



## FUNDING PROGRAMME

# International Study and Training Partnerships (ISAP) from WS 2024/25 to max. 2027/28

## PROGRAMME GOALS

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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).

Funding is granted to develop, expand and maintain study and training partnerships between a German institution of higher education and an international partner university. Partnerships with the Russian Federation and Belarus are excluded.

The goals of the programme are:

1. to enable individual faculties to establish or continue international study and training partnerships with the international partner universities (e.g. through the exchange of instructors),
2. to support 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,
3. to establish credit-transfer agreements, offer attractive degree programmes and develop joint curricula as a basis for long-term, mutual exchange.

The programme promotes the internationalisation of German universities in the long term, and in so doing, contributes to creating productive and cosmopolitan institutions of higher education.

### Environmental sustainability

The DAAD is committed to further reducing its carbon footprint in connection to its operations performed as an organisation and funding provider. In all of its project funding activities, it strives to plan and administer programmes in a resource-, climate- and environmentally-friendly manner. This applies particularly to mobility/travel but can – depending on the type and scope of the project – apply to procurement and allocation, event management and/or marketing and public relations activities. (Information on sustainability is voluntary and does not yet play a role in the selection process.)

## FUNDABLE MEASURES/ACTIVITIES

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The fundable measures/activities include:

- supervision of the ISAP degree programme (e.g. by project staff)
- supervision of ISAP students (e.g. by project staff)
- work meetings at the international partner university
- guest lectureships at the international partner university (as a rule, min. of 2 weeks to max. 3 months)

- 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, in-person or online intercultural preparatory courses)
- public relations measures (e.g. printed flyers, social media, information events etc.)
- alumni relations activities (see FAQ list for examples)
- full scholarships to students of German universities
- subsistence and mobility allowances for students from partner universities in DAC countries

Please note:

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

**FUNDABLE EXPENDITURES**

**3**

**Personnel expenses for project implementation and management**

**PROJECT PERSONNEL (DOMESTIC)**

- academic staff
- research assistants
- student assistants
- other personnel

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.

If employing student assistants for project-related administrative duties would cause problems, these expenses can be designated as remuneration for TV-L employees (max. E8) in the application.

**Material resources**

**FEES** (not for one's own personnel)

- for external language instructors or visiting lecturers to prepare students at the German university for a stay abroad
- to supervise students from the partner university while in Germany (e.g. language courses)
- fees for implementing digitalisation projects

Table of fees (for orientation)

Working time	<b>without</b> academic qualification	<b>with</b> academic qualification
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. or more	300 – 367	350 – 566

**Please note:** Expenditures for fees paid to staff employed by the funding recipient and persons collaborating on the project abroad, and for courses offered on a regular basis are **non-fundable**.

Funding can be requested and claimed to cover vehicle/air travel and accommodation expenses of freelance staff in addition to their regular fees in accordance with the principles of efficiency and economy.

#### MOBILITY EXPENSES FOR PROJECT PERSONNEL

Funding can be requested and claimed to cover vehicle/air travel expenses in accordance with the federal and state travel expense laws (BRKG/LRKG), but only pertains to second-class train fares and economy-class flights.

**Please note:** Expenditures for accommodation and subsistence are **non-fundable**.

#### MATERIAL RESOURCES DOMESTIC/FOREIGN

- room rentals (e.g. rental fees for event rooms, does not include offices of the funding recipient or the partner university)
- print media/publications/advertising and public relations materials (e.g. flyers, brochures, posters, social media)
- external services (e.g. catering for project-specific events (max. 30.68 EUR/person), no catering or restaurant visits for work meetings), IT services
- other expenses (e.g. software licenses, participation fees for online courses)

#### Supported persons

##### RECIPIENTS OF MOBILITY FUNDING

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

- Mobility scholarships  
for the funding recipient’s scholarship holders (see **Attachment 1**)
  - The mobility scholarship should be designated as a benefit in the scholarship agreement.
- Fixed mobility allowances  
for travel between the host country and Germany for students enrolled at international partner universities in DAC countries (see **Attachment 2**)
  - The fixed mobility allowance is granted starting on the first day of the trip and is substantiated by the signature of one of the participants on the list. The fixed 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

- Subsistence scholarships for the funding recipient's scholarship holders (see **Attachment 1**)
  - › fixed insurance allowance (35 EUR/month/funding recipient's scholarship holder)
  - › 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, fixed insurance allowance and tuition fees should be designated as benefits in the scholarship agreement.
  
- Fixed subsistence allowances
  - › for students from the international partner universities in DAC countries (see **Attachment 2+3**)
  - › for instructors from the international partner university for visits usually lasting at least 14 days to a max. 3 months:
    - for stays lasting up to 22 days: 89 EUR/day and starting on day 23, the fixed full-month allowance (2,000 EUR)
    - for stays lasting several months: 2,000 EUR/month
    - in the last partial month of the stay: 67 EUR/day, calculated exactly to the day.
  - › The fixed subsistence allowance is granted starting on the first day of the visit and is substantiated by the signature of one of the participants on the list. The fixed subsistence allowance applies to all accommodation- and subsistence-related expenditures, including health, accident and liability insurance premiums. Arrival and departure days are counted as days of the visit.

**Please note:** Expenditures for costs incurred as a result of participating in DAAD marketing measures and 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 final theses are **non-fundable**.

In order to initiate **new ISAP projects**, applicants may apply for a special grant to hold **preparatory meetings** at the partner university prior to receiving project funding ([www.daad.de/isap/vorbereitungsreisen](http://www.daad.de/isap/vorbereitungsreisen)).

### TYPE OF FINANCING

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This programme allocates funding as full-financing measures.

### FUNDING PERIOD

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The funding period begins on 1 August 2024 at the earliest and ends after two or (at the latest) four funding years.

Projects which are already receiving a two-year funding package may apply for an additional two years of subsequent funding. If a project has already received two-year funding packages twice in a row, applicants may apply for four years of subsequent funding thereafter (i.e. 2+2+4+4 etc.).

## FUNDING AMOUNT

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The DAAD has set no cap to the funding amount which can be awarded. However, personnel expenses, fees and material resources (domestic) are limited to a maximum of 7,500 EUR/funding year.

## DISCIPLINES

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This programme is open to all disciplines and subject areas.

## TARGET GROUP

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Bachelor's students, master's students, researchers and professors

## ELIGIBILITY

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Public and state-accredited German universities are eligible to apply for funding.

### Not eligible to apply:

- 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](http://www.daad.de/doppelabschluss))

## APPLICATION

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### Please note:

In response to Russia's attack on Ukraine, the DAAD has suspended all institutional forms of cooperation with partners in the Russian Federation and Belarus until further notice. Consequently, applications for project funding with partner institutions in the Russian Federal and Belarus cannot be accepted at this time.

The funding application must be submitted in full and on time via the DAAD online portal ([www.mydaad.de](http://www.mydaad.de)).

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 one 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.

Subsequent applications should be submitted via the DAAD portal under the menu headings “Project overview” and “Submit subsequent application”.

### **Selection-relevant application documents**

- project application (on the DAAD portal)
- financing plan (on the DAAD portal)
- project description, see form template (attachment type: Project description)
- jointly signed and dated cooperation agreement between the participating universities (less than 10 years old at time of funding), or letter of intent for ISAP projects in the early phase (attachment type: Contracts/Agreements)
- signed confirmation by the examination board (attachment type: Programme-specific attachments)
- endorsement by the university executive board, see form templates (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)

After the application deadline, it is no longer possible to modify the financing plan or project description, nor submit missing or revised documents for consideration. Incomplete applications will be excluded from the selection process.

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

#### **Please note:**

Please read the attachment “**Information on supported persons - Scholarship awards**” and the **FAQs** before submitting your application.

We ask you to refrain from submitting unsolicited documents, e.g. brief description of the project, module handbooks, brochures, flyers, articles etc.

Please do not submit read-only or password-protected documents.

### **Additional application requirements**

- valid **programme- and subject-related ISAP cooperation agreement** (no older than ten years) between the German and foreign partner institution (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 by the partner university.

- confirmation of the **number of ISAP-funded exchange students** (at least three 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 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 or 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 at the respective university)

## APPLICATION DEADLINE

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The application deadline is 16 October 2023.

## SELECTION PROCESS

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### Selection of applications for project funding

Funding applications are selected by a DAAD-appointed selection committee.

#### SELECTION CRITERIA

- (1) correlation between the project and the programme goals and how well the project measures correspond to the project goals
- (2) credit transfer agreements
- (3) suitability of the subject-related profile of the foreign partner university
- (4) structure and topicality of the curriculum
- (5) added academic, interdisciplinary and intercultural benefit of the degree programme and, if applicable, its professionally qualifying orientation

- (6) suitable conditions for implementing the degree programme (language preparation, selection and supervision of students)
- (7) subject-related reciprocity of student exchange; in case of temporary disparity specify possible countermeasures which can be taken
- (8) subject-related, mutual exchange of instructors
- (9) programme's contribution toward establishing and expanding international structures at the German university
- (10) for subsequent applications: progress report (and if available, results of an evaluation)

## SCHOLARSHIP SELECTION PROCESS

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### Selection of scholarship recipients

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

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

- public announcement of the offered scholarship
- composition of the selection committee (e.g. funding recipient, number of committee members)
- selection criteria (e.g. selection of best applicants, academic or personal aptitude)
- scholarship award procedure
  - as stipulated in the scholarship agreement (e.g. “scholarship notification” and “confirmation of acceptance”)
  - issue of a scholarship certificate (in this case: mention of the DAAD, the funding provider, concrete designation of the scholarship benefits and their corresponding amounts (e.g. subsistence and mobility scholarships, tuition fee allowance))

## ATTACHMENTS

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1. Overview of the funding rates for students at German universities
2. Funding rates for students from DAC countries
3. List of developing and emerging countries (DAC countries)

## FORM TEMPLATES

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- Project description
- Endorsement by the university executive board

## IMPORTANT INFORMATION

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- Information on mobility for persons with a disability or chronic illness
- Information on supported persons– scholarship awards
- Instructions for drawing up a financing plan
- FAQs on the call for applications and application procedures
- Application checklist



## CONTACT

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