



**‘FÖRDERRAHMEN’**

**Internationalisation of Universities of Applied Sciences (UAS)**

**‘UAS.International’ – Short-term Activities 2025**

**PURPOSE AND OBJECTIVE**

**1**

The German Academic Exchange Service (Deutscher Akademischer Austauschdienst – DAAD) finances the ‘Internationalisation of Universities of Applied Sciences (UAS)’ funding programme with finance provided by the Federal Ministry of Education and Research (BMBF). The programme is referred to as ‘UAS.International’ for short.

Via this programme, the DAAD seeks to advance the internationalisation of universities of applied sciences (UAS) in a broad and structural manner. The process of internationalisation should be strategically enshrined and sustainably implemented at all levels of higher education and across all groups: including students, teaching staff, researchers and administrative staff.

The Short-term Activities programme line aims to establish and maintain cross-disciplinary strategic partnerships and sustainable networks in teaching, research, practice and knowledge transfer involving partners from the areas of science, academia and practice in Germany and abroad. New joint activities with partners and the development of concepts, products and processes are intended to enable the intensification of partnerships.

These projects should over time contribute to raising the higher education institution's strategic profile, the expansion of internationalisation structures and improvement of the underlying conditions at the UAS in line with the superordinate programme objectives of UAS-International. There must therefore during submission of an application be a portrayal of how the project will support strategic partnerships and how the developed concepts will be implemented in the future to benefit as many people as possible at the higher education institution.

This programme line is offered in addition to the funding of three-year projects and is also intended to contribute to the long-term establishment and maintenance of strategic partnerships and networks.

The funding programme objectives are:

- 1: Networks and strategic partnerships between UAS and German and foreign partners from the areas of teaching, research, practical applications and knowledge transfer have been initiated, intensified and established.
- 2: Implementation of the developed concepts and/or (knowledge-based) products relating to teaching, research and/or HEI management has been initiated.

3: International and internationalisation skills have been established within administration, research and teaching at the UAS.

Please refer to the impact model outlined in the Guide to Results-oriented Monitoring (see **Attachment 1**) for details of the funding logic, results (outputs), programme objectives (outcomes) and long-term impacts of the funding programme.

It is not necessary to specify project goals for each programme objective. Albeit at least one project objective must be specified in relation to programme objective 1.

Please refer to **Attachment 1** for information about impact-oriented project planning.

### **Environmental sustainability**

The DAAD has set itself the target of further reducing its environmental footprint as an organisation and funding provider. In the context of project funding, efforts should be made to plan and realise all projects in a way that preserves resources and protects the climate and the environment. This particularly applies to mobility/travel. Depending on the type and scope of the project, it may also affect procurement and contract tendering, event management, or marketing and public relations work.

### **Diversity**

In our Diversity Agenda, the DAAD has identified diversity, equality and inclusion as important horizontal objectives for international academic exchange. Through our project funding, talented people should get the opportunity to contribute their diversity and differing perspectives. These overarching goals must be considered when planning and delivering projects. People with disabilities or chronic illnesses can receive additional funding. For information on this, please see the ‘Information on mobility with disability or chronic illness’ information sheet.

## **ELIGIBLE MEASURES**

### **2**

Eligible measures are:

- Conception and implementation of events relating to networking with partners from practice, academia and science, such as
  - › Cooperative (digital) courses (including summer schools)
  - › Conferences and symposia
  - › International higher education days
  - › Exhibitions
- Stays in Germany and the partner countries by
  - › Students and doctoral candidates
  - › Lecturers
  - › Practice partners (e.g. short stays for lectures, consultation, networking)

- › Administrative staff (e.g. internships at partner universities abroad)
- › Alumni
- Development of concepts, products and / processes, such as for
  - › Implementation of cooperative courses and curricula development
  - › Adjustment of administrative processes relating to internationalisation (including coordinated digitised recognition procedures, transparent module catalogues, student data exchange, development of common standards in study and teaching)
- Conception and implementation of continuing and further education events involving partners from academia, science and practice

## EXPENDITURE ELIGIBLE FOR FUNDING

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All expenditure that is required for project implementation (realisation of the activities) is eligible for funding. This includes in particular:

### Personnel resources for project implementation and support

#### PERSONNEL IN GERMANY

- Research associates

Note:

This also includes assistant lecturers (visiting academics), provided that an employment relationship is formed with them.

- Research assistants
- Student assistants
- Other personnel (e.g. administrative personnel of the International Office)

Personnel expenditure comprises the gross salary paid by the employer. Annual bonus payments according to the pay scale are only eligible for funding during the approval period and only insofar as the payment date is within this period. Any other one-off payments based on individual contracts or the pay scale are only eligible for funding if corresponding arrangements are made and communicated by the DAAD.

### Material expenditure

#### FEES (not for internal staff)

- In relation to external staff (e.g. consultation, presentation, holding workshops, translations, interpreting and teaching substitutes) on an appropriate scale; suitability must be documented in the form of an award notice (three quotes must be obtained for any orders with a net value of EUR 1,000 and over).
- In relation to local staff (in the partner country) relating to comparable activities at the customary local rates.

Additional expenditure relating to mobility and accommodation, where applicable, can be submitted and claimed in line with the principles of economic efficiency and frugality. Such expenditure that is not directly linked to the fee-

based service must be specified in the service contract. Compensation is only available for economy class flights.

#### MOBILITY OF PROJECT PERSONNEL

Expenditure relating to travel/flights can be submitted and claimed according to the applicable laws (BRKG/LRKG). Compensation is only available for economy class flights.

#### Stays OF PROJECT STAFF

Expenditure relating to the stay (accommodation and meals) can be submitted and claimed according to BRKG/ LRKG.

#### MATERIAL EXPENDITURE IN GERMANY/OUTSIDE GERMANY

- Consumables (e.g. test tubes, paper)
- Assets (e.g. computers, beamers, laboratory equipment)
- Rent (e.g. for conference venues)  
Funding for room rent is only available for external venues (outside the funded higher education institution and the project partners' premises).
- Printing/publications/advertising and public relations work (e.g. flyers, brochures, posters, academic publications)
- External services (such as catering, transport, repair services, IT services)
- Other expenses (e.g. teaching and learning materials, additional health insurance, participation fees)

#### Funded individuals

##### MOBILITY OF FUNDED INDIVIDUALS

- Mobility allowances (travel between Germany and the destination country and vice-versa) (not for staff members of the grant recipient, please refer to the section 'Material Resources – Mobility of project personnel')
  - › In relation to participation in events and short-term activities in Germany or the destination country, a mobility allowance can be applied for and is available once per individual (see **Attachment 2**).
  - › This mobility allowance originates with the first day of the trip and must be evidenced by means of a participant list signed by the participants. The mobility allowance covers all expenditure in connection with the trip (including travel and flights as well as expenditure relating to visas, vaccinations, excess luggage, luggage insurance, and so on).
- Mobility within Germany  
Participants in events and short-term activities can claim expenditure relating to flights and travel within Germany in line with the principles of economic efficiency and frugality.

##### Stays of funded individuals

- Residence allowances

- › The following residence allowances are available and can be applied for by individuals from practice partners or partner higher education institutions taking part in events or short-term activities in Germany:

Status	Daily rate up to day 22  (EUR)	Monthly rate from day 23  (EUR)	Daily rate in the last month of a multi-month stay (EUR)
Students and graduates	45	992	33
Doctoral candidates	58	1300	43
Postdocs	89	2000	67
Senior academics, scientists and researchers	96	2150	72
Professors and academics, scientists and researchers holding similar positions	103	2300	77

- › In relation to **students and doctoral candidates from the German side** a residence allowance can be applied for and claimed for participating in events or short-term activities in the destination countries, as well as in the context of in-country and third-country stays (see **Attachment 3**).
- › This residence allowance starts on the first day of the project measure and is to be evidenced by means of a participant list signed by the participants. The accommodation allowance covers expenditure relating to accommodation and meals as well as to health, accident and indemnity insurance. Insurance at the DAAD group rate is recommended, where this type of insurance cannot be taken out abroad.
- Expenditure relating to stays (accommodation and meals) by individuals representing practical partners and by external academics, scientists and researchers and alumni can be submitted and claimed in line with the principles of economic efficiency and frugality.
- Stays within Germany  
Expenditure relating to stays (accommodation and meals) by those participating in events and short-term activities can be submitted and claimed in line with the basic principles of economic efficiency and frugality.

## FORWARDING

### 4

Forwarding of the project funding grant (fully or in part) is possible, if it is required for realising the purpose of the grant.

The activities and related objectives of the forwarding recipient(s) must be listed in the **project description** in addition to your own activities and objectives. This means that the entire project (including the forwarding level) must be addressed.

In the **financing plan** any expenditure items of the forwarding recipient(s) must be marked to distinguish them from your own expenditure items (e.g. with 'FW'). This means that the financing plan must reflect the expenditure of the entire project (including the forwarding level).

If the details of intended forwarding (recipient, precise content, and the like) are not yet known at the time the application for project funding is submitted (before a contract is concluded), any expenditure relating to a possible forwarding recipient must be specified in the financing plan as your own expenditure for the time being, and the necessity must be explained in the project description. As soon as the details of forwarding of funds are known (after a contract has been concluded), a project funding amendment request (adjusted project description and financing plan) must be submitted to the DAAD.

Any forwarding of funds must take place based on a forwarding agreement.

The audit certificate related to the forwarded funding recipient's Evidence of Use must be submitted to the DAAD, along with the forwarded funding recipient's evidence of use.

#### TYPE OF FINANCING

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Funding takes the form of fixed-sum financing.

The grant is awarded subject to the provision that funding from the applicant themselves, from third parties and other resources will also be provided to finance the project. If funding from the applicant or third parties or other resources is provided in the form of revenues/expenditure for which no evidence can be provided, these must be plausibly presented in the financing plan and project description.

#### FUNDING PERIOD

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The funding period begins at the earliest on 1 June 2025 and ends at the latest on 31 December 2025.

#### GRANT AMOUNT

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A grant of up to EUR 40,000 can be applied for.

#### FIELDS OF STUDY

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The programme is open to all fields of study.

#### TARGET GROUP

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Bachelor's students, master's students, doctoral candidates, higher education teaching staff, staff members of the higher education institution, professors

## ELIGIBLE APPLICANTS

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State and state-recognised German Universities of Applied Sciences and Duale Hochschulen are eligible to apply.

## SUBMISSION OF AN APPLICATION

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### Note:

*Due to Russia's attack on Ukraine, the DAAD has suspended any institution-based forms of cooperation with partners in the Russian Federation and Belarus for the time being. Against this background, no applications are possible for project funding with partner institutions in the Russian Federation and Belarus.*

The programme is open to all partner countries.

Only one application may be submitted per higher education institution.

No application can be submitted for a project that is to begin in a period for which funding has already been granted relating to another multi-year project in the context of this programme.

The application for project funding may only be submitted in complete form and before the deadline via the DAAD portal ([www.mydaad.de](http://www.mydaad.de)). In addition, the following documents must be uploaded via the 'Attachments' tab:

- Project description, see **form template** (attachment type: Project description)
- Project planning overview, see form template (attachment type: Project description)
- **optional:** Graphical impact model (attachment type: programme-specific attachments)
- **optional:** Project planning graphic (e. g. GANTT diagram) (attachment type: programme-specific attachments)
- **optional:** Exemplary (media-didactical) teaching/study concept for study courses (up to 2 pages) (attachment type: programme-specific attachments)

No further submitted documents are taken into account in the selection procedure.

No changes to the financing plan, project description or any amended documents or documents submitted later on are accepted after the application deadline. Incomplete applications will be excluded from the selection procedure.

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The application deadline is 14 January 2025.

## APPLICATION DEADLINE

## SELECTION PROCEDURE

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### Selection of applications for project funding

An expert assessment of the applications will be carried out by a selection committee. This assessment serves as a decision-making basis for the DAAD.

#### SELECTION CRITERIA

- (1) Quality of specialist content of the project related to achieving the project and programme objectives (weighting: 70%)
- (2) Quality and stringency of project planning (weighting: 15%)
- (3) Project impacts in relation to individual target groups and areas addressed beyond the duration of the project (weighting: 5%)
- (4) Consideration of diversity (weighting: 5%)
- (5) Climate-aware project organisation (weighting: 5%)

## ATTACHMENTS

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1. Guide to RoM (including impact model and catalogue of indicators)
2. Overview of funding rates relating to 'flat-rate mobility allowances'
3. Overview of funding rates relating to 'flat-rate stay allowances'

## FORM TEMPLATES

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- Project description
- Project planning overview

## IMPORTANT INFORMATION

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- Information sheet: 'Mobility information for those with a disability or chronic illness'
- Completion aids for financing plan

## CONTACT

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