



PURPOSE AND GOAL

FUNDING GUIDELINES

**International Study and Training Partnerships (ISAP)
(from 2025 to max. 2029)**

1

The German Academic Exchange Service (DAAD) finances the funding programme “International Study and Training Partnerships (ISAP)” with funds 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.

The goals of the funding programme are:

- 1: Enable individual departments/faculties to establish or continue international study and training partnerships with the international partner universities (e.g. through the exchange of instructors)
- 2: Lend support to cohorts 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: 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 so doing, contributes to creating productive and cosmopolitan institutions of higher education.

Environmental sustainability

The DAAD is committed to further reducing its carbon footprint generated as a result of its operations 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. For more information, please read our [info sheet](#) on DAAD-funded, climate-friendly international university partnerships.

Diversity

As outlined in the Diversity Agenda, the DAAD regards diversity, equal opportunity and inclusion as important cross-sectional goals for international academic exchange. The project funding activities of the DAAD aim to offer talented individuals the chance to integrate their diverse backgrounds and perspectives. Applicants should take this cross-sectional objective into account when planning and implementing their projects. Additional funding can be

requested for persons with a disability or chronic illness (see “Information on mobility for persons with a disability or chronic illness”). For more information, please read our [info sheet](#) on diversity and equal opportunity in DAAD-funded projects.

FUNDABLE MEASURES

2

Fundable measures include:

- supervision and coordination 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 for instructors from the German university (as a rule, min. of 2 weeks to max. 3 months in duration)
- guest lectureships at the German university for instructors from the international partner university (as a rule, min. of 2 weeks to max. 3 months in duration)
- preparatory courses in Germany (e.g. language courses, in-person or online intercultural preparatory courses)
- public relations measures (e.g. social media activities, image films, information/advertising events, brochures)
- alumni relations activities (see FAQs for examples)
- full scholarships to students from the German university
- residence and mobility allowances in Germany for students from partner universities in DAC countries

Please note:

All the measures listed above 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

Funding can cover all expenditures which are necessary for carrying out the project (implementation of measures). These specifically include:

Personnel expenses for project implementation and management

PROJECT PERSONNEL (DOMESTIC)

- academic staff
- research assistants
- student assistants
- other personnel (e.g. administrative staff of the International Office)

Personnel expenses comprise gross remuneration paid by the employer. Special annual payments mandated by collective agreements are only fundable within the approved funding period and only when expended during this period. Other individual and one-time payments as per collective agreement are

only fundable if the DAAD has issued a ruling and provided information to that effect.

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)
- for external staff to implement digitalisation projects.

Table of fees (for orientation)

Working time	without academic qualification	with 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

Funding may also be requested and claimed to cover mobility and accommodation expenses, if applicable, in accordance with the principles of efficiency and economy. These expenditures, which are not directly related to the fee-based service, should be included in the fee agreement.

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

MOBILITY EXPENSES FOR PROJECT STAFF

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

Please note: Non-fundable expenditures include expenses for accommodation and subsistence, or other expenses not directly related to the trip (e.g. excess baggage fees, travel equipment, tips etc.).

MATERIAL RESOURCES (DOMESTIC)

- consumable goods (e.g. office materials)
- room rental (e.g. rental fees for event rooms)
- print/publications/advertising and public relations materials (e.g. social media, image films, information/advertising events, flyers, brochures, posters)

- external services (e.g. catering only for alumni-related functions or information/advertising events (max. 30.68 euros/person), IT services)
- other expenses (e.g. software licenses, participation fees for online courses)

Please note: Non-fundable expenditures include rental fees for offices used by the funding recipient or the partner university, catering/restaurant expenses incurred in connection to work meetings, expenditures incurred in connection to DAAD marketing measures, advertising events at the partner university, excursions (except in connection to alumni relations measures), summer schools, infrastructural expenses (e.g. technical equipment, hardware, teaching materials and furniture).

Supported persons

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

RECIPIENTS OF MOBILITY FUNDING

- 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 students from the international partner university in DAC countries (see **Attachments 2+3**)
 - › The fixed 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, to be submitted in the form of an (interim) proof of expenditure to the DAAD upon request. 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).

RESIDENCE FUNDING RECIPIENTS

- Residence scholarships
for the funding recipient’s scholarship holders (see **Attachment 1**)
- fixed insurance allowance
for the funding recipient’s scholarship holders (**35 euros/month**)
- Tuition fees
for the funding recipient’s scholarship holders (up to 50% of the regular rate for non-domestic students)
 - › The residence scholarship, fixed insurance allowance and tuition fees should be designated as benefits in the scholarship agreement.
- Fixed residence allowances
 - › for students from the international partner university in DAC countries (see **Attachments 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 euros/day
 - starting on day 23: 2,000 euros/month
 - for stays lasting several months: 2,000 euros/month
 - in the last partial month of the stay: 67 euros/day, calculated exactly to the day.
- › The fixed residence 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, to be submitted in the form of an (interim) proof of expenditure to the DAAD upon request. The fixed residence allowance applies to all accommodation- and subsistence-related expenditures, including health, accident and liability insurance fees. Arrival and departure days are counted as one full day each.

Please note: Non-fundable expenditures include mobility- and residence-related expenses for summer schools, research projects, final theses, administrative expenses, semester fees, bench fees etc.).

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).

TYPE OF FINANCING

4

This programme awards funding as full-financing measures.

FUNDING PERIOD

5

As a rule, the funding period begins on 1 August 2025 at the earliest and ends after two or (at most) 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

6

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 euros/funding year.

DISCIPLINES

7

All disciplines involved in university partnerships in all countries are eligible for funding with the exception of [countries participating in the Erasmus programme](#) (as the EU mobility programmes work to achieve similar goals).

TARGET GROUP

8

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

ELIGIBILITY

9

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 the 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

10

Please note:

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

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.

The funding application must be submitted in full and on time via the DAAD online portal (www.mydaad.de). We also ask you to submit the following documents under the menu heading "Attachments":

- 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 first-time applications (attachment type: Contracts/Agreements)
- signed confirmation by the examination board (attachment type: Programme-specific attachments)
- endorsement by the university executive board, see **form template** (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)

Subsequent applications should be submitted via the DAAD portal under the menu heading “Submit subsequent application” for already approved projects.

Following the application deadline, applicants are no longer permitted 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.

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 university (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**
- **student enrolment** at both home or host countries’ respective university

- (subject-specific) **language preparation** to ensure that students have sufficient knowledge of the language of instruction and basic knowledge of the native language (if different from the language of instruction)
- at least two semesters of undergraduate study prior to commencing their foreign study visit
- above-average academic qualification (top 25th percentile at the respective home university)

APPLICATION DEADLINE

11

The application deadline is 16 October 2024.

SELECTION PROCESS

12

Selection of applications for project funding

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

SELECTION CRITERIA

- (1) subject-relevant quality of the project with respect to achieving the project and programme objectives (weighted: 70 %)
- (2) quality and stringency of the project planning (weighted: 15 %)
- (3) effects of the project on individual target groups and target areas beyond the project funding period (weighted: 5 %)
- (4) focus on diversity (weighted: 5 %)
- (5) focus on climate-friendly project organisation (weighted: 5 %)

SCHOLARSHIP SELECTION PROCESS

13

Selection of scholarship recipients

A selection committee appointed by the funding beneficiary is responsible for awarding scholarships.

- public announcement of the offered scholarship
- composition of the selection committee (funding beneficiary, number of committee members)
- selection criteria (e.g. selection of best applicants, academic or personal aptitude)
- scholarship award procedure
 - › by scholarship agreement (“confirmation of acceptance” with concrete designation of the scholarship benefits and their corresponding amounts (e.g. residence and mobility allowances))
 - › issue of a scholarship certificate (in this case: mention of the DAAD and BMBF)

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

ATTACHMENTS

14

1. 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

15

- Project description
- Endorsement by the university executive board

IMPORTANT INFORMATION (IN GERMAN ONLY)

16

- Information on “Mobility for persons with a disability or chronic illness”
- Info sheet “Climate-friendly implementation of DAAD-funded international higher education partnerships”
- Info sheet “Diversity and equal opportunity in DAAD-funded projects”
- 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

17

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

HEAD OF SECTION:
Ursula Hardenbicker

SENIOR DESK OFFICER/TEAM LEADER:
Lara Ensenbach
Tel: +49 228 / 882-457
Email: ensenbach@daad.de

Contacts (assigned alphabetically by the name of the German university city):

UNIVERSITY LOCATIONS B-J
Michael Stammen
Tel: +49 228 / 882-279
Email: stammen@daad.de



UNIVERSITY LOCATIONS A+K-Z

Gergana Pancheva

Tel: +49 228 / 882-452

Email: pancheva@daad.de

www.daad.de/isap

FINANCED BY:

18



Bundesministerium
für Bildung
und Forschung