

Information Sheet

Alumni Programme for German Universities (Programme for Follow-Up Contacts with Former Students from Developing Countries*)

**funded by the Federal Ministry for
Economic Cooperation and Development
(BMZ)**

**The application date April 15th, 2006 is suspended.
The next deadline is expected to be October 15th, 2006.**

* The **Developing Countries** in Latin America, Africa and Asia considered by this programme are those contained in the attached DAC List published by the OECD.

1. Why do we offer this programme?

Global challenges:

In a time of increasing globalisation and international networking, knowledge becomes a decisive resource for the international competitiveness of developing countries and their political, economic and social advancement. This makes academically trained specialists, experts and managers, qualified scientists and researchers absolutely essential to partner countries.

And the support for economic, technological and social transformation processes in developing countries can only be effectively provided from outside if it is based on cooperation with key local players. This is why **development cooperation** is very essentially dependent on **identifying and integrating such key persons**.

Academics from developing countries who gained their university training or part of it in Germany may be just these key players. They often hold important positions in government, in the administration, in business and industry and in academia, and so are able to make a decisive contribution towards achieving the United Nations' **Millennium Goals**. They act as multipliers and disseminators in and within their societies. Their professional expertise plus their mentality and background of personal experience qualify them for supporting measures aimed at **combating poverty, making globalisation fairer** and **peacekeeping**. They introduce the requisite specialist knowledge, provide motivation for innovation and guarantee cooperative capabilities in dealings with local and foreign partners. This is why they are best able to assess to what extent and in what way the solution of development problems, such as combating HIV/AIDS, conserving resources or protecting the climate in their home country, can be realistically drawn up and implemented. As staff working in international organisations or as participants in international negotiations, they play an active part in integrating their home countries into the global activities.

In their capacity as **mediators between cultures** they simultaneously build bridges for productive intercultural dialogue, because they are able to transport specialist knowledge and cultural values in both directions. As advisers for their own governments, they are capable of providing valuable development impetus and momentum. Forums for **intercultural dialogue and crisis prevention**, particularly when they focus on the fundamental ethnic, economic or geopolitical causes of conflicts and have a cross-regional and cross-thematic function, can be decisively shaped by alumni.

However, alumni from developing countries are also of interest and importance as cooperation partners for German business and industry, especially when they work as decision-makers in ministries, local administrations, companies or in universities and research institutes. In their countries, they establish and run companies, for example, or have the requisite contacts inside and outside the university sector. This is why it is especially with their help and support that viable contacts can be developed with other important local decision-makers.

In 2003 the Alumni Programme was evaluated¹ and divided into modules so that its new and global demands should be considered. The Programme provides **training of a high academic level** that achieves the **interlinking with economic enterprises** as well as stronger **networking between activities of the German development cooperation**. The Alumni Programme in particular assimilates former students into professional Alumni-Networks, which have not been supported by German institutions during their study or research visits.

¹ Source: Programmstudie. Nachbetreuung ehemaliger Studierender aus Entwicklungsländern. Gesamtbericht. In: Dock&Mat. Vol. 54. ed. DAAD, 2004.

2. What goals do we pursue with this programme?

We expect projects to work towards and to reflect the **obligatory** goals as defined in points 1 to 4, while the **optional** goals (points 5 to 7) *may represent* a part of the project. An exception to this rule is only possible for the 4th goal, but needs to be specifically justified.

Obligatory goals:

1. The ongoing continuation of the education and training effects achieved during the original stay in Germany – in the sense of **lifelong learning**
2. Specific maintenance and cultivation of contacts with individuals who are able to act as multipliers and disseminators for **academic collaboration** with Germany – in the sense of promoting international knowledge and technology transfer
3. Specific delivery of current specialist and disciplinary **information** and knowledge from Germany that is **of development policy relevance** for the alumni and their countries of origin, and
4. Improved frameworks and prospects for collaboration between alumni and German development cooperation bodies and/or German business and industry by
 - extending the reservoir of **partners for measures carried out by German development cooperation bodies**, whereby specific use should be made of locally existing development cooperation structures (e.g. GTZ offices, NGOs, German embassies)
 - specifically identifying, maintaining and cultivating contacts with individuals who may be **decision-makers or cooperation partners for economic cooperation** with German companies, whereby this should give particular consideration to small and medium sized enterprises.

Projects may deviate from these obligatory rules when it is not possible to establish relations with German development cooperation bodies or German companies (e.g. because the topics are not relevant to the development policy country focuses or because the German development cooperation bodies respectively German companies are not active in the target country). In such cases, an attempt must be made, however, to integrate other local partners respectively non-university partners, such as local authorities, ministries, local NGOs or international organisations in order to support alumni in their efforts to make contributions towards achieving the United Nation's Millennium Goals.

Optional goals:

5. The specific integration of alumni as multipliers or disseminators in measures aimed at dialogue and **crisis prevention**
6. Stronger **networking between the locally present alumni** of German universities in the interest of providing mutual and reciprocal specialist and technical support and of strengthening bonds with Germany. Regional networking of alumni, including across national borders, above all by the specifically encouraging cooperation between alumni clubs and by supporting cross-border disciplinary networks (obligatory factor for networking applications)
7. Creation of development policy expertise at German universities; to strengthen their **appeal** and **international competitiveness**; to recruit particularly qualified study applicants for academic initial and continuing training in Germany.

3. At a glance: What modules does the Alumni Programme offer?

Module 1:

Continuing (postgraduate) training seminars/workshops for alumni

- preferentially in the target country to provide continuing and demand-oriented training and to establish contacts with other local partners
- in Germany, when application-specific continuing training and the preparation of cooperation projects with German partners are necessary

Maximum event length:	1 week
Maximum amount of funding per year / per project:	1. Without network components, largely with a national or regional focus: up to 25,000.- euros; 2. With (trans)regional network components and a correspondingly higher number of participants: up to 55,000.- euros
Maximum funding term:	3 years

Module 2:

Alumni summer/winter school

- preferentially in Germany (but also possible in the target country) to provide intensive demand and application-oriented continuing (postgraduate) training, including consideration of regional case studies, and to create contacts with German partners
- as a contribution to conflict resolution and crisis prevention, including up to a 50% share of non-alumni participants

Maximum event length:	2 weeks
Maximum amount of funding per year / per project:	Largely with a regional to global focus; number of participants: 25 persons up to 60,000.- euros
Maximum funding term:	3 years

Module 3:

Creation and extension of specialist disciplinary networks in the target country respectively target region

- for disciplinary and regional alumni-to-alumni networking, and networking with other local partners from German development cooperation bodies, business and industry and local authorities
- specialist media support for subject-specific alumni networks in the form of alumni information material (e.g. flyers, newsletters, websites) and specialist literature

Maximum amount of funding per year / per project:	Total of up to 10,000.- euros, of which up to 7,000.- euros for networking of which up to 3,000.- euros for media support
Maximum funding term:	3 years

All modules can be combined with each other.



The maximum amount of funding per module depends in all cases on the number of participants from developing countries that the project aims/is able to reach. More than 60% of the DAAD funds for these measures should be used for participants from developing countries.



Details on the content and funded items for each module are described in *Section 4* below and in *Annex 1* to the Information Sheet.

4. Programme details: Funded items and funding conditions for the individual modules

4.1 Module 1 Continuing (postgraduate) training programme abroad and/or in Germany

Support can be provided for **continuing (postgraduate) training courses** for the alumni of German universities who come from **developing countries**. The courses must serve the continuing professional development or the continuing specialist training of this target group in their respective field. This can also include the delivery of know-how that contributes to the efficient management of research, teaching, advisory and cooperation activities at the partner end. These courses stand out above all through their knowledge transfer from experts to participants. But they also serve to help make more alumni potential available as well as the potential of other local decision-makers – to the benefit of academic, development policy and economic cooperation.

Courses held **in Germany** must stand out by the fact that the project goal can only be achieved by carrying out measures in Germany (e.g. by application-oriented information-gathering trips, trade fairs/exhibitions) and must clearly demonstrate the benefit for the respective developing country or respective region. A convincing statement of reasons must be given as to why the course cannot take place in the developing country.

It must be ensured that the specialist disciplinary content meets the **demand and requirements of the alumni** and addresses topics of development policy relevance. Cooperation between the alumni, the German university and German development cooperation bodies and/or German companies respectively business and professional associations should also be promoted by offering current and forward-looking topics.

The grant amount is dependent on the number of participants and on the actual costs for their travel to and from the venue.

Projects intended for a national or limited regional target group (largely alumni in/from a certain partner country, possibly participation by individual alumni from the region) and applied for by a single university respectively by a national alumni club can receive funding of up to 25,000.- euros.

Projects that target a (trans)regional specialist disciplinary alumni network with a correspondingly higher number of participants can receive support of up to a maximum of 55,000.- euros (see also Module 3: Network Criteria).

Details on the individual funded items are contained in Annex 1 to the Information Sheet.

4.2 Module 2

Alumni summer school in the target country and/or in Germany

Alumni summer schools offer **subject-related continuing (postgraduate) training** on development specific topics. The knowledge is delivered in a participative approach, which means with the active integration of regional case studies presented by participants.

This means that they not only represent a first step in the revival of contacts between German universities and their alumni in developing countries, but also contribute to networking existing alumni activities.

Over and above this, they provide an opportunity for bringing together a multinational group of participants, and, particularly, multipliers and disseminators, to undertake specifically applications-oriented continuing training in Germany in its capacity as a centre of science and research. And so the alumni summer schools create extensive **scope for further-reaching projects** in the field of academic and research cooperation, with specific consideration of experience exchange. In particular, these schools create short and medium-term contacts. And last, but not least, they promote alumni-to-alumni exchange as well as exchange between alumni and German universities.

Alumni summer schools are particularly suitable for making contacts with German development cooperation bodies and German companies.

If the summer school then additionally aims to make a particular contribution to crisis prevention and conflict resolution, an up to 50% share of non-alumni participants from partner countries may take part. The requirement for this is that

- the summer school's dialogue components are developed from clearly subject-related topics, and
- the chosen topic area contributes to improving the mutual understanding of political, economic, cultural and religiously focused perspectives.

The grant amount is dependent on the number of participants and on the actual costs for their travel to and from the venue. At least 25 participants are expected to attend the summer school over a period of 14 days.

Details on the individual funded items are contained in Annex 1 to the Information Sheet.

4.3 Module 3

Creation and extension of specialist disciplinary networks in the partner countries

This module aims to facilitate the creation and extension of **network structures** and to complement Modules 1 and 2 by providing a purely structure-building module. These **networks** are intended, above all, to serve the **professional continuing training and the ongoing subject-specific advice of alumni** as well as their **networking** and improved cooperation **between them**. At the same time, the networks are intended to serve as specialist disciplinary contact points for potential collaboration projects with German development cooperation bodies and with German companies, and so to specifically guide alumni to the corresponding projects. The creation and maintenance/updating of the current alumni databases at the local network centres on site is of particular importance in this respect.

The Internet plays a key part as the communications medium for the quick and efficient exchange of information.

The **media support** of alumni networking activities required for this also constitutes part of the module. Within the scope of the module it is possible – as a flanking measure to the event modules – to support alumni in their specialist disciplinary continuing training and their organisational networking by providing information material (electronic and print media). The module also aims to support the respective coordinators with the creation and maintenance/updating of the alumni databases at the local network centres.

Requirements and recommendations:

The establishment of cross-disciplinary and cross-regional networks is possible when enough target alumni are interested in sustainable network structures. Past experience has shown that networks best have a chance of succeeding when they unite alumni with the greatest possible concurrence of specialist disciplinary interests. This is why we recommend, even when an interdisciplinary approach is taken, that a **clear subject focus** is already taken into consideration for the network as early as in its planning phase. In order to enlarge the circle of alumni with a suitable interest in the subject area in question, several universities may also join together to form a **consortium** under the lead management of a German university in order to address alumni from a developing country region who are qualified in a specific subject area.

A network must meet the following contentual and structural minimum requirements:

1. Continuing training component (disciplinary topics at a high academic level and with an applied orientation) combined with an organisational component to establish an institutional network (run and managed by alumni)
2. Clearly defined structure-building objective, e.g. sustainable cooperation and networking between alumni by:
 - having a firm circle/core of at least 50 participants
 - having regular, intensive working relations with firm work schedules and timetables,
 - appointing country leaders/coordinators
 - using the independent disciplinary activities of existing regional network representatives which relate to the network goals, such as: teaching and training programmes offered by alumni for alumni, colleagues, students; developing joint research focuses, joint service strategies
 - carrying out marketing activities for the network to raise its image and profile

Approval criteria for university consortiums:

The (lead) German university (of the consortium) will be responsible to the DAAD for the proper and appropriate use of funds. All other participating universities or institutions must document their willingness to take part appropriately (written declaration of intent).

Details on the individual funded items are contained in Annex 1 to the Information Sheet.

5. What is the application and funding procedure?

a) Applications may be submitted by

- German universities (international offices or an institution commissioned by the university, alumni offices, presidential offices etc., individual departments); also as part of a consortium with other universities
- registered alumni clubs in developing countries via the German Embassies respectively, where available, via the DAAD Regional Offices or DAAD Information Centre Lektors
- the local/regional network centres of the specialist disciplinary alumni networks in agreement with the coordinating German university

In each case, a **person** must be named as **responsible** for the alumni project; this person will act as the contact person for the DAAD on all questions of content and finances.

b) Application process

The application for the individual modules must be sent to the DAAD (Section 432) via the university management respectively the German Embassy or the DAAD Regional Office or the DAAD Lektor.

The application package must include the following papers:

1. An **application form** signed by the university teacher responsible for the project (project leader) and by the university management, respectively the Embassy, Regional Office or Lektor.
2. A **detailed project description** (5 pages max.) with information on the following points:
 - How the project is embedded in the alumni concept of the applicant university/alumni club (*cf. Annex 2 to the Information Sheet*)
 - Topics and goals to be addressed by the alumni project over the proposed term
 - A description of the alumni potential which the project aims to reach (which alumni, in their capacity as multipliers/disseminators/key players, does the project aim to integrate?)
 - A description of the demand and the development policy benefit of the planned project for the target region and target groups
 - Planned measures/activities for the proposed term with a schedule and a description of how the proposed modules fit together (operation plan)
 - An **as detailed as possible programme plan** for the project with a short (max. 10 lines) contentual summary of the individual programme points to show the clear applied and practical focus/relevance as well as the participative planning approach.
 - A description of the expected prospects/outcomes in terms of sustainability and the initiation of collaboration (especially with German development cooperation bodies and German business and industry)

In this respect, it is absolutely essential that the **criteria for the assessment of applications** are considered as listed in *Annex 2* to the Information Sheet.

3. A **list of planned participants and speakers according to Annex 5.1.**

Please also list the names of the German academics, business/industry representatives and representatives of other development policy organisations taking part in the alumni project.

4. A **budget signed by the project leader**, and using the form provided. Applicants and their alumni are expected to make a financial contribution, e.g. by paying the costs for staff and infrastructure; this contribution must be specified in the application (budget).
 - Applications for **follow-up financing** for projects which have already been funded over several years consequently clearly need to demonstrate the **new quality** of the follow-up measures in comparison with the achieved results and must be based on a degressive budget model.
 - **Further financing options for the completion** of projects exist in the form of individual measures for modules 1 through 3 or, respectively, in the form of transferring the project into one of the standard DAAD programmes (e.g. subject-related university partnerships).
5. Please also note that you must, as far as possible, carry out the projects which involve event modules during the semester breaks/recess periods of the German and foreign universities.

c) Selection decisions

Applications are judged on the basis of formal and contentual criteria (cf. also the "Programme Goals" and "Assessment Criteria" contained in Annex 2).

The decision on which applications qualify for funding is made in accordance with standard DAAD procedure by an independent Selection Committee under consideration of the specified criteria and subject to the available financial resources.

We will advise you of approvals, rejections etc. without delay.

d) Funding

If the application was submitted by the German university, the funding will be made available in the form of 1- or 2-year grant agreements concluded with the German university.

If the application was placed by alumni from abroad, the funding is made available in the form of an annual transfer order or grant allocation to the respective German diplomatic mission abroad or DAAD Regional Office.

e) Reports

After completion of the project, a detailed **Final Report (guideline based written report and statement of accounts) including a list of participants** must be submitted.

Detailed information on the reports can be found in Section 6 of the Information Sheet.

f) Deadlines

The application deadline for 2006 is **15 April 2005**.

Successful alumni projects can be funded as from **August 2006**.

6. What do we expect from your annual status reports?

An annual **statement of accounts (use of funds)** involving an accounting record and a **status report** must be submitted. These must detail the measures that have been carried out or those that are being continued and must provide information on the results.

Reports must have been received by the DAAD within **two months of the completion** of the project, but **at the latest by 28 February** of the following year.

Please note: In the case of continuing projects, in particular, the award of new funds is dependent on and subject to the timely presentation of the statement of accounts.

a) The statement of accounts

- must be submitted using the appropriate form,
- must reflect the submitted budget,
- must be transparent, credible and comprehensible.

b) The status report

- To ensure a uniform standard of reporting, projects are **obliged** to use the structure specified in the "**Guidelines for the Status Report**" (see *Annex 3.1.* of the Information Sheet) and must fill in the given "**Datasheet**" (see *Annex 5* of the Information Sheet), including the requested statistical data on participants.
- Analysis of the project **evaluation** is a firm part of the status report. The areas for which the DAAD absolutely requires an evaluation are listed in *Annex 4* of the Information Sheet. Complementary information to these questions can and should be given by project leaders in their own best interest.
- In the case of comprehensive reports of more than 10 pages in length, please also submit a 1-page summary.
- The status report is submitted in **duplicate**, of which one copy is requested **as a copyable document** (neither bound nor stitched/sewn).

In addition, we request a 1-page max. summary of the status report (see *Specimen Document in Annex 3.2 of the Information Sheet*) **for all completed projects**. Together with the statistical data, this information flows into a project catalogue which the DAAD plans to publish in regular intervals.

7. Contact

For questions on this programme please contact the relevant DAAD unit: Section 432, Alumni and Partnership Programmes of the DAAD.

Fax: +49 (0)228/882-662; E-Mail: hs-alumni-programme@daad.de



You can find all the required application documents on the following website:
www.daad.de/entwicklung

Bonn, January 2006

Annex 1: What funding can you expect from the DAAD?

	Module 1	Module 2	Module 3
Staff costs:			
Fixed-term employment of students and research assistants, respectively research staff (salary scale 1 BAT IIa up to 3 months p.a.) at the German university and/or abroad:	X	X	X
• Staff for planning, preparation, realisation, follow-up, and performance review of projects/activities	X	X	
• Staff to organise the network (e.g. communication, coordination, workshops, project-related (continuing) training courses for German and foreign network coordinators)			X
• Staff for producing and sending alumni information material and specialist literature			X
• Staff to maintain/update the alumni database in the target country (local network coordinators)			X
Staff to produce reports for the DAAD (statement of accounts, status report with evaluation analysis, standardised statistics, completed datasheet). Up to 2% of the total annual DAAD budget per application can be planned for this.	X	X	X
Fees for 2 external experts (max. 250 euros per person/per day)	X	X	
Material/equipment costs:			
Material/equipment costs at the German university and at the project partner in the target country/in the target region for planning, preparation, realisation (incl. advertising efforts), follow up, and performance review of projects/activities	X	X	
Transport of equipment to the developing country which is financed with external funding or through donations (up to 15% of the material/equipment value)			X
<u>One-off</u> office technology equipment grant for the local network centres in the developing countries (statement of reasons required): up to 2,500.- euros p.a. The German university must include an appropriate transfer of possession agreement with its statement of accounts for any equipment/material that the German university purchased with the grant funds and that will remain with the foreign partner.			X
Material/equipment costs at the German university and at the project partner in the target country/target region, e.g. production and sending of alumni information material and specialist literature			X
Travel costs:			
For German participants and alumni from the target country or the target region to and from the venue and for specialist disciplinary excursions in the respective developing country or in Germany	X	X	
For German and foreign network coordinators for coordination/continuing training			X
In general, the most economic means of transport must be used.	X	X	X

Annex 1: What funding can you expect from the DAAD?

	Module 1	Module 2	Module 3
Subsistence costs:			
For participants from developing countries in the form of flat-rate payments: up to 80.- euros per participant/per day	X	X	
For German and foreign network coordinators for coordination/continuing training			X
<u>In justified exceptions</u> : short stays (of up to 1 month) for individual foreign alumni (network coordinators) in Germany, insofar as these stays are necessary for realising the project, in the form of flat-rate payments: up to 80.- euros per participant/per day			X
Subsistence costs in the host country for German participants from the applicant university/institution must, as a rule, be paid by the host side respectively by the participant or by a third party. <u>Only in justified exceptions</u> in which these costs cannot be financed personally or by partners is it possible for the DAAD to pay these costs in the form of the above-mentioned flat-rate payments.	X	X	
<u>In justified exceptions</u> and on application, travel and subsistence costs can be paid for external experts who do not belong to the applicant university/institution or to the university consortium.	X	X	
Day of arrival and day of departure each count as a ½ day.	X	X	X
The subsistence costs for participants should be arranged so as to make use of all university-own or private accommodation options.	X	X	X
Subsidiary costs:			
e.g. visa charges, vaccinations for German and foreign participants	X	X	X
Health insurance (possibly with combined personal/private liability insurance) up to 30.- euros per participant from developing countries for the whole of the project-related stay in Germany, if no such insurance can be taken out in the country of origin.	X	X	X

Alumni are expected to make an appropriate and progressive contribution towards the total financing of the project. This contribution is made over the whole funding term of the project and is calculated in accordance with the country and the type of event. (→ Note: the principle of subsidiarity must be observed)

German universities are expected to make a contribution, e.g. by paying the costs for core staff and infrastructure.

Annex 2: Criteria for the Assessment of Applications

I. Development policy relevance

- Demand-oriented topic – benefit for partner countries and alumni
- Consideration of development cooperation principles (e.g. UN Millennium Goals, structure building in the partner country, mutual and reciprocal knowledge transfer, contribution to dialogue and crisis prevention)
- Integration of German **development cooperation bodies and/or German business and industry** (e.g. small and medium-sized enterprises, German-foreign chambers of trade and commerce, business associations, professional associations, start-up businesses launched by German university alumni, etc.) and/or
- Integration of other local partners or non-university partners (e.g. local authorities, ministries, multilateral development cooperation organisations, local NGOs)

II. Topic criteria

- Topic relevance for the target region and target groups
- Academic quality of the project
- Applied orientation
- Interdisciplinarity but with a specific subject focus

III. Target group

- Opportunities for alumni to contribute to shaping the project
- Scope of the target group
- Consideration of "self-payers" and integration of former funding recipients
- Incorporation of alumni from other German universities

IV. Criteria for the applicant institution

- Existence of a **coherent alumni concept**: information on the status given to alumni work at the university/institution, information on the central/decentral control/coordination of the alumni activities (offices responsible for this) at the university; existence of appropriate structures (e.g. alumni database, staff, infrastructure) at the university or in the departments; description of how the previous and planned alumni projects relate to each other respectively of the motivation/reasons for starting up the alumni activities; recognisable benefit and prospects of the project for all stakeholders provided by engaging in medium-term planning
- In the case of consortium projects: agreement between the consortium partners
- Demand-appropriate agreement with the target group
- Integration of other partners in the target country (e.g.: alumni clubs, German development cooperation organisations, German companies, Embassies, DAAD Regional Offices)

V. Projected costs

- Cost ratio: alumni–German side
- Per capita costs
- Use of own and external funds
- For multi-year projects: presentation of a coherent and consistent financing concept on the project continuation after the DAAD funding comes to its scheduled end. Must be presented one year prior to the scheduled end of funding

VI. General assessment of the proposal

- Feasibility/practicability
- Efficiency, exemplary nature
- Medium-term prospects and sustainability (measures to ensure the autonomous continuation of the project by the alumni, identification of and contacts with non-university cooperation partners, raising of external funds)
- Networking with other – existing or planned – projects in the field of university cooperation with developing countries (e.g. university partnerships, postgraduate degree courses, EU projects etc.)

Annex 3.1: Guidelines for the Annual Status Report

Please note that these guidelines are binding for the annual status report.

1. Title of project(s) carried out, period under report, partners carrying out and participating in the project(s) in Germany and abroad
2. Goals of the project(s) ("Target")
3. Measures/activities carried out ("Actual Performance")
4. Assessment of the extent to which goals were achieved ("Target-Performance-Comparison")
5. Assessment of the impact of the measures carried out
 - Analysis of the project evaluation carried out among participants (for notes on this, see Annex 4)
 - Feasibility of and possibly any modifications to the planned measures;
 - in the case of continuing projects, any planning modifications that may be carried out for the coming year, and
 - prospects for future alumni activities arising from this
6. Assessment of prospects in terms of:
 - development policy benefit, sustainability and public effect (including, not least, topic relevance for target group/target region, benefit for partners, development of cooperation)
 - identification of and contact with further multipliers/disseminators that have arisen as a result of integrating other external partners, especially from organisations active in development cooperation, business and industry, professional and business/industry associations, local authorities, ministries, organisations, alumni clubs, German missions abroad, Goethe Institutes, DAAD Regional Offices, DAAD Lektors
7. Availability and use of further funds from other sources
 - multi-year projects are expected to submit a coherent and consistent financing concept for the continuation of the project one year prior to the scheduled end of the funding
8. List of participants and speakers:
 - List of participants and speakers on paper, see Annex 5.1 **and**
 - Data file (electronic format) with details about participants, categorised, see Annex 5.2
9. Programme actually held (for events only)
10. Miscellaneous

Please do not include any presentation transparencies with the status report!

Furthermore, please submit a max. 1-page summary of the status report for all completed projects based on the specimen document contained in Annex 3.2.

Annex 3.2: Specimen Document for the Final Report Summary

University/Universities Department(s) and Institute(s)
Topic(s):
Target group(s), Subject Areas and Countries:
Term/Length of Funding (from...to or since...):
<p><i>(Description of the whole project – excluding questions, please no longer than 2,500 characters to ensure that the description does not exceed 1 page):</i></p> <p>Project: How did the alumni project originate? (2-3 sentences)</p> <p>Goal: What goals did the project pursue? (1-2 sentences)</p> <p>Approach: What activities took place? What instruments were used? (2-3 sentences)</p> <p>Benefit: What benefit did the project have for all involved/stakeholders? (1-2 sentences)</p> <p>Outlook: What prospects can be seen to be developing for all involved/stakeholders, above all, in respect of cooperation potential with German development cooperation bodies and business and industry? (2-3 sentences)</p> <p>Challenge: <i>(optional)</i> Comments on any (e.g. country specific) special features/challenges which should be noted (1-2 sentences)</p>
<p>Contact: Name of the Project Leader: Address: Telephone: E-Mail: Website:</p>

Annex 4.1: Evaluationsvorgaben - deutsch

Bewertung der Alumni-Veranstaltung – hinsichtlich der fachlichen Qualität und der Kooperationsmöglichkeiten:

1. Die Inhalte der Veranstaltung waren für meine berufliche Entwicklung bedeutsam.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
volle Zustimmung	Zustimmung	teilweise Zustimmung	keine Zustimmung

 2. Die gewählten Themen waren für mein Land bzw. für meine Region relevant.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
volle Zustimmung	Zustimmung	teilweise Zustimmung	keine Zustimmung

 3. Die Beiträge der Veranstaltung waren von hoher wissenschaftlicher Qualität.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
volle Zustimmung	Zustimmung	teilweise Zustimmung	keine Zustimmung

 4. Das Thema der Veranstaltung wurde interdisziplinär betrachtet und diskutiert.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
volle Zustimmung	Zustimmung	teilweise Zustimmung	keine Zustimmung

 5. Die Veranstaltung hat meine Erwartungen erfüllt.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
volle Zustimmung	Zustimmung	teilweise Zustimmung	keine Zustimmung

 6. Die Veranstaltung hat zur Anbahnung wissenschaftlicher Kooperationen beigetragen.

<input type="checkbox"/>	<input type="checkbox"/>
ja	nein

 7. Die Veranstaltung hat zur Anbahnung von Kooperationsmöglichkeiten mit der deutschen Entwicklungszusammenarbeit beigetragen.

<input type="checkbox"/>	<input type="checkbox"/>
ja	nein

 8. Die Veranstaltung hat zur Anbahnung von Kooperationsmöglichkeiten mit der deutschen Wirtschaft beigetragen.

<input type="checkbox"/>	<input type="checkbox"/>
ja	nein
- Falls Zustimmung, bitte nennen (Kooperationspartner/Institution, Kooperationsprojekt):
9. Verbesserungsvorschläge bzgl. fachlicher Qualität und Kooperationsmöglichkeiten (Freitext):

Annex 4.2: Evaluations Questions - English

Assessment of the Alumni Event – in terms of informational quality and cooperation potential:

1. The event programme was significant to my professional development.

fully agree

agree

partly agree

disagree

2. The selected topics were relevant to my country respectively region.

fully agree

agree

partly agree

disagree

3. The event papers were of a high academic quality.

fully agree

agree

partly agree

disagree

4. The event provided an interdisciplinary examination and discussion of the central topic.

fully agree

agree

partly agree

disagree

5. The event fulfilled my expectations.

fully agree

agree

partly agree

disagree

6. The event helped pave the way for academic cooperation projects.

yes

no

7. The event helped pave the way for cooperation with German development cooperation bodies.

yes

no

8. The event helped pave the way for cooperation with German business and industry.

yes

no

If you agree, please provide relevant details (cooperation partner/institution, cooperation project):

9. Suggestions for improvements in terms of informational quality and cooperation potential (free text):

Annex 5.2: Specimen for the Datasheet with Statistical Details on Participants

Note: Please use the attached list of codes to fill in the table.

We recommend that you ask participants to fill in the datasheet during the event.

The project leader then submits the datasheet to the DAAD in electronic format as part of the required final report.

Name, First Name	Sex		Participant from:			Country of origin	Region of origin	Participant status	Alumna/Alumnus	Employment field	Career position/function	German host university/institution (please specify)	Subject group	Type of funding	Active contacts with Germany (multiple answers possible)									
	male	female	Germany	Abroad: not a developing country	Abroad: a developing country										01	02	03	04	05	06				
Mustermann, Max	x				x	Syria	F	01	x	01	02	University of Anywhere	F	01	x						x			

List of codes for filling in the datasheet (Annex 5.2)

Region of origin	Code
Western Europe	A
Central and Eastern Europe, CIS	B
North America	C
Latin America	D
Africa/Sub Sahara	E
North Africa/Middle East	F
Asia, Australia and Oceania	G

Participant status	Code
Academic	01
External expert (e.g. from business and industry, politics, administration, development cooperation)	02
Undergraduate, student, graduate	03

Employment field	Code
University	01
Public administration	02
Business and industry	03
Government	04
Organisations (e.g. NGOs, development cooperation organisations)	05

Career position/function	Code
Senior management or equivalent	01
Middle management or equivalent	02
Lower management or equivalent	03

Subject group	Code
Languages and cultural studies	A
Law, economics/business administration and social sciences	B
Mathematics/science	C
Human medicine	D
Veterinary medicine, agricultural, forest and nutritional sciences	E
Engineering	F
Art, music, sports sciences	G

Type of funding	Code
DAAD	01
Other German funding organisation/sponsor	02
Foreign funding organisation/sponsor	03
No funding (privately financed)	04

Active contacts with Germany	Code
Universities	01
Administration	02
Business and industry	03
Government	04