)*

6. Contact information

Please take note of the following contact information for your local DAFI implementing staff:

(Stating person's name, telephone and email contact details and preferred time of contact)

4.8 EDS and EDSTAT3 Reports

EDS

Sub-Project Symbol:
Implemented By:

Duration of Project from:
Academic Year from:
Vacation Period from:

To:
To:
To:

Student No	Name of Scholar	Sex M/F	Country of Origin	Year of Birth	Field of Study [1]	Field of Study Code (Ex. TT)	Present Grade/Year[2]	Total Duration of Study[3]	Results Achieved	On DAFI Scholarship since	Institution
KEN001											
KEN002											
KEN003											
KEN004											
KEN005											
KEN006											
(...)											

[1] Please be precise as possible in describing the field of study
 [2] Present grade/academic year at time of reporting.
 [3] Total number of years expected until graduation.

EDSTAT3: TERTIARY EDUCATION, ACADEMIC AND PROFESSIONAL			
(UNDER UNHCR- Assistance programme)			
Country:			
Project symbol:			
Project year from/to:	01/01/2006	31/02/2006	
Scholastic Year from/to:			
Field of Study	Male	Female	Total
TT: EDUCATION SCIENCE & TEACHER TRAINING			0
HU: HUMANITIES			0
FA: FINE AND APPLIED ARTS			0
LA: LAW			0
SS: SOCIAL AND BEHAVIOURAL SCIENCE			0
CB: COMMERCIAL & BUSINESS ADMINISTRATION			0
CO: MASS COMMUNICATION & DOCUMENTATION			0
HE: HOME ECONOMICS (DOMESTIC SCIENCE)			0
ST: SERVICE TRADES			0
NS: NATURAL SCIENCE			0
MC: MATHEMATICS AND COMPUTER SCIENCE			0
MH: MEDICAL SCIENCE AND HEALTH RELATED			0
EN: ENGINEERING			0
AP: ARCHITECTURE AND TOWN PLANNING			0
TI: TRADE CRAFT AND INDUSTRIAL PROGRAMS			0
TC: TRANSPORT AND COMMUNICATION			0
AF: AGRICULTURE, FORESTRY AND FISHERY			0
OP: OTHER PROGRAMS			0
TOTAL:	0	0	0
a) of which in first year			0
b) of which in final year			0
Number of graduates:			0
Number of drop-outs:			0
Were any students resettled?			0
Beneficiaries by Country of Origin:			
Country of Origin	Male	Female	Total
			0
			0
			0
TOTAL			

4.9 Programme of Study Coding

TT: EDUCATION SCIENCE & TEACHER TRAINING	General teacher training, teacher training programmes with specialization in vocational subjects, education science: curriculum development in non-vocational and vocational subjects; educational assessment, testing and measurement, educational research.
HU: HUMANITIES	Languages and literature, foreign languages and cultures, native languages, linguistics, comparative literature, programme for interpreters and translators, history, archaeology, philosophy, religion and theology.
FA: FINE AND APPLIED ARTS	Art studies, drawing and painting, sculpturing, handicrafts, music, drama, dance, circus; graphic and audio-visual arts: photography and cinematography, interior design, history and philosophy or art.
LA: LAW	Law, programmes for "notaires", local magistrates, jurisprudence, history of law.
SS: SOCIAL AND BEHAVIOURAL SCIENCE	Social and behavioral science, economics, economic history, demography, political science, sociology, anthropology, ethnology, futurology, psychology, geography, studies or regional cultures, peace and conflict studies, human rights.
CB: COMMERCIAL & BUSINESS ADMINISTRATION	Business administration and commercial programmes, accountancy, secretarial programmes, business machine operation and electronic data processing, financial management, insurance, investment analysis, public administration, institutional administration.
CO: MASS COMMUNICATION & DOCUMENTATION	Journalism, programmes in radio and television broadcasting, public relations, communications arts, library science, archival sciences, programmes for technicians in museums and similar repositories, documentation techniques.
HE: HOME ECONOMICS (DOMESTIC SCIENCE)	Household arts, consumer food research and nutrition.
ST: SERVICE TRADES	Cooking (restaurant and hotel-type), retailing, tourist trades, other service trades programmes.
NS: NATURAL SCIENCE	Biological science, chemistry, geological science, physics, astronomy, meteorology, oceanography.
MC: MATHEMATICS AND COMPUTER SCIENCE	General programmes in mathematics, statistics, actuarial science, computer science.
MH: MEDICAL SCIENCE AND HEALTH RELATED	Medicine, surgery and medical specialties, hygiene and public health, physiotherapy and occupational therapy; nursing, midwifery, medical X-ray techniques and other programmes in medical diagnostic and treatment techniques; medical technology, dentistry, stomatology and odontology, dental techniques, pharmacy, optometry.
EN: ENGINEERING	Chemical engineering and materials techniques, civil engineering, electrical and electronics engineering, surveying, industrial engineering, metallurgical engineering, mining engineering, mechanical engineering, agricultural and forestry engineering techniques, fishery engineering techniques.

AP: ARCHITECTURE AND TOWN PLANNING	Architecture, town planning, landscape architecture.
TI: TRADE CRAFT AND INDUSTRIAL PROGRAMS	Food processing; electrical and electronics trades, metal trades, mechanical trades, air-conditioning trades; textile techniques, graphic arts, laboratory technicians, optical less making.
TC: TRANSPORT AND COMMUNICATION	Air crew and ships' officer programmes, nautical science, railway operating trades, road motor vehicle operations programmes, postal service programmes.
AF: AGRICULTURE, FORESTRY AND FISHERY	General programmes in agriculture, animal husbandry, horticulture, crop husbandry agricultural economics, food sciences and technology, soil and water sciences, veterinary medicine, forestry, forest products technology, fishery science and technology.
OP: OTHER PROGRAMS	General programmes, Criminology, civil security and military programme, social welfare, social care: care of the disabled, child care, youth services, gerontological services; vocational counseling, physical education, environmental studies, nautical science, other programmes.

4.10 DAFI Recommendation Letter (Example)

To Whom It May Concern

I hereby confirm that _____ was/is enrolled as a DAFI scholar and was/is awarded a scholarship to pursue studies at _____ during the academic year(s) _____.

The *Albert Einstein German Academic Refugee Initiative* (DAFI) is a programme of the UN High Commissioner for Refugees, and is funded by the Government of the Federal Republic of Germany. The DAFI Programme provides scholarships for approximately 1,000 refugees worldwide annually to pursue studies at a university in their country of asylum. The aim of the Programme is to contribute to human resources development as part of a broader UNHCR strategy of promoting self-reliance and durable solutions for refugees.

DAFI scholars are selected based upon their excellent academic performance and motivation, and are enabled through this Programme to pursue an education of a high standard. _____ was enrolled in studies in _____ (programme of study) and consistently received superior results. His/her academic performance is a reflection of his/her abilities and dedication.

For these reasons, we kindly request your assistance for this individual for an (internship/position of employment/further studies/etc) with your organization. Should you require any further information regarding _____, please feel free to contact us.

Kind Regards,

(UNHCR Representative)

4.11 DAFI Graduate Form

DAFI Project in: (country) FORM FOR COMPLETION BY DAFI GRADUATES

Dear DAFI graduates, **you are kindly requested to complete this form, even if you have already filled out a similar form before.** Please forward it to UNHCR Branch Office in _____ or to any other UNHCR Office e.g. in the area of return. Alternatively, the completed form can be faxed (+41 22 739 7374) or emailed to hqeduc@unhcr.org. Please share it with other DAFI graduates. Merci/Thanks!

Address and Personal Information

First Name:	Email Address:
Surname:	Phone Number:
Sex:	Present Address:
Date of Birth (dd/mm/yy):	
Nationality:	

What is your current refugee status? <input type="checkbox"/> Repatriated to home country <input type="checkbox"/> In-between (partly/often home to prepare return) <input type="checkbox"/> Locally integrated in country of asylum <input type="checkbox"/> Waiting in country of asylum (please specify country):	<input type="checkbox"/> Resettled to <input type="checkbox"/> Moved to Please specify the date of resettlement or move:
---	--

DAFI Education

University/Institution attended:	Degree obtained:
Town:	Date of Final Exam:
Country:	Date of Enrolment:
Subject of Study:	DAFI support received from (mm/yy): _____ to _____

Do you/did you participate in any DAFI activities? <input type="checkbox"/> Yes, regularly (e.g. DAFI Club). <input type="checkbox"/> Yes, occasionally (e.g. meetings at the German Embassy). <input type="checkbox"/> No, not at all. With how many (former) DAFI scholars are you still in contact?	Do you know any DAFI graduates, who are renowned or famous? (If yes, please specify their names and professions):
--	--

How can we improve DAFI?

By becoming a DAFI scholar, did you learn more about the Federal Republic of Germany? Please rate from 1 – 3: <input type="checkbox"/> 1 (yes, a lot) <input type="checkbox"/> 2 (yes, a little) <input type="checkbox"/> 3 (no, not at all)

Employment

What is your present occupation? <input type="checkbox"/> Employed since (please specify date): <input type="checkbox"/> Looking for job <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Studying (e.g. Master Level) <input type="checkbox"/> Self-financed <input type="checkbox"/> Other (please specify):
---	---

If you are employed, please continue on to page 2.

Employment Details (only if employed)

For what type of organisation do you work?

- Private company (please specify):
- Government (Public Service, Ministry etc., please specify):
- NGO/International Agency (please specify):
- Self-employed (please specify):
- Other (please specify):
- Yes, I am supervising staff. More than 5? yes
- Yes, I have budget responsibility.
- Yes, I share my skills and expertise with others by giving lectures, on-job training etc. (please specify):
- Yes, I support the refugee community by funding work, transfer of funds, voluntary work etc. (please specify):

What is your field of work?

- Medical Services
- Engineering/Construction
- Administration/Marketing/Management
- Trade
- Education/Social Services
- Development Work
- Agriculture/Forestry/Fishery
- Other (please specify):

In comparison to other refugees/returnees, your income is (approximately):

- double than average
- more than average
- slightly over average
- the same
- less

Is your employment related to your DAFI supported education?

- Yes, fully.
- Partly, subject is related.

- Partly, university degree was helpful.
- No, not at all.

Further Comments

THANK YOU

4.12 DAFI Logos

(To be copied to the documents)



Albert Einstein German Academic Refugee Initiative (DAFI)



Albert Einstein
German Academic Refugee Initiative (DAFI)
In cooperation with UNHCR



Albert Einstein
German Academic
Refugee Initiative
(DAFI)



DAFI
15 years
1992-2007



DAFI



Iniciativa Académica Alemana para Refugiados Alberto Einstein (DAFI)



Iniciativa Académica Alemana para Refugiados
Alberto Einstein (DAFI) **En cooperación con ACNUR**



Iniciativa Académica Alemana
para Refugiados
Alberto Einstein (DAFI)



DAFI
15 años
1992-2007



L'Initiative Académique Allemande Albert Einstein pour les Réfugiés (DAFI)



L'Initiative Académique Allemande Albert Einstein pour les Réfugiés (DAFI) **En coopération avec l'UNHCR**



L'Initiative Académique Allemande Albert Einstein pour les Réfugiés (DAFI)



DAFI
15 ans
1992-2007



Deutsche Akademische Flüchtlings Initiative Albert Einstein (DAFI)



Deutsche Akademische Flüchtlings Initiative
Albert Einstein (DAFI) **In Kooperation mit UNHCR**



Deutsche Akademische
Flüchtlings Initiative
Albert Einstein (DAFI)



DAFI
15 Jahre
1992-2007

4.13 DAFI Scholar Card (Example)



DAFI
Scholar Card

Project symbol		DAFI Scholar Registration Code: <table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="3">Country code</td> <td colspan="3">Numeric code</td> </tr> </table>								Country code			Numeric code		
Country code			Numeric code												
Project title		Currency of expenditure:													
Family name		Nationality/Country of origin	Date of enrolment in the programme:												
First name(s)		Date of birth	University/Programme of study:												

Date	Breakdown of payments by type of assistance								Signature – Transfer of funds confirmed	Total monthly payments	Proof of transfer attached? Yes/ no
	(2)	(3)	(4)	(5)	(6)	(7)	Other	Total Payment	Signature – specimen		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total (c/ f)											

4.14 DAFI Project Submission Form

DAFI PROJECT - SUBMISSION FORM

COUNTRY SUBMITTING :
IMPLEMENTER CODE (IP or UNHCR Office) :
CURRENCY OF IMPLEMENTATION :

FOR YEAR : _____

TOTAL	Number of on-going students (<u>continuing from the previous calendar year</u>)	
	Female	Male
	0	0

TOTAL	Number of new students (<u>to be enrolled as of the next academic year</u>)	
	Female	Male
	0	0

	Breakdown by Nationality (for on-going students)		
	Nationality	Female	Male

	Breakdown by Nationality (for new students)		
	Nationality	Female	Male

Budget for on-going students

MSRP ACCOUNT	Description	Cost per student	Number of month(where applicable)	No of students	Total budget
612040	Books/student supply	-	-	-	-
612070	Clothing/Uniform allowance	-	-	-	-
612110	Food allowance	-	-	-	-
612180	Local travel allowance	-	-	-	-
612210	Medical referral/treatment costs	-	-	-	-
612230	Registration/tuition fees	-	-	-	-
612250	Rental/housing allowance	-	-	-	-
612300	Subsistence, living allowance	-	-	-	-
612998	Internship *	-	-	-	-
612998	Research costs *	-	-	-	-
612998	Other (to be specified e.g. seminar)	-	-	-	-
	Sub-total				-
	Admin costs:	Cost per item		No of staff/ travel,..	
614010	Salaries (NGOs)	-	-	-	-
614050	Travel/monitoring (NGOs)	-	-	-	-
614998	Other (to be specified)	-	-	-	-
	Sub-total				-

TOTAL BUDGET			-
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* where applicable

Percentage admin costs:

#DIV/0!

Budget for proposed new students

MSRP ACCOUNT	Description	Cost per student	Number of month (where applicable)	No of students	Total budget
612040	Books/student supply	-	-	-	-
612070	Clothing/Uniform allowance	-	-	-	-
612110	Food allowance	-	-	-	-
612180	Local travel allowance	-	-	-	-
612210	Medical referral/treatment costs	-	-	-	-
612230	Registration/tuition fees	-	-	-	-
612250	Rental/housing allowance	-	-	-	-
612300	Subsistence, living allowance	-	-	-	-
612998	Internship *	-	-	-	-
612998	Research costs *	-	-	-	-
612998	Other (to be specified e.g. seminar)	-	-	-	-
	Sub-total				-
	Admin costs:	Cost per item		No of staff/ travel,..	
614010	Salaries (NGOs)	-	-	-	-
614050	Travel/monitoring (NGOs)	-	-	-	-
614998	Other (to be specified)	-	-	-	-
	Sub-total				-
		TOTAL BUDGET			-

* where applicable

Percentage admin costs:
#DIV/0!

Comments, questions and suggestions for improvement related to DAFI and the DAFI Guidelines should be addressed to the current DAFI Team in Headquarters or HQEDUC@unhcr.org