

## Study Visits and Study Seminars for Groups of Foreign Students to Germany 2019/2020

### Goal and Purpose

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. The main **goals** of the programme are:

- to **establish and cultivate contacts** between German and foreign universities,
- 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*),
- to encourage subject-specific **contact with German students and researchers**,
- 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.

### Eligible Actions

Funding can be provided for **Study Visits** and **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

#### **1. Study Visits**

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

Funded participants:

The DAAD pays a lump sum of 50 euros per person and day. International travel costs cannot be covered.

#### **2) Groups from other countries:**

Funded participants:

- Stay funded individuals: The DAAD pays a lump sum of 50 euros per person and day.
- Mobility funded individuals: In addition, a mobility lump sum will be paid per person (see attachment 3: lump sums international travel).

## **2. Study Seminars and Practicals** (applies to groups from worldwide)

Funded participants:

The DAAD grant is provided in the form of project funding through payment of a flat-rate sum of 50 euros per participant and day in order to subsidise the group's travel and subsistence costs.

The DAAD takes out health, accident and public/private liability insurance for each funded group (Study Visits and Study Seminars). Further details are contained in the Award Letter.

### Financing

The funding is carried out by fixed-sum financing.

### Duration of Funding

The funding starts 01/03/2019 at the earliest and ends no later than 29/02/2020. 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

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

The programme is open to all disciplines.

### Target Group

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

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 department, institute and applicant.

### Application

The application has to be submitted complete and on time only online via the DAAD Portal: <https://portal.daad.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.

### Applicaton Requirements

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

1. **Application form** (DAAD Portal),
2. **Financial plan** (DAAD Portal)
3. **List of participants** (upload as an PDF-attachment to the application on the DAAD Portal); see attachment 1 to the call for proposals
4. **Project description** (short version, template in the DAAD Help Center)
5. **Statement of motivation and description of programme content** (upload as an attachment to the application on the DAAD Portal) with a precise list of visit and tour preferences (general details such as „Visits to museums/universities“ etc. are not sufficient). The selection committee will ask for information on whether or not a return visit is planned. Please confirm that the planned project is not a compulsory excursion.
6. **Schedule** (upload as an PDF-attachment to the application on the DAAD Portal), tabular form.

7. **Description of the contentual preparation** (upload as an attachment to the application on the DAAD Portal).
8. **Proof of contacts** (upload as a PDF-attachment to the application on the DAAD Portal). These contacts should relate to the relevant requested trip. Proof is furnished, for example, by presenting letters of invitation 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).

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

Application deadline:

**01 February** for trips to begin after 01 June (DAAD decision in mid-April)

**01 May** for trips to begin after 01 September (DAAD decision in mid-July)

**01 November** for trips to begin after 01 March (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

### Selection procedure within project funding

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

The selection criteria are:

- Quality of the programme itinerary
- Language skills
- Contentual preparation
- Binding character of the proofs of contact
- Relation subject-related – cultural proportion (academic visits usually on all working days)
- 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.

**Contact**

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service  
Referat P14/Section P14  
Kennedyallee 50  
53175 Bonn  
Germany

Responsible desk officer:  
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**Attachments**

1. Template "List of participants"
2. Difference Study Visits – Study Seminars/Practicals
3. Lump Sums International Travel

Funded by:



Auswärtiges Amt