



DFC SCHOLARSHIP PROGRAMME

GUIDE TO THE DFC ONLINE APPLICATION SYSTEM – SURVEYMONKEY APPLY (SMA)

To be eligible for one of our tailored courses, the candidate must

- Be a national/local staff member of a partner/affiliated organisation under the Strategic Sector Cooperation or in a project/programme funded by Danida.
- Be nominated by an officer or sector counsellor at the Royal Danish Embassy or at a Danida funded NGO.
- Be proficient in written and spoken English.
- Hold a relevant bachelor degree (or similar) and fulfil any additional academic requirements of the relevant learning programme.

Please be aware that some courses have more specific requirements and you should only apply if you have been invited to do so.

Registering in the online Application System – SurveyMonkey Apply (SMA)

Before filling in the application, you need to be able to state how you are affiliated with Denmark. Either through a Danida-funded programme/project via the Royal Danish Embassy in your country or through a Danida-funded NGO.

You will have received a link for the application system from Danida Fellowship Centre or your partner organisation. Once you click on the link, you will get access to the application site, where you are required to create an account by entering your name, email and a password.

You will then have to answer some questions in order for the system to guide you to the programme/application form, for which you are eligible to apply. Make sure you choose the option “**Scholarships**”.

If you have already filled in the eligibility questions before, you can change them by clicking on your name in the top-right corner, then “My Account”, then “Eligibility” and “Update your eligibility profile”. It is important that your answers reflect the partnership your organisation belongs under.

After the eligibility questions, you will be able to click on the DFC Scholarship Programme(s) available for you and the application procedure will begin.

The application system will take you through the following six tasks:

- 1. DFC Scholarship Learning programme information:** Confirm which learning course you want to apply to, and let us know of any previous programmes you attended.
- 2. DFC Scholarship Endorsement contact info:** Before filling in the application, you need to be able to state how you are affiliated with Denmark. Either through a Danida-funded programme/project via the Royal Danish Embassy in your country or through a Danida-funded NGO.

- 3. DFC Scholarship Programme - Information Sheet:** Here you fill out all basic information about you and your motivation for applying.
- 4. DFC Scholarship Travel information:** Choose the international Airport you will be travelling from. Here you also upload the first page of your passport (the page with names and date of birth).
- 5. DFC Scholarship Programme/Project Support Recommendation:** Here you send a request for recommendation to your immediate supervisor and await his/her reply.
- 6. Declaration and Signature:** Here you sign and submit your application.

TASK #1: Learning programme information

Please choose the learning programme you are applying for. The list can contain one or multiple possible programmes.

In addition you must inform us of any learning programmes you previously participated in through a Danida fellowship Centre scholarship.

TASK#2: Endorsement contact info

Before filling in the application, you need to be able to state how you are affiliated with Denmark. Either through a Danida-funded programme/project via the Royal Danish Embassy in your country or through a Danida-funded NGO.

Therefore, the first task will be a set of questions about the type of partnership you have that makes you eligible to apply.

Questions:

What is your relation to Denmark? Please select the partnership that you are in. If you are unsure of the answers, please consult the person who invited you apply. Giving a wrong answer might create issues in advancing your application to the next stages, so filling them in correctly is of high importance.

When you have selected the type of partnership, you can now add more details.

If none of the partnerships apply, you can either select “None of the above / I don’t know” or “Other, please specify...” and provide details about the partnership, you are in.

If you are eligible to apply, you can now continue to TASK#2.

If you are not eligible, you will not be able to continue. Please contact Danida Fellowship Centre if you have any questions.

TASK #3: Information Sheet

Which country are you applying from? Please select the country in which you live and work.

Applicant Information:

Given Name(s): Your first name(s) as it is in your passport.

Surname(s): Your last name(s) as it is in your passport.

Nationality: Your nationality as it is in your passport.

Sex: Please select female or male.

Date of Birth: Your birthdate as it is in your passport.

Contact Information:

Alternative e-mail Address: Please write an email that you can use and check regularly (*optional*)

Private Mobile Phone Number: Please write your phone number including the country code.

Emergency Contact Information:

Please type in information on someone to contact in case of an emergency during your fellowship.

Given Name(s): His/her first name(s) as it is in the passport.

Surname Name(s): His/her last name(s) as it is in the passport.

Relationship to applicant: Please state how you are related to this person.

Phone Number: Please write his/her phone number including the country code.

Email: Please write an email that he/she use and check regularly.

Workplace Information:

Organisation name: Please write the name of the organisation you work in.

Street Address: Please write the street address of the organisation you work in.

City: Please write the city of the organisation you work in.

State/Province: Please write the state/province (if any) of the organisation you work in.

Country: Please write the country of the organisation you work in.

Phone Number: Please write the phone number of the organisation you work in.

Title/Role: Please write the title or role you have in the organisation.

Responsibilities: Please write the main responsibilities you have in the organisation.

Educational Record

Please list degrees obtained as well as colleges and universities attended (most recent one first) including the following information:

- Name of Institution
- Start Date (year)
- End Date (year)
- Degree obtained
- Specialization

Proficiency in English

Certificate of proficiency in English may be required (except for applicants from countries where English is the administrative language or applicants with a Bachelor or Master's degree in English or previous academic studies in an English-speaking country).

Speaking English: Please indicate your level of English speaking.

Reading English: Please indicate your level of English reading.

Writing English: Please indicate your level of English writing.

Letter of Motivation

Please let us know how you think your participation in the course will contribute to improving your work and the work of your organisation. Please also let us know what challenges in your work and the work of your organisation you hope the course will enable you to find solutions to.

The Letter of Motivation should be short and precise (maximum 500 words) and targeted to the course applied for.

TASK #4: Travel information

Airport

- Please identify the International airport in your home country you wish to travel from and return to.

Passport copy upload

Please upload a copy of the first page of your passport (the page with names and date of birth).

TASK #5: Programme/Project Support Recommendation

In order to apply for the DFC Scholarship Programme, you need a recommendation from your organisation.

Please send this request for recommendation to the email of your direct superior. Your supervisor will then get an email from the application system (SurveyMonkey Apply), inviting him/her to recommend you for the programme. He/she will have to register in the application system and answer some questions about the intended use of the Learning Programme in the organisation.

Please inform your supervisor about this request for recommendation. Only after receiving a recommendation from your supervisor in the system, you can complete this task and submit your application.

TASK #6: Declaration and Signature

Read the declaration carefully – including the DFC policy for processing personal data – and sign the declaration with your mouse (using a computer) or finger (using a tablet or phone). Register the signature by clicking on record now.

When the signature is made and recorded, you can submit the application. You can also choose to save it and review it before submitting.

After submitting your application

After you have submitted your application, the Sector counsellor or Programme officer at the Danish Embassy in your country or in the Danida funded NGO will review all incoming applications and nominate the ones that are most relevant for the programme.

Danida Fellowship Centre and the place of study will then review all incoming nominated applications and select candidates based on the particular criteria and availability for the Learning Programme.

After the Selection process, the Sector counsellor or Programme officer at the Danish Embassy in your country or in the Danida funded NGO will send the confirmation of accepted and rejected candidates to your organisation.

If you do not hear anything within 2 months after deadline, you shall expect the application to be declined. Please contact the Embassy or the Danish NGO if you have any questions about the outcome of the selection.