DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service

International Study and Training Partnerships (ISAP) (2021 – max. 2025)

Programme goals	The German Academic Exchange Service (DAAD) finances the programme "International Study and Training Partnerships (ISAP)" with funding provided by the Federal Ministry of Education and Research (BMBF).

The programme aims to sustainably promote instructor and student exchange and establish international structures at German institutions of higher education. ISAP is targeted at German universities which intend to establish or continue international academic and training partnerships between individual departments/faculties and foreign universities.

On the basis of these university partnerships, the programme funds groups of highly qualified German and international students who wish to complete part of their degree programme at the partner university and receive full recognition of their academic achievement abroad. The aim is to create a solid foundation for long-term mutual exchange by establishing credit-transfer agreements, attractive degree programmes, joint development of curricula, and preparatory and supervisory measures.

Fundable measures

The main focus of funding is to promote the **mobility of students at German universities** (study abroad and foreign internships). This includes the following measures:

- management of the ISAP degree programme
- supervision of the ISAP students
- work meetings at the foreign partner university
- guest lectureships (min. 2 weeks to max. 3 months) at the foreign partner university
- visits by the foreign guest lecturers at the German university (min. 2 weeks to max. 3 months)
- preparatory courses in Germany (e.g. language courses, intercultural preparatory courses, and online preparatory courses)
- public relations measures (e.g. print flyers, social media)
- alumni relations activities (see FAQ list for examples)
- full scholarships to students of German universities
- subsistence and mobility allowances for students from partner universities located in DAC countries

All the measures listed above can be supported by using/developing digital formats (e.g. digital teaching/learning scenarios, virtual exchange formats, and tools for supervising students. For more examples of digital formats, see the FAQ list.).

Fundable expenditures

All expenditures which are necessary and appropriate for carrying out the project (implementation of measures) are fundable. These specifically include:

1. **Personnel expenses for project implementation and management**
   1.1. domestic staff
      - research assistants
      - student assistants
      - other staff

Personnel expenses comprise gross remuneration paid by the employer. Special annual payments are only fundable within the approved funding period and only when expended during this period.

2. Material resources

2.1 Fees

for language teachers or other freelance instructors responsible for preparing students from the German university for their visit abroad and supervising students from the partner university in Germany (e.g. language courses), as well as for implementing digitalisation measures.

Fees paid to staff employed by the funding recipient are not fundable, neither are regularly offered courses nor fees paid to persons collaborating on the project abroad.

The following table serves as orientation for the payment of fees:

Working time	**without** academic qualification (max. rates in euros)	**with** academic qualification (max. rates in euros)
1 hr.	34 – 68	51 – 83
2 hrs.	68 – 117	100 - 166
3 hrs.	117 – 166	151 - 250
4 hrs.	166 - 217	200 - 333
5 hrs.	217 – 267	250 - 416
6 hrs.	267 – 316	300 - 499
7 hrs. +	300 – 367	350 - 566

2.2 Mobility expenses for project staff

vehicle/air travel expenses for the funding recipient's project staff at the partner university in accordance with federal and state travel expense laws (BRKG/LRKG) (business-class flights which are not eligible for funding in accordance with BRKG/LRKG only permitted in justified, exceptional cases)

Non-fundable expenditures include expenses incurred by the funding recipient's project staff during the visit, accommodation and subsistence, or other expenses not directly connected to the trip (e.g. excess baggage fees, travel equipment, tips etc.).

2.3 Accommodation expenses for project staff

Flat-rate subsistence allowance for instructors of the partner university:

- First month
  - 89 euros/day (up to 22 days)
  - 2,000 euros/month (starting on Day 23)
- Following months
  - 2,000 euros/month
  - 67 euros/day for stays short than 1 month

The flat-rate subsistence allowance begins on the first day of the visit. Arrival and departure days are counted as days of the visit. It must be substantiated that the visit took place by providing a participant list filled out by the participants on location or a hotel invoice etc.

2.4 Material resources (domestic)

- room rentals (e.g. meeting rooms for alumni events; no offices)

- print media/publications/advertising and public relations materials (e.g. flyers, brochures, posters, social media)
- external services (e.g. catering for alumni events, hospitality expenses max. 30.68 euros/person, websites)
- other expenses (e.g. software licenses, participation fees for online courses)

3. **Supported persons**
(Please see the attachment "Information on supported persons - scholarship awards")

3.1. Recipients of mobility funding
- mobility scholarships for the funding recipient's scholarship holders
- mobility allowances for students from partner universities located in DAC countries

The mobility allowance is granted starting on the first day of the trip. It must be substantiated that the trip took place by providing a participant list filled out by the participants on location or a boarding pass/railway ticket).

3.2. Recipients of subsistence funding
Funding can be granted in the form of a scholarship/subsistence allowance to students who spend one or two semesters abroad as part of a subject-related university partnership.
- subsistence scholarship for the funding recipient's scholarship holders (see **Attachment 1**)
- **flat-rate insurance allowance** (**35 euros**/month/scholarship holder), listed as a benefit in the scholarship notification letter
- tuition fee scholarship for the funding recipient's scholarship holders (up to 50% of the regular rate for non-domestic students; does not include administrative expenses, semester fees, bench fees etc.)
- flat-rate subsistence allowance for students from partner universities located in DAC countries (see **Attachment 2**)

The subsistence allowance is granted starting on the first day of the visit. It must be substantiated that the visit took place by providing a participant list filled out by the participants on location or a hotel invoice etc.)

Non-fundable expenditures:
Participation in DAAD marketing measures, advertising events, excursions, summer schools, infrastructural expenses (e.g. technical equipment, hardware, teaching materials and furniture), research projects and thesis/dissertation projects.

To **initiate new ISAP projects,** applicants can apply for a special grant to hold **preparatory meetings** at the partner university prior to receiving project funding (www.daad.de/isap/vorbereitungsreisen).

Type of financing	This programme allocates funding as full-financing measures.
Funding period	The funding period is scheduled to begin on 1 August 2021 at the earliest and end on 31 August 2023 (or 31 August 2025 for four-year funding packages) at the latest. New projects (first application) initially receive funding for two academic years (2021/2022 and 2022/2023) which, upon successful completion, can be extended by another two years (with approval of the subsequent application).

	Afterwards the applicant can apply for another four years of subsequent funding (2021/2022 to 2024/2025), i.e. 2+2+4+4 etc.
Funding amount	Personnel expenses, fees and material resources (domestic) are limited to a <u>total</u> of 7,500 euros/academic year.
Disciplines	This programme is open to all disciplines and subject areas.
Target group	Students of bachelor's and master's degree programmes, researchers and professors
Eligibility	Public and state-accredited German universities are eligible to apply for funding. <u>Not eligible to apply:</u> - university partnerships with countries which participate in the Erasmus programme (as other EU mobility programmes work to achieve similar goals) - dual-degree projects (which are exclusively funded through the DAAD programme "Integrated International Degree Programmes with Double Degrees")
Application	The funding application must be submitted in full and on time via the DAAD online portal (www.mydaad.de). Subsequent applications should be submitted via the DAAD portal under the menu heading "Submit subsequent application".
Application requirements	The responsible coordinator for the proposed ISAP project must be a professor at the applying German institution. If several partner universities collaborate on multiple projects in a single degree programme, separate applications must be submitted for each partner. A maximum of three projects per degree programme may receive funding at any one time.

Selection-relevant application documents
- project application (on DAAD portal)
- financing plan (on the DAAD portal)
- project description
  (attachment type: Project description)
- endorsement of the application by the university executive board
  (attachment type: Programme-specific attachments)
- jointly signed and dated cooperation agreement (i.e. less than 10 years old at time of funding), or for first-time applications, a letter of intent (jointly signed and dated)
  (attachment type: Contracts/Agreements)
- signed confirmation by the examination board
  (attachment type: Programme-specific attachments)
- for subsequent applications: most recent progress report
  (attachment type: Programme-specific attachments)
- for subsequent applications: transcripts of the German scholarship recipients and the students of the partner university (incoming), or an informal statement explaining why transcripts could not be submitted
  (attachment type: Programme-specific attachments)

The selection-relevant documents listed above must be designated according to the attachment type and submitted before the application deadline.

Following the application deadline, the DAAD will neither request missing documents nor consider documents submitted or changes made at a later time, including revisions to the financing plan. Incomplete applications will be excluded from the selection process.

Please consult the attachment "Information on supported persons - scholarship awards" and the FAQ list before submitting your application.

<u>Please note:</u>
We ask you to refrain from submitting unsolicited documents, such as module handbooks, brochures, flyers, articles etc. Please do not submit read-only or password-protected documents.

Additional requirements

To be eligible for funding through the ISAP programme, project proposals must meet the following **conditions**:

- valid and current (no older than ten years) **programme- and subject-related ISAP cooperation agreement** or for ISAP projects in the introductory phase, letter of intent issued by the German and foreign partner institutions (official statement <u>signed by both project partners</u>) which must contain the following minimum requirements:
    - agreement on **tuition fees** (ideally a waiver of tuition fees altogether; must guarantee at least a 50% reduction). If tuition fees are generally not charged in the partner country, confirmation of this fact must be provided.
    - confirmation of the **number of ISAP-funded exchange students** (at least three students per cohort) for the corresponding funding period
- recognisable **reciprocal subject-related measures** to achieve a balanced number of exchange students at both institutions in the medium term. In the case of a temporary disparity in student numbers, the applicant must describe how reciprocity can be ensured through other suitable measures (e.g. summer schools).
- confirmation by the examinations board that all **required coursework and degree-relevant examinations** abroad will be recognised; agreement on credit transfer procedure
- course load of approx. **30 ECTS per semester** or approx. 60 ECTS per academic year (justification must be given for course loads less than 30 ECTS)
- description of the (intended) effects on the international structure of the applying university
- conclusion of learning agreements
- students are enrolled at both home and host countries' respective universities
- students receive (subject-specific) language preparation to ensure that they have sufficient knowledge of the language of instruction and basic knowledge of the native language (if different from the language of instruction)
- students have completed at least two semesters of undergraduate study prior to commencing their foreign study visit
- students possess above-average academic qualification (top 25th percentile)

Application deadline   The application deadline is **15 October 2020**.

Selection process	**Selection of applications for project funding**

The DAAD appoints a selection committee of external experts to review and select the funding applications.

Selection criteria

In addition to fulfilling the goals of the programme and the application requirements, applications are evaluated on the basis of the following selection criteria:
- academic quality and reputation of the foreign partner university
- quality of the curriculum
- added academic, interdisciplinary and intercultural benefit of the degree programme and, if applicable, its professionally qualifying orientation
- suitable conditions for implementing the degree programme (language preparation, selection and supervision of students etc.)
- subject-related reciprocity of student exchange
- programme's contribution toward establishing and expanding international structures at the university
- for subsequent applications: progress report substantiating the progress achieved to date

Scholarship selection process	**Selection of scholarship recipients**

Scholarship recipients are selected by a selection committee appointed by the funding beneficiary.

The selection process must be described in detail in the project description.

The following details should be specified (also see the attachment "Information on supported persons - scholarship awards"):
- announcement of the offered scholarship
- composition of the selection committee (e.g. funding beneficiary, number of committee members)
- selection criteria (e.g. selection of best applicants, academic or personal aptitude etc.)
- scholarship award procedure
  - ➢ by scholarship agreement (e.g. "scholarship notification" and "confirmation of acceptance" with concrete designation of the scholarship benefits and their corresponding amounts (e.g. subsistence and mobility scholarships))
  - ➢ issue of a scholarship certificate (in this case: mention of the DAAD and BMBF)

Contact	Deutscher Akademischer Austauschdienst German Academic Exchange Service P41 – Internationalisation of Teaching Kennedyallee 50 53175 Bonn

Head of section:
Tabea Kaiser

Senior desk officer/team leader:
Petra Bercik, tel.: +49 228 882-457, email: bercik<at>daad.de

Contact: (assigned by the name of the German university city)
- **Universities A-B**
  Hannelore Labitoria, tel.: +49 228 882-244, email: labitoria<at>daad.de
- **Universities C-J**
  Michael Stammen, tel.: +49 228 882-279, email: stammen<at>daad.de
- **Universities K-Z**

DAAD

Katharina Klein, tel.: +49 228 882-452, email: k.klein<at>daad.de

www.daad.de/isap

Attachments for applications / funding conditions	1. Funding rates for students at German universities 2. Funding rates for students from DAC countries + Russian Federation 3. List of developing and emerging countries (DAC countries)
Important information and form templates	• Information on mobility for persons with a disability or chronic illness • Project description • Endorsement of the project application by the university executive board • Information on supported persons - scholarship awards • Instructions for drawing up a financing plan • FAQs on the call for applications and application procedures

Financed by:

Bundesministerium
für Bildung
und Forschung