



## CALL FOR PROPOSALS („FÖRDERRAHMEN“) **Study Visits and Study Seminars for Groups of Foreign Students to Germany (2024/2025)**

### 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.

Funding is provided for university visits (study visits and study seminars) by groups of foreign students in Germany under the direction of a university teacher.

#### **Goals of the programme are:**

- 1: Contacts between German and foreign universities are established.
- 2: Subject-related knowledge is acquired during study visits and study seminars.
- 3: Subject-specific contact with German students and researchers has taken place.
- 4: Insights into the economic, political and cultural life in Germany are conveyed – if possible with a close technical reference.

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).

#### **Diversity**

In its Diversity Agenda, the DAAD sets diversity, equal opportunities and inclusion as important goals for international academic exchange. Within the framework of project funding, talented people should also be given the opportunity to contribute their diversity and different perspectives. Projects are to be planned and realised with this cross-sectional goal in mind. People with disabilities and chronic illnesses can be funded separately (see information sheet "Information on mobility with disability or chronic illness").

### ELIGIBLE MEASURES/ACTIVITIES

**2** Eligible measures/activities are:  
Study visits and study seminars in Germany for **at least 10 and at most 15 foreign students** who are enrolled in their second semester or higher, enrolled

graduates, (in exceptional cases) PhD students and an accompanying university teacher (accompaniment is mandatory).

Study visits and study seminars and practicals should last no less than **10 days**. Funding is available for a maximum of **12 days** (including arrival and departure day).

### Study Visits

Subject-related knowledge is imparted through visits to at least two German universities. Subject-related tours and information meetings are carried out. The trip must be independently organized and carried out by the group respectively by the university teacher who submits the application.

### Study Seminars and Practicals

Subject-related seminars and practicals in the field of higher education (e.g. specialist courses, block seminars, workshops) are carried out at the invitation of a German university. The German university is responsible for their organization in the university, in companies and public institutions.

The students should not finish their academic career with the study visit or study seminar.

## ELIGIBLE EXPENSES

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## Study Visits

### Funded Participants

#### MOBILITY FUNDED PARTICIPANTS

- Mobility lump sums
  - › For foreign students who are enrolled in their second semester or higher, enrolled graduates, (in exceptional cases) PhD students and an accompanying university teacher, **a country-specific mobility lump sum (see attachment)** can be applied for and claimed for travel/flight to Germany and back.

**No mobility lump sum can be applied for participants from the following countries:** 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.

- › The mobility lump sum is due with the first payment for the binding booking - however a maximum of three months before the start of the visit - 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 sums
  - › For foreign students who are enrolled in their second semester or higher, enrolled graduates, (in exceptional cases) PhD students and an accompanying university teacher, an **accommodation lump sum of 50 euro/person/day** can be applied for and claimed for the stay (e.g. overnight stay and meals).
  - › 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, for example, the expenses for accommodation and meals.

The DAAD takes out health, accident and liability insurance for each funded group and covers the expenses.

### Study Seminars and Practicals

#### Funded Participants

#### STAY FUNDED PARTICIPANTS

- Accommodation lump sums
  - › For foreign students who are enrolled in their second semester or higher, enrolled graduates, (in exceptional cases) PhD students and an accompanying university teacher, an **accommodation lump sum of 50 euro/person/day** can be applied for and claimed for the stay (e.g. overnight stay and meals).
  - › 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, for example, the expenses for accommodation and meals.

The DAAD takes out health, accident and liability insurance for each funded group and covers the expenses.

## FINANCING

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Funding is provided by means of fixed-amount financing.

## DURATION OF FUNDING

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The funding period begins on 01 March 2024 at the earliest and ends on 28 February 2025 at the latest.

## AMOUNT OF FUNDING

**6** The maximum amount of the DAAD grant is calculated on the basis of the following factors:

- Number of participants
- Number of days (funding period)
- Lump sums (stay, mobility)

Examples:

**Study visit** (with mobility lump sum, e.g. Colombia):

10 participants x 12 days x 50 euros accommodation lump sum plus 10 x 795 euros lump sum for mobility = 13,950 euros.

**Study visit** (without mobility lump sum, e.g. Spain):

10 participants x 12 days x 50 euros accommodation lump sum = 6,000 euros.

**Study seminar:**

10 participants x 12 days x 50 euros accommodation lump sum = 6,000 euros.

The lump sums only cover part of the total expenses.

Note for study visits:

In the case of funding, the allowance will only be transferred to a foreign university account.

## DISCIPLINES

**7** The programme is open to all disciplines.

## TARGET GROUP

**8** Groups of foreign students who are enrolled in their second semester or higher, enrolled graduates, (in exceptional cases) PhD students and an accompanying university teacher.

Sufficient language skills in German or English are a prerequisite for all participants.

## ELIGIBLE APPLICANTS

**9 Study Visits**

Foreign universities are eligible to apply. The application must be submitted by a university teacher (of the respective foreign university). DAAD lecturers are not eligible to submit applications.

**Study Seminars and Practicals**

Eligible to apply are public and state-recognised German universities. The application must be submitted by a university teacher.

Annual funding per university teacher, subject area or institute of a university is not possible, that is to say only one application per university teacher, subject area or institute of a university can be considered every second calendar year.

## APPLICATION

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### Note:

Due to Russia's attack on Ukraine, the DAAD has suspended all institutional forms of cooperation with partners in the Russian Federation and Belarus until further notice. Against this background, applications for project funding with partner institutions in the Russian Federation and Belarus are not possible.

### **Study visits**

The application for project funding (in German or English) has to be submitted **complete and on time** exclusively via the DAAD portal ([www.mydaad.de](http://www.mydaad.de)) by a university teacher.

After the application deadline, changes to the financial plan, to the project description and subsequently submitted or amended documents can no longer be considered. Incomplete applications will be excluded from the selection process.

### **Relevant application documents for the selection process:**

1. **Project application** (in the DAAD portal)
2. **Financial plan** (in the DAAD portal)
3. **Project description**, see form template Study Visits, (upload as a PDF-attachment, type of attachment: Project description)
4. **List of participants**, see form template, (upload as a PDF-attachment, type of attachment: programmspezifische Anlagen)
5. **Tabular time schedule**, in addition to the project description (upload as a PDF-attachment, type of attachment: programmspezifische Anlagen)
6. **Proof of contacts** relating to the proposed study visit, in particular letters of invitation from all universities to be visited and confirmation of all programme items (upload as an PDF-attachment, type of attachment: programmspezifische Anlagen).

### Notes:

- The application documents 3.- 6. must be named according to the requirements.
- An optional letter of recommendation by the DAAD Regional Office, the DAAD IC/IP or the German Embassy must be sent directly to the programme management unit (see contact) by the application deadline.
- Partnership agreements, cooperation agreements, etc. may also be submitted, provided they are not older than two years (type of annex: programmspezifische Anlagen).
- The application must be coordinated with the university management.
- Project assistants must belong to the foreign university.
- It must be confirmed in the project description that the planned project is not a compulsory excursion.

### **Study Seminars and Practicals**

The application for project funding (in German or English) has to be submitted **complete and on time** exclusively via the DAAD portal ([www.mydaad.de](http://www.mydaad.de)) by a university teacher.

After the application deadline, changes to the financial plan, to the project description and subsequently submitted or amended documents can no longer be considered. Incomplete applications will be excluded from the selection process.

**Relevant application documents for the selection process:**

1. **Project application** (in the DAAD portal)
2. **Financial plan** (in the DAAD portal)
3. **Project description**, see form template Study Seminars, (upload as a PDF-attachment, type of attachment: Project description)
4. **List of participants**, see form template, (upload as a PDF-attachment, type of attachment: programmspezifische Anlagen)
5. **Tabular time schedule**, in addition to the project description (upload as a PDF-attachment, type of attachment: programmspezifische Anlagen)
6. **Proof of contacts**: invitation from the German university to the foreign university as well as further confirmation of all programme points of the study seminar (upload as an PDF-attachment, type of attachment: programmspezifische Anlagen)

Notes:

- The application documents 3.- 6. must be named according to the requirements.
- The International Office is to be informed about the application.
- Partnership agreements, cooperation agreements, etc. may also be submitted, provided they are not older than two years (type of annex: programmspezifische Anlagen).
- It must be confirmed in the project description that the planned project is not a compulsory excursion.

**APPLICATION DEADLINE**

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Application deadline	for <b>Study Visits and Study Seminars and Practicals</b> in the following periods	DAAD decision
<b>01 November 2023</b>	From 01 March to 31 May 2024	Mid-January 2024
<b>01 February 2024</b>	From 01 June to 31 August 2024	Mid-April 2024
<b>01 May 2024</b>	from 01 September to 31 December 2024 and from 01 January to 28 February 2025	Mid-July 2024

Note:

The DAAD technical helpline (Tel.: 0228 882 8888, portal@daad.de) is not staffed on public holidays and weekends if an application deadline falls on a public holiday (01.05., 01.11.) or on a weekend. Central European time applies

when submitting the application. The application deadlines in this funding framework are binding.

## SELECTION PROCEDURE

### 12 Selection procedure within project funding

The DAAD decides on funding on the basis of the evaluation of the applications by a selection committee.

The selection criteria are:

1. Relation of the project to the programme objectives and assignment of the project measures to the project objectives
2. Quality of the programme itinerary
3. Language skills in German or English, uniform language for the trip/study seminar
4. Contentual preparation
5. Binding character of the proofs of contact
6. Relation subject-related – cultural proportion (academic visits usually on all working days; the cultural part of the visit must not make up more than one third of the stay; recommendation for study visits: Not more than five different university locations should be visited)
7. Encounter and exchange with German students and scientists

Preference is given to funding study visits and study seminars that are carried out in close cooperation with universities, academics and students in Germany.

## ATTACHMENTS

### 13

- Mobility Lump Sums (German/English)

## FORM TEMPLATES

### 14

- Project Description Study Visits (German/English)
- Project Description Study Seminars and Practicals
- List of Participants (German/English)

## IMPORTANT INFORMATION

### 15

- Information on mobility with disability or chronic illness (German/English)
- Difference Study Visits – Study Seminars and Practicals (German/English)

## CONTACT

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Deutscher Akademischer Austauschdienst  
German Academic Exchange Service  
Referat/Section P42 – Mobilitäts- und Betreuungsprogramme



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**FUNDED BY**

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