

Instruction Sheet

Subject-related Partnerships with Universities in Developing Countries*

Procedures and Guidelines for the Funding

financed by the Federal Ministry for Economic
Co-operation and Development

Application Date: April 15, 2006
Funding Period: 2007 - 2010

* Developing countries under consideration for this programme are those specified in the OECD's DAC list, with the exception of the Eastern European, Central Asian and Caucasian countries of the CIS, Yugoslavia, its successor states and Albania. A special programme is administered for these countries by section 321 of the DAAD.

This instruction sheet aims to inform all those interested in the programme about its objectives and assist in the drawing-up of grant applications.

1. Objectives of the Grant Programme

In international discussions on the effectiveness and sustainability of collaboration for development, high priority is now being given to direct cooperation between well-defined groups for the fulfilment of concrete proposals of mutual interest. Academic cooperation takes this form. The basic prerequisite for a successful, long-term partnership between universities is their collaboration as equals. This is created and maintained through shared responsibility and equality of status and is achieved in concrete projects.

In addition, academic exchange at these levels creates the conditions needed for the establishment of permanent institutional structures and contributes substantially to ensuring that not only specialist knowledge but also cultural values are transported in both directions. Within the scope of special measures aimed at preventing crises and solving conflicts, it has become evident that **productive intercultural dialogue** succeeds, above all, when it is not perceived as having been imposed from outside, but rather develops from academic cooperation. This is also why university cooperation has a particularly important and very responsible role to play.

For these reasons the Federal Ministry for Economic Cooperation and Development is promoting various programmes of cooperation between universities and scientific institutes, such as the programme called "Subject-related partnerships with universities in developing countries" to give fresh impetus to cooperation between universities.

The programme focuses on building structures at partner universities. This primary goal logically means that the measures concentrate on improving teaching in the partner countries.

Financial support for university partnerships is intended to stimulate and strengthen university collaboration for development. In particular, this support aims to pursue the following objectives:

- 1. To further raise the standards of universities in developing countries in their teaching, research, services and management methods ("institutional development")**
- 2. To promote the education and training of the participating members of the universities in the developing countries (professors, junior faculty, graduate students, undergraduate students), and to advance experience in international cooperation;**
- 3. To stabilise university partnership/cooperation agreements (made possible by financial support over a period of several years), which in turn permits long-term institutional ties to be formed;**
- 4. To create networks between German universities and their partner institutions, as well as "South-South-Networks";**
- 5. To find partners who can work as multipliers in their home country and so specifically promote intercultural understanding and dialogue;**
- 6. To raise the sensitivity and awareness of German universities and their staff members for development policy problems. Knowledge of the needs and the particularities of the individual developing countries is to be increased; by passing on this experience to students, the current and future availability of experts can be expanded.**

7. To raise the appeal of German universities and strengthen Germany's position as an international centre for science, research and education.

2. Criteria for Support

Applications will be judged on the basis of formal and content criteria, with particular significance attaching to the development policy relevance of the project. In view of the anticipated volume of applications, reductions in the financial support being applied for are to be expected. The objectives of the programme described in No. 1 above define the criteria for assessing the contents of the applications.

Specifically, the following criteria will be applied:

- the innovative effect of and the lasting structural improvement to the conditions for teaching and research - especially at the foreign partner university - which will be produced by the proposed measures (e.g. through the joint development of curricula, and through mutual conferences; through cooperation in the establishment of technology transfer centres and service institutions, etc.);
- the academic quality of the projects and measures specified in the project outline (here, interdepartmental cooperation in research, teaching, consultation or services is most relevant) and their political importance for development, or their contribution to "institution building" at the partner university (description of the expected results);
- the importance of the partner university in its region;
- the balance in measures of cooperation;
- integration of students and junior research staff on both sides;
- the inclusion of academics who were educated in Germany (including those who received their academic education in the former GDR);
- contributions by the German university itself, as well as financial support received from public or other sources;
- contributions by the partner university in the developing country;

Complementary projects leading to a long-term partnership are especially worthy of support, e.g. the reciprocal recognition of degrees, the creation of joint postgraduate courses or the common development of new ways of teaching and learning.

The following types of projects cannot be supported:

- proposals which focus exclusively on research (there are other funding sources for these types administered by the German Science Foundation (DFG), the Volkswagen Foundation, etc.);
- projects which are already supported by other organisations, such as the German Science Foundation (DFG), Federal Ministry for Economic Cooperation and Development (BMZ), Society for Technical Cooperation (GTZ);
- public relations trips, without any connection to a particular field or subject, and field trips;
- projects with a funding requirement of less than EUR 7.700,- per annum;

- research visits by scientists of several months' duration (prospective applicants for such projects are again referred to the regular fellowships and research support programmes;
- travel costs for establishing contractual agreements.

3. General Conditions of Support

Applications for financial support for exchange programmes within the parameters of partnership agreements can be submitted, once written contractual agreements have been established between the partner universities. This Principles' agreement can, in certain cases, be submitted after approval of the project, but must have been received by the DAAD before the award of the contract.

We would like to ask you to stipulate the subject-related cooperation proposal for a project extending over a maximum period of four years. This proposal must be agreed in writing by the relevant departments and as such forms an integral subject-related part of the application for financial support. Under the main objective, the proposal should be divided into the expected (target) results and into the activities necessary to accomplish these. Universities in the development cooperation countries will be involved in determining the training and continuing education needs/requirements and in planning and forming the project.

Funding is intended first and foremost to support exchange between the partner institutions of senior and junior faculty members, graduate students (e.g., PhD students) and undergraduates.

4. Mutual Information and Agreement - Formation of Networks

We would very much appreciate cooperation projects between a German university and two universities in two different partner countries. Positive experience gained in the past means that we would like to promote these kinds of networks in this programme.

In addition we recommend that you ask the relevant authorities in the partner countries for further information.

5. Execution within the German University

The DAAD requests that the German university and its partner university each nominate a representative for every project for which an application is submitted. Both representatives should jointly sign the project proposal. The German representative will be person responsible to the DAAD.

In addition to the professor who represents the project, we further recommend that an office of the university administration (e.g. the international office) be named for processing project proposals and for the financial accounting.

6. Application Procedures

The DAAD considers it highly desirable for the application to be formulated in coordination with the foreign partner. The financial budget (itemising costs and achievements) should therefore be jointly signed by the German partnership representative and the foreign partner.

Please have the German partnership representative submit the application to the DAAD (Section 432) via the university's executive management or, alternately, have it submitted direct by the university management. Applications can be submitted for a maximum of four calendar years and must include all supporting materials.

Sponsorship of the project is governed by the award contracts with the German university, which have a maximum duration of 2 years.

In all cases, continuing support for the second, third or fourth year will depend upon the submission of a report on the measures taken and a report on the financial accounting for the previous year.

7. Contents of the Application

The application must be submitted on the corresponding forms*. The application can be written in English and must include a description of the objectives, the time schedule and the proposed duration of the planned measures, as well as a statement of the expected (target) results; furthermore, the names of the participating German and - as far as possible - foreign academics (at least, the representative who is responsible for the project at the partner university) must be given. Please note that the project proposal should detail a problem from the teaching or services field, or secondary to this, from the field of research, which will be addressed by the project and the activities needed to achieve the targets. Please also describe how young researchers will be included in the project (including student exchange). Targets should be explained in sufficient detail, so that both the interim as well as the final reports can clearly show the degree to which the results achieved justify the financial support.

The project outline should not consist of more than 10 pages, including all necessary attachments, and should be signed by both representatives.

In addition, please submit a detailed financial budget in which all activities must be specified. Local support from the universities and from any outside sources must be identified separately (staff, payments in kind, monetary payments).

The application must include copies of any contractual obligations between the partners, and the agreement on the specific project being applied for. All submitted documents must be signed by both partners.

8. Support

Applicant universities will be expected to make their own contribution to the project (e.g. personnel costs, payments in kind, monetary payments), which must be detailed in the financial budget. The support received from the DAAD is intended to finance all project-related expenditures which have been additionally caused by the project. The agreement to fund a project falls under civil law contracts between the DAAD and the participating German university. It is considered as part-cost support towards the true financial cost. Applications are accepted for funding at the level of the general rates of the DAAD in comparable exchange programmes.

The maximum funding per year is EUR 15,500.-. The maximum grant period for any application is four years.

In the event of tripartite cooperation agreements between one northern and two southern partners in two different countries, an additional amount of EUR 7.700.- p.a. can be funded. This money can be used to finance travel expenses of EUR 1.200,- per person in the south-south-exchange.

In *well-founded exceptions*, this funding can be increased to EUR 25,000.- per year – while maintaining the individual funding rates. The decision on these applications is reached on the basis of the following criteria:

- a) Do the planned measures serve to intensify, in particular, the exchange at all academic levels and to improve the interdisciplinarity and sustainability of the partnership project?

* Please ensure that only 2007-version application forms are used.

- b) Will any flanking measures (e.g., topic-related symposia) be carried out in addition to the partnership exchange?
- c) Are the participating partners able to contribute appropriately to the partnership project by providing resources of their own or from third parties?

As in its other programmes, the DAAD will essentially fund travel expenses in this programme. It is also possible, however, to apply for smaller equipment grants for the partner university (such as books, small equipment, etc.). The maximum sum normally available under this heading is EUR 1.500,- per year.

Furthermore, an additional amount of EUR 2.500,- can be granted over the project's entire grant period, if this money is spent on modern communications or information technology. This funding is provided on the condition that the follow-up costs of this equipment can be financed in the future without the help of the DAAD.

In principle, the university which sends the participant is required to pay for the travel, while the university receiving the participant should pay the expenses of the stay and any local travel in the host country as required by the project. In some specific cases in which the universities are in no position to bear the travel expenses of their personnel or students, the German university can - after consulting with the DAAD - grant a part-cost subsidy towards travel expenses.

If air travel is chosen, the most inexpensive flights must be used. The local expenses of hosting foreign partners should be met, taking into consideration all possibilities of using university-owned housing, as well as private housing.

The duration of the stay in Germany by the foreign participant is limited (students, graduates, post-docs to 5 months, and all others to 1 month). Longer stays are to be financed by both partners. Periods spent abroad by German students (without research) are limited to 5 months.

While it is possible to invite third parties to special events, such as workshops, the DAAD will either fund any travel expenses or allowances for the stay.

To secure the sustainability of the project, an additional amount of EUR 2.500,- can be granted for project initiation trips in the final year of funding. This funding is designed to facilitate the necessary continuation of the project with the assistance of other international sponsors.

9. Decision to Grant Support

The decision on which applications will be supported and the extent of their funding is taken by a special commission appointed by the Executive Committee of the DAAD. This special commission is made up of academics who have specific experience in cooperation with developing countries. It will consider all applications in the light of the criteria identified above and the available financial framework.

10. Reports

Reports, made up of a maximum of 10 pages, must be submitted annually on the proper forms. The reports should describe the exchange measures already taken and the results achieved; the university administration must certify the cost-accounting. The DAAD can provide a manual for the report. These reports are essential for continuing the funding for the second, third and fourth years. The DAAD requests that the maximum 15 page final report be written in English for publication in a DAAD series.

Important note: Applications must be submitted to the DAAD by the German university (see No. 6).