

International Study and Training Partnerships (ISAP) (2022 – max. 2026)

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 for carrying out the project (implementation of measures) are fundable. These specifically include:

Personnel expenses for project implementation and management

- domestic staff:
- academic 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.

Material resources

- Fees
for external 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 external staff tasked with implementing digitalisation measures.

Non-fundable expenditures include fees paid to staff employed by the funding recipient, regularly offered courses and wages paid to persons collaborating on the project abroad.

Table 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

- Mobility expenses for project staff
vehicle/air travel expenses for the funding recipient's project staff at the partner university can be requested and claimed in accordance with federal and state travel expense laws (BRKG/LRKG); applies only to economy-class flights and second-class train fares. Business-class flights are only permitted in justified, exceptional cases.

Please note:

Non-fundable expenditures include expenses for accommodation and subsistence.

- Material resources (domestic)
 - room rentals (e.g. meeting rooms for alumni events; no offices maintained by the funding recipient or partner university)
 - 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)

Supported persons

(See “**Information on supported persons - scholarship awards**”)

- Recipients of mobility funding
 - **mobility scholarship** for the funding recipient's scholarship holders (see **Attachment 1**)
 - The mobility scholarship should be specified as a benefit in the scholarship agreement or scholarship notification.

- **flat-rate mobility allowances** for students from partner universities located in DAC countries (see **Attachment 2**)
 - The flat-rate mobility allowance is granted starting on the first day of the trip and is substantiated by one of the participant's signatures on the participant list (or alternatively with a boarding pass/railway ticket). The flat-rate mobility allowance applies to all costs incurred in connection to the trip (in addition to vehicle/air travel, also fees for visas, vaccinations, excess luggage, luggage insurance etc.).
- Recipients of subsistence funding

Funding can be granted in the form of a subsistence scholarship/flat-rate 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 from the German university)
 - **tuition fees** 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.)
 - The subsistence scholarship, flat-rate insurance allowance and tuition fees should be specified as benefits in the scholarship agreement or scholarship notification.
 - **flat-rate subsistence allowance** for students from partner universities located in DAC countries (see **Attachment 2**)
 - **flat-rate subsistence allowance** for instructors of the partner university for visits lasting a min. of 14 days and max. of 3 months:
 - In the first month
 - 89 euros/day (up to 22 days)
 - 2,000 euros/month (starting on Day 23)
 - In the following months
 - 67 euros/day for stays short than 1 month
 - 2,000 euros/month
 - The flat-rate subsistence allowance is granted starting on the first day of the visit and is substantiated by one of the participant's signatures on the participant list (or alternatively a hotel invoice etc.). The flat-rate subsistence allowance applies to all accommodation- and subsistence-related expenditures, including health, accident and liability insurance fees.

The days of arrival and departure are counted as fundable days.

Please note:

Non-fundable expenditures include costs resulting in participation in DAAD marketing measures, advertising events, excursions (except when related to alumni measures), summer schools, infrastructural expenses (e.g. technical equipment, hardware, teaching materials, rental fees for university rooms 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	<p>The funding period begins on 1 August 2022 at the earliest and ends on 31 August 2024 (or 31 August 2026 for four-year funding packages) at the latest.</p> <p>New projects (first application) initially receive funding for two academic years (2022/2023 and 2023/2024) which, upon successful completion, can be extended by another two years (with approval of the subsequent application).</p> <p>Afterwards the applicant can apply for another four years of subsequent funding (2022/2023 to 2025/2026), i.e. 2+2+4+4 etc.</p>
Funding amount	A maximum amount of DAAD funding is not specified for this programme. However, personnel expenses, fees and material resources (domestic) are limited to a <u>maximum</u> of 7,500 euros/funding 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	<p>Public and state-accredited German universities are eligible to apply for funding.</p> <p><u>Not eligible to apply:</u></p> <ul style="list-style-type: none"> - 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” – www.daad.de/doppelabschluss)
Application	<p>The funding application must be submitted in full and on time via the DAAD online portal (www.mydaad.de).</p> <p>Subsequent applications should be submitted via the DAAD portal under the menu headings “Project overview” and “Submit subsequent application”.</p>
Application requirements	<p>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.</p> <p><u>Selection-relevant application documents</u></p> <ul style="list-style-type: none"> • 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 scholarship holders of the funding recipient 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 note:

Before submitting your application, please consult the “**Information on supported persons - scholarship awards**” and the **FAQ** list.

We ask you to refrain from submitting unsolicited documents, e.g. a brief description of the project, module handbooks, brochures, flyers, articles etc. Please do not submit read-only or password-protected documents.

Additional requirements

- valid **programme- and subject-related ISAP cooperation agreement** (no older than ten years), or for ISAP projects in the introductory phase, letter of intent issued by the German and foreign partner institutions (official statement signed by both project partners) 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 2021**.

Selection process

Selection of applications for project funding

Funding decisions are made by the DAAD on the basis of an assessment by a DAAD-appointed selection committee of external experts.

Selection criteria

- extent to which the project corresponds to the programme goals and the project measures correspond to the project goals
- credit transfer agreements
- academic quality and reputation of the foreign partner university
- structure and topicality of the curriculum
- added academic, interdisciplinary and intercultural benefit of the study 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; in case of temporary disparity, possible countermeasures which can be taken
- subject-related, mutual exchange of instructors
- study programme's contribution toward establishing and expanding international structures at the German university
- for subsequent applications only: progress report (and if available, results of an evaluation)

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 (also see the **"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)

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www.daad.de/isap**Attachments for applications**

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

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