

Strategic partnerships and thematic networks

Instructions for drafting an application

All proposals for the DAAD funding programme “Strategic partnerships and thematic networks” should be submitted online via the DAAD Portal.

The application should include the following:

- **Application form** (DAAD Portal)
- Detailed **financing plan** for the entire funding period (DAAD Portal)
- **Attachment 1:** Description of the planned measures which answer the questions listed below
- **Attachment 2:** List of planned measures in agreement with the foreign partner university (or universities) for the duration of the partnership (see downloadable form on www.daad.de/strategische-partnerschaften)
- **Attachment 3:** Milestones with measurable achievement indicators(see downloadable form on www.daad.de/strategische-partnerschaften)
- **Attachment 4:** Complete copies of all agreements and contracts with foreign (and domestic) partners
- **Attachment 5:** Short CVs of the participating German researchers in charge (only for thematic networks)
- **Attachment 6:** Job profile of the project coordinator/manager of the partnership(s)
- **Attachment 7:** Your university’s internationalisation strategy
- **Attachment 8:** “Project proposal endorsement” signed by the university administration (form letter, download from www.daad.de/strategische-partnerschaften)
- **Attachment 9:** Written pledge from the university to refrain from financing the measures of this programme with funds provided through other DAAD programmes or external sources (form letter, download from www.daad.de/strategische-partnerschaften)

Note: Please upload the documents listed onto the DAAD Portal and submit them online together with your application.

PLEASE NOTE: Your application will not be considered if any of the required documents are missing!

The application must be submitted via the DAAD Portal by **30 October 2014**. It should be approx. 20 pages long (plus appended documents 2-9). Please also indicate which programme line you are applying for.

The following points should be addressed in the order provided below.

I. Current status

1. Academic quality and suitability of the partner university (or universities) abroad: How long has the partnership existed? What is the reputation of the partner university? What kind of working relationship have you had with your partner? Who are the negotiating parties – faculty or department, university administration? How many and which faculties (or departments) have been involved until now? Have contractual agreements already been made and/or research projects carried out?
2. Are there any faculties/degree programmes at your university participating in other DAAD partnership programmes with the partner university/ies (e.g. ISAP, dual diplomas, university cooperation with developing nations, etc.)?
3. What quality assurance methods are being used? (e.g. recognition of academic achievement, accreditation of joint degree programmes)?
4. How attractive is the partner university to students and international teaching personnel? How attractive is your university to students and teaching personnel at the partner university?
5. Are non-university research institutes, ministries or government organisations involved in either the German or foreign side of the partnership?

Note: If a non-university research institute is named as a partner, the applying German university has to conclude a private-law contract (funding agreement) with the partner in order to be eligible to receive funding. If you need assistance with drawing up an agreement, we can provide you with a sample private-law contract.

6. Are there any cooperation agreements (e.g. internship programmes) currently in effect with business partners or associations?

Note: Businesses and/or associations may be named as partners, but are not eligible to receive DAAD funding.

II. Strategic objectives

1. What are your reasons for choosing the particular foreign university as a strategic partner, or as a partner in a thematic network?
2. What goals do you hope to achieve by expanding the strategic partnership(s), or thematic network?
3. What role does the strategic partnership or thematic network play in the internationalisation strategy of your university?
4. What resources have been set aside for project coordination and management?
5. Where will the project management be anchored at your university, and who will take responsibility for these tasks at the foreign university?
6. Prospects: Where do you see the partnership in five or ten years?

III. Proposed measures (see “*Kurzbeschreibung der Fördermaßnahmen*”)

1. What measures are planned for the entire funding period and why? Please provide detailed descriptions of the proposed measures.
2. What kind of preparation is required for each individual measure? Please provide all relevant dates and deadlines based on your current planning status.
3. Roadmap of measures.

IV. Calculation of expenses

How much funding have you calculated for each funding measure? Please provide a table listing all proposed measures and their estimated expense for the entire funding period (see section III. 1.).

Please note:

When drawing up your calculation, please use the funding rates provided in the “brief description of funding measures” (see www.daad.de/strategische-partnerschaften), if they apply and are already foreseeable.

As this programme is financed by the German Federal Ministry of Education and Research (BMBF), please bear in mind when calculating your expenses that more than half of the funding must be spent on German students and university instructors. Naturally, with its orientation on partnership, this programme can and should support international students and university instructors as well, but only to a lesser degree.

DAAD funding may not be used to pay for permanent staff, infrastructure, hardware, interpreters, catering, decorations, guest presents, postage, telephoning, mainframe usage or similar expenses as these are not eligible for funding.

V. Contribution by the foreign partner university (or universities)

What will the foreign partner university (or universities) contribute to the partnership or thematic network? Please describe the nature of your foreign partner’s contribution (e.g. access to the university’s infrastructure, supervision and coordination, tuition fee waivers, accommodation, mobility support, etc.), substantiated by written agreements (please include copies).

Please note:

We assume that your partners will provide a substantial contribution toward expanding the partnership, e.g. in the areas of mobility, infrastructure, personnel, etc. For short visits abroad (of up to eight days), German participants should deduct their travel expenses from the project funding, while the foreign partner should cover the costs of accommodation. In exceptional, substantiated cases, accommodation may be eligible for funding, if, for example, the foreign university is situated in a developing or emerging country and is unable to pay for accommodation for lack of infrastructure or financial resources.

Similarly, foreign participants should pay for their own travel expenses on short visits (of up to eight days) while the German university should cover the costs of their accommodation. Exceptions can also be made when substantiated.

*We expect that the participating partners offer full tuition fee waivers if possible, or at least 50%. We ask you to **describe the content of your partner’s contribution – not only provide the numerical figures.***

VI. Quality assurance / evaluation

1. Please describe the process with which students and, if applicable, university instructors will be selected for this project (see “*Förderrichtlinien*”).
2. Please include a concept for conducting self-evaluations and quality management (ensuring the quality of instruction, accreditation of joint degree programmes (if applicable), quality assurance for individual measures, e.g. summer schools programmes, guest lectures, etc.).
3. To what extent is the quality assurance representative at your university involved in this project?

VII. Marketing and public relations

What marketing and PR measures are planned at the German and foreign partner universities, and in the public (and professional) sphere to publicise the strategic partnerships or thematic networks (e.g. website, publications, flyers, posters, visits to universities, larger publicly visible events, etc.)?