



CALL FOR PROPOSALS („FÖRDERRAHMEN“)

Study Visits and Study Seminars for Groups of Foreign Students to Germany 2023/2024

GOALS OF THIS PROGRAMME

1 The German Academic Exchange Service (DAAD) funds **Study Visits** and **Study Seminars and Practicals** in the Federal Republic of Germany, financed by the Federal Foreign Office, for groups of foreign students under the direction of university teachers.

Goal 1: to **establish and cultivate contacts** between German and foreign universities

Goal 2: to **impart subject-related knowledge by arranging corresponding visits at not less than two German universities**, subject-related tours and information meetings (*Study Visits*) respectively by **organising subject-related seminars and practicals in the field of higher education** (e.g. specialist courses, block seminars, workshops) at the invitation of a German university which is then also responsible for arranging seminars and practicals in academia, business and industry and, possibly, in public institutions (*Study Seminars and Practicals*),

Goal 3: to encourage subject-specific **contact with German students and researchers**

Goal 4: to **enable foreign students to gain a better understanding of economic, political and cultural life in Germany**. Preferable are subject-related activities. This part of the visit must not make up more than one third of the stay.

This programme contributes to the construction and intensification of international exchange and cooperation in the long run.

Ecological Sustainability

The DAAD has set itself the goal of further reducing its ecological footprint as an organization and sponsor. Within the framework of project funding, the aim should be to plan and implement projects in a way that protects resources, the climate and the environment. This applies in particular to mobility/travel and, depending on the type and scope of the project, can also relate to procurement and awarding, event management or marketing and public relations. (Information on this is voluntary and not yet relevant for selection).

ELIGIBLE ACTIONS

2 Eligible actions are:

- Funding can be provided for **Study Visits** of students who are enrolled in their second semester or higher in a degree programme at a foreign university and who travel under the guidance and direction of a university teacher.
- Funding can be provided for **Study Seminars and Practicals** of students who are enrolled in their second semester or higher in a degree programme

at a foreign university and who travel under the guidance and direction of a university teacher.

Groups must be made up of **at least 10** participants and must not, as a rule **exceed 15 persons**. One university teacher has to accompany the group and may additionally be funded. The trip must be independently organised and carried out by the group respectively by the university teacher who submitted the application.

The students should not finish their academic career with the Study Visit or Study Seminar. To ensure that the Study Visit or Study Seminar will be successful, the participants must have a similar and sufficient proficiency level either in German or in English.

In the case of Study Seminars and Practicals, the programme aims to encourage a policy of reciprocal invitation, although this does not constitute a condition of support, which means that funding can also be given for visits in only one direction.

FUNDING

3 Funded Participants

Study visits

MOBILITY FUNDED PARTICIPANTS

Mobility lump sums (international travel costs) **cannot** be covered for groups from the following countries:

1) EU countries, Albania, Australia, Bosnia-Herzegovina, Canada, Hong Kong, Iceland, Japan, Kosovo, Liechtenstein, North-Macedonia, Montenegro, New Zealand, Norway, Serbia, Switzerland, South Korea, Taiwan, Turkey, Ukraine, United Kingdom and the United States

2) Groups from other countries:

A mobility lump sum will be paid per person (see attachment: Lump sums international travel)

- › The mobility lump sum is due on the first day of travel and must be verified by a list of participants signed by the participants. The mobility lump sum covers all expenses related to the trip (including travel and flights as well as expenses for visas, vaccinations, excess baggage, baggage insurance etc.)

STAY FUNDED PARTICIPANTS

Accommodation lump sum

For all countries:

Funded Participants

- The DAAD pays a lump sum of 50 euros per person and day.
 - › The accommodation lump sum is due on the first day of accommodation and must be verified by a list of participants signed by the participants. The accommodation lump sum covers all expenses related to board and lodging. The DAAD takes out health, accident and public/private liability insurance for each funded group (Study Visits). Further details are contained in the Award letter.

Study Seminars and Practicals (applies to groups from worldwide)

ACCOMMODATION AND MOBILITY FUNDED PARTICIPANTS

Lump sum for accommodation and mobility

Funded Participants

- The DAAD grant is provided in the form of project funding through payment of one flat-rate sum of 50 euros per participant and day in order to subsidise the group's travel and subsistence costs.
 - › The accommodation lump sum is due on the first day of accommodation and must be verified by a list of participants signed by the participants. The accommodation lump sum covers all expenses related to board and lodging. The DAAD takes out health, accident and public/private liability insurance for each funded group (Study Seminar). Further details are contained in the Award letter.
 - › The mobility lump sum is due on the first day of travel and must be verified by a list of participants signed by the participants. The mobility lump sum covers all expenses related to the trip (including travel and flights as well as expenses for visas, vaccinations, excess baggage, baggage insurance etc.)

FINANCING

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The funding is carried out by fixed-sum financing.

DURATION OF FUNDING

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The funding starts 01/03/2023 at the earliest and ends no later than 29/02/2024. Study Visits and Study Seminars and Practicals should last no less than **7 days**. Funding is available for a maximum of **12 days** (including travel days), although the stays may last longer.

AMOUNT OF FUNDING

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The maximum annual amount is being composed of the maximum number of participants (15 students plus one university teacher), the maximum amount of days (12) and the lump sums (lump sum for stay and, if applicable, lump sum for mobility)

DISCIPLINES

7 The programme is open to all disciplines.

TARGET GROUP

8 Students who are enrolled in their second semester or higher, graduates, university teachers. Funding can be provided for PhD students in exceptional cases.

ELIGIBLE APPLICANT

9 Applications are open to university teachers from public and state-recognised German universities (Study Seminars and Practicals) or from foreign universities (Study Visits).

Annual funding for applicants, departments or institutes is not possible. A maximum of one application every second calendar year can be considered per faculty/department, institute or applicant.

APPLICATION

10 The application has to be submitted complete and on time only online via the DAAD Portal (www.mydaad.de)

Please hand in the application either in German or in English.

The project manager applying for a study trip or seminar must be a university teacher at the institution applying. DAAD lecturers cannot apply.

Relevant application documents for the selection process:

1. **Application form** (DAAD Portal),
2. **Financial plan** (DAAD Portal)
3. **List of participants**, see form template to this Call for Proposals, (upload as a PDF-attachment, type of attachment: Programmspezifische Anlagen)
4. **Project description**, see form template to this Call for Proposals, (upload as a PDF-Attachment, type of attachment: Project Description)
Please confirm that the planned project is not a compulsory excursion.
5. **Schedule**, tabular form, (upload as a PDF-attachment, type of attachment: Programmspezifische Anlagen)
6. **Proof of contacts** (upload as an PDF-attachment, type of attachment: Programmspezifische Anlagen). These contacts should relate to the relevant requested trip. Proof is furnished by presenting letters of invitation of all universities and confirmation relating to all programme items. Partnership agreements and general agreements of cooperation and similar documents are not alone sufficient proof of contacts, but can rather only be submitted as complementary information, as long as they are no older than two years. Concerning the application for a study seminar, the invitation of the German university has to be handed in.

The above mentioned application documents are obligatory and have to be submitted until the application deadline. The documents which have to be handed

in, are to be labelled and numbered according to this guideline. After the application deadline, the DAAD does not accept any missing document and subsequent filing and changed documents will not be considered (neither changes in the financial plan). **Incomplete applications will be excluded of the selection process.**

1. Study Visits

Please contact a DAAD Regional Office, a DAAD Information Centre or a German Embassy and ask for a letter of recommendation, which should be sent directly to the DAAD headquarters (see address below). The application deadlines at the DAAD in Bonn are binding.

2. Study Seminars and Practicals

Please additionally inform the „Akademisches Auslandsamt“/International Office that you have submitted an application.

SUBMISSION DEADLINE

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Application deadline:

01 February for trips between 01 June and 31 August (DAAD decision in mid-April)

01 May for trips between 01 September and 28 February of the following year (DAAD decision in mid-July)

01 November for trips between 01 March and 31 May (DAAD decision in mid-January)

Please note: It is the above-listed Closing Dates for Applications that are binding. **Important:** The technical helpline (Tel.: 0228 882 8888, portal@daad.de) is unmanned on public holidays (01 May, 01 November) and on week-ends.

SELECTION CRITERIA

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Selection procedure within project funding

The decision will be made by a selection committee at the DAAD.

The selection criteria are:

1. Plausibility of the project application
 - Project goals match the programme goals
 - Allocation of the measures to the goals of the project and their progression over time
 - Necessity of expenditure to implement the measures
2. Quality of the programme itinerary
3. Language skills
4. Contentual preparation
5. Binding character of the proofs of contact

6. Relation subject-related – cultural proportion (academic visits usually on all working days; recommendation for study visits: Not more than five different university locations should be visited)
7. Encounter and exchange with German students and scientists

Due to the limited financial resources, experience has shown that only some of the applications can be approved that meet the programme's goals mentioned above. These are particularly well organised visits and seminars which guarantee a close cooperation with universities, scientists and students in Germany.

ATTACHMENTS

13 Mobility Lump Sums International Travel (only for study visits, group 2)

FORM TEMPLATES

- 14**
- Project Description
 - List of Participants
 - Substantive Report

IMPORTANT INFORMATION

- 15**
- Information on mobility with disability or chronic illness
 - Difference Study Visits – Study Seminars/Practicals

CONTACT

16 Deutscher Akademischer Austauschdienst
German Academic Exchange Service
Referat/Section P42 – Mobilitäts- und Betreuungsprogramme
Kennedyallee 50
53175 Bonn

Responsible desk officer:
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