PROJECT FUNDING

FUNDING GUIDELINES

German-Ukrainian University Network (DUHN) 2025-2029

1 PURPOSE AND GOAL

The German Academic Exchange Service (DAAD) finances the funding programme “German-Ukrainian University Network” (DUHN) with budgetary resources allocated by the Federal Ministry of Education and Research (BMBF).

Russia’s war of aggression against Ukraine has severely crippled the country’s higher education system. Ukraine’s research infrastructure has been partially or entirely destroyed, and many universities have been forced to continue their research and teaching activities online or with hybrid formats. German universities have played an important role in supporting the Ukrainian higher education sector in this time of crisis and have established a number of new partnerships as a result.

This programme serves to finance the creation of a German-Ukrainian University Network, and so doing, support efforts to rebuild the Ukrainian higher education sector, build sustainable partnerships between universities in Germany and Ukraine, and enable Ukraine to integrate into the European Higher Education Area.

The programme comprises two funding modules:

Module 1: Study and teaching
To promote German-Ukrainian university partnerships that further develop and internationalise degree programmes and joint courses

Module 2: Internationalisation / Higher education administration and management
To promote the development and implementation of professional training measures and networking programmes for Ukrainian university staff in the areas of university administration and internationalisation

Funding can be awarded to projects that seek to integrate the objectives of one or both modules. In Module 2, applicants can develop and implement projects comprising successive and sequential professional training measures over a period of several years, as well as one-time, shorter-term measures. Proposed measures should be clearly assigned to one of both modules in applications and financing plans.

On account of the war situation, digital or blended learning formats should play an especially prominent role in the development and implementation efforts. Following an end to the hostilities, a transition to more in-person formats should be the aim.

The goals of the funding programme are:

Module 1: Study and teaching

1: Universities should offer, and students should seek admission to, degree programmes (with possible conferral of double degrees) and/or jointly developed teaching modules.

2: Bachelor's and/or master's students, doctoral candidates and instructors of the (partner) universities should acquire (cross-)disciplinary competence.

3: Joint alumni networks for graduates of the participating degree programmes should be created.

Module 2: Internationalisation/Administration

4: Ukrainian university staff should gain further competence in the areas of university administration and internationalisation.

For more on the programme's funding policies, results (outputs), programme goals (outcomes) and longer-term effects (impacts), please refer to the attached info sheet on impact-oriented monitoring (IoM, see **Attachment 1**).

Applicants need not define outcomes for all the programme objectives. However, applications to Module 1 should address Programme Goals 1 and 2, while those applying to Module 2, should address Programme Goal 4.

For more on impact-oriented project planning, see **Attachment 1**.

Environmental sustainability

The DAAD is committed to further reducing its carbon footprint in connection to 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 – depending on the type and scope of the project – can apply to procurement and allocation, event management or marketing and public relations activities. For more on DAAD-funded, climate-friendly international university partnerships, please refer to the following info sheet.

Diversity

As stated in its Diversity Agenda, the DAAD regards diversity, equal opportunity and inclusion as important cross-sectional goals for international academic exchange. The DAAD's project funding activities aim to offer talented individuals the chance to tap the strength of 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 on diversity and equal opportunity in DAAD-funded projects, please read the corresponding info sheet.

FUNDABLE MEASURES

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Fundable measures include:

Please note:
Project applications can be submitted for one or both modules. Applicants must clearly indicate in the project description and financing plan which funding modules are intended for which measure.

On account of the war situation, digital or blended learning formats should play an especially prominent role in the development and implementation efforts. A transition to more in-person formats should be the aim after hostilities cease.

Module 1: Study and teaching

- (Further) development of international curricula, modules and/or teaching and learning materials, including:
  - development of digital teaching materials
  - access to existing online platforms
  - implementation of joint courses (digital and in-person)

- Implementation/development of marketing measures and public relations activities, for example, the creation and maintenance of an online presence (e.g. websites, social media)

- Language courses for preparing students for study phases at the partner university (virtual and in-person), carried out internally by the participating universities or offered by external service providers

- Organisation of study visits, internships, teaching, research and/or professional training visits
  - Teaching assignments for guest lecturers at the respective partner university (up to six months)
  - Study visits for students (bachelor's, master's) participating in joint degree programmes/modules at the respective partner university (up to 10 months)
  - Internships for students (bachelor's, master's) participating in joint degree programmes/modules for up to six months
  - Research visits for doctoral candidates pursuing a project with a subject-relevant connection to a degree programme funded through DUHN (promotion of early-career researchers for reasons of sustainability, up to 10 months)

  Please note:
  Should students/doctoral candidates be prevented from completing their – at least one-month – stay at the partner university due to war-related reasons, online scholarships may be awarded if the host university provides such an option

and the scholarship recipient takes advantage of this offering (see **Attachment 2**).

- Organisation of study-related events and courses
  › Summer and/or winter schools (up to 21 days), specialist courses, training courses)

- Networking events
  › Project management meetings, work meetings, workshops, (specialist) conferences, networking meetings with business and civil-society stakeholders, alumni events

- Development and implementation of alumni activities

Module 2: Internationalisation/Administration
Project applicants can develop and successively implement sequential professional training measures over a period of several years, or alternatively, smaller-scale, one-time measures.

- Development and implementation of professional and advanced training courses (virtual, in-person and/or blended learning format) in the area of university administration, university management and the internationalisation for Ukrainian university staff, including:
  › conducting modular professional training measures
    - target-group specific training courses (e.g. Deans' courses, training seminars for administrative staff)
    - train-the-trainer programmes
  › participating in/organising networking events

- Development of digital instruments in university administration and management (online platforms, databases etc.)

- Implementation/development of marketing measures and public relations activities, for example, the creation and maintenance of an online presence (e.g. websites, social media)

3 FUNDABLE EXPENDITURES

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

Personnel expenses for project implementation and supervision
- academic staff
- research assistants
- student assistants
- other personnel

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 special coordination-related tasks carried out by the Ukrainian university staff, as well as teaching duties beyond their assigned teaching load (max. EUR 30/hr, or max. EUR 210/day (over 7 hrs))
  Please note:
  For instructors currently residing in other European countries, remuneration should correspond to the usual rates paid at their respective location.

- For external fee-based services (e.g. IT support, website design, translations); remuneration should correspond to the usual rates paid for comparable activities.

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 contract.

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).

ACCOMMODATION EXPENSES FOR PROJECT STAFF

Funding can be requested to cover the costs of accommodation (overnight accommodation and subsistence allowance in accordance with the federal and state travel expense laws (BRKG/LRKG).

MATERIAL RESOURCES DOMESTIC/FOREIGN

- consumable goods (e.g. office materials)
- commercial goods (e.g. technical equipment for virtual teaching, lab equipment)
  Please note:
  Max. 25% of the requested funding amount may be used to cover expenditures for consumable and commercial goods.
- room rental (e.g. rental fees for conference rooms)
- print/publications/advertising and PR materials (e.g. flyers, brochures, posters)
- external services (e.g. catering expenses (max. EUR 32/person), IT services, translations)
- other expenses (e.g. teaching materials, language course fees (up to 120 hrs/person)

Supported persons

RECIPIENTS OF MOBILITY FUNDING

- Mobility scholarships
  - › For **German** and **Ukrainian** students, graduates/doctoral candidates to cover travel expenses to the respective partner university (see **Attachment 2**)
  - › The mobility scholarship must be listed as a benefit in the scholarship agreement.

- Fixed mobility allowances
  - › For teaching assignments at the partner university, participation in events etc., applicants may request and claim a fixed mobility allowance for each participant to cover vehicle/air travel expenses to and from Germany and Ukraine (see **Attachment 2**).
  - › 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. This list must be submitted to the DAAD upon request. The fixed mobility allowance covers all costs incurred in connection to the trip (in addition to vehicle/air travel, also fees for visas, vaccinations, excess luggage, luggage insurance etc.).

- For persons and purposes for whom/which no lump sums or stipends are foreseen in this funding framework, vehicle/air travel expenses can be requested and claimed in accordance with the principles of economic efficiency and frugality.

RECIPIENTS OF SUBSISTENCE FUNDING

- Subsistence scholarships
  - › For **German** students/graduates/doctoral candidates to cover the cost of accommodation and subsistence during their study- and research-related visit at the partner university (see **Attachment 2**)
  - › For students/graduates/doctoral candidates **from Ukraine** to cover the cost of accommodation and subsistence during their study- and research-related visit in Germany (see **Attachment 2**)
  - › For students/graduates/doctoral candidates, who cannot carry out their (at least one-month) stay due to war-related reasons, online scholarships may be awarded, provided that the host university offers an online programme (see **Attachment 2**)
  - › The subsistence or online scholarship must be listed as a benefit in the scholarship agreement.

- Fixed subsistence allowances (see **Attachment 2**) can be requested and claimed as follows:
  - › For postdocs, senior researchers and professors **from Ukraine** for teaching assignments (room and board) in Germany

› For students/graduates and doctoral candidates **from German universities** participating in events in Ukraine (e.g. summer schools, conferences, coordination and work meetings)
› For students/graduates, doctoral candidates, postdocs, senior researchers and professors **from Ukraine** participating in events in Germany (e.g. summer schools, conferences, coordination and work meetings)

› The fixed subsistence allowance commences on the first day of the visit and is substantiated by one of the participant's signatures on the participant list. This list must be submitted to the DAAD upon request. **The fixed subsistence allowance applies to all accommodation- and subsistence-related expenditures, including health, accident and liability insurance fees.**

- Subsistence expenses (room and board) for postdocs, senior researchers and professors from German universities visiting Ukraine can be requested and claimed in accordance with the principles of efficiency and economy.

- For persons and purposes for whom/which no lump sums or stipends are foreseen in this funding framework, subsistence expenses (room and board) can be requested and claimed in accordance with the principles of economic efficiency and frugality.

4 TRANSFERRAL OF FUNDS

Project funding may be transferred in part or whole to another party if this should be necessary to achieve the given funding objective.

In addition to detailing their own measures and goals, applicants must also describe the measures and corresponding goals of the transferral recipient in the **project description**. In other words, applicants are required to outline the entire project (including the transferral recipient's part).

In the **financing plan**, the transferral recipient's expenditures are to be specified alongside the applicant's own expenditures (e.g. by appending "TR" to the respective line items). The expenditures for the entire project are to be represented in the financing plan in this way (including the transferral recipient's part).

If details concerning the transferral (e.g. recipient, specific content etc.) are not known at the time of application (prior to the conclusion of the funding contract), whatever funding the potential transferral recipient expends should be listed initially as the applicant's own expenses in the financing plan and justified accordingly in the project description. As soon as the concrete details regarding the transferral become known (following the conclusion of the funding contract), the applicant is obliged to submit an amended request for project funding (Adjusted Project Description and Financing Plan) to the DAAD.

The transferral modalities are to be defined by a transferral contract.

The audit certificate verifying the transferral recipient's proof-of-use statement must be submitted together with the funding beneficiary's proof-of-use statement to the DAAD.

5 TYPE OF FINANCING

This programme allocates funding as **fixed-amount financing.**

Funding is granted on the condition that the applicant contributes an appropriate amount of their own resources, third-party funding or other resources to finance the project. If the applicant's own contribution, third-party funding or other resources are based on non-substantiable revenues/expenditures, plausible figures must be provided in the financing plan and project description.

6 FUNDING PERIOD

The funding period begins on 1 July 2025 at the earliest and ends on 30 June 2029 at the latest.

7 FUNDING AMOUNT

Module 1: Study and teaching
The DAAD can award a maximum of EUR 790,000, divided in instalments over five financial years as follows:

2025: EUR 90,000
2026: EUR 200,000
2027: EUR 200,000
2028: EUR 200,000
2029: EUR 100,000

Module 2: Internationalisation/Administration
The DAAD can award a maximum of EUR 400,000, divided in instalments over five financial years as follows:

2025: EUR 50,000
2026: EUR 100,000
2027: EUR 100,000
2028: EUR 100,000
2029: EUR 50,000

8 DISCIPLINES

This programme is open to all disciplines and subject areas.

TARGET GROUP

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Bachelor's and master's students, doctoral candidates, postdocs, researchers, professors, Ukrainian university staff

ELIGIBILITY

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

APPLICATION

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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 listed under the tab "Attachments":

- Project description, see **form template** (attachment type: Project description)
- Project planning overview, see **form template** (attachment type: Project planning overview)
- *For Module 1: Study and Teaching:* Cooperation agreement between the participating university or universities (may be submitted up until the conclusion of the funding contract with justification) Contracts/Agreements)
- Endorsement by the university executive board, see **form template** (may be submitted up until the conclusion of the funding contract with justification) (attachment type: Programme-specific attachments)

Following the application deadline, it is no longer possible to modify the financing plan or project description, nor submit missing or revised documents for consideration.

Please note:
The DAAD can only award funding to one project application per university. Applicants must provide information on the individual subject-specific focuses and cooperation partners in Module 1: Study and teaching in the project description.

APPLICATION DEADLINE

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The application deadline is 17 February 2025.

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) 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

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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 (e.g. funding beneficiary, number of committee members)
- Selection criteria (e.g. subject-relevant or personal suitability)
- 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)

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

ATTACHMENTS

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1. IoM info sheet (including impact mechanisms, catalogue of indicators)
2. Mobility and subsistence funding rates

TEMPLATES

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- Project description
- Project planning overview
- Endorsement by the university management
- List of creditable teaching modules

IMPORTANT INFORMATION

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- 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”

CONTACT

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