

## Study Visits / Seminars for Groups of Foreign Students to Germany

### What are the goals of the programme?

The German Academic Exchange Service (DAAD) funds **Study Visits** and **Study Seminars and Practicals** in the Federal Republic of Germany, financed by the Federal Foreign Office, for groups of foreign students under the direction of university teachers. The main goals of the programme are:

- to **establish and cultivate contacts** between German and foreign universities,
- to **impart subject-related knowledge** by arranging corresponding visits at not less than two German universities, subject-related tours and information meetings (*Study Visits*) respectively by **organising subject-related seminars and practicals in the field of higher education** (e.g. specialist courses, block seminars, workshops) at the invitation of a German university which is then also responsible for arranging seminars and practicals in academia, business and industry and, possibly, in public institutions (*Study Seminars and Practicals*),
- to encourage subject-specific **contact with German students and researchers**,
- to **enable foreign students to gain a better understanding of economic, political and cultural life in Germany**. Preferable are subject-related activities. This part of the visit must not make up more than one third of the stay.

### Who can apply?

Applications are open to university teachers from public and state-recognised German universities (Study Seminars and Practicals) or from foreign universities (Study Visits).

Annual funding for applicants, departments or institutes is not possible. A maximum of one application every second calendar year can be considered per department, institute and applicant.

### What is funded?

Funding can be provided for **Study Visits** and **Study Seminars and Practicals** of students who are enrolled in their second semester or higher in a degree programme at a foreign university and who travel under the guidance and direction of a university teacher.

#### **1. Study Visits**

**1) Lump sum-financed** for groups from EU countries, from Albania, Australia, Bosnia-Herzegovina, Canada, Hong Kong, Iceland, Japan, Kosovo, Liechtenstein, Macedonia, New Zealand, Norway, Russian Federation, Serbia, Switzerland, South Korea, Taiwan, Turkey, Ukraine and the United States:

The trip must be independently organised and carried out by the group respectively by the university teacher who submitted the application. Groups from remote regions of the Russian Federation, Turkey and Ukraine can, in exceptions and after being approved by the DAAD, apply for organised Study Visits (cf. 2) Groups from other countries).

The DAAD pays a lump sum of 50 euros per person and day.

#### **2) Organised by the DAAD** for groups from other countries:

The DAAD plans the programme design. Wishes and preferences stated in the programme description and in the schedule will, as far as possible, be taken into consideration. However, it is likely that cuts or changes will be made to the programme due to decisions reached by the selection committee.

The DAAD provides a travel guide fluent in the agreed group language who is responsible for the smooth running of and compliance with the programme drawn up by DAAD Head Office. As a rule, groups will be accommodated in

twin or three-bed rooms in hotels or youth guesthouses/hostels.

The DAAD pays the subsistence costs (meals and accommodation) for the group (including for the group leader) during the funded period. The flat-rate sum for a midday and evening meal amounts to 9 euros per person.

The DAAD decides on the choice of means of transport. In many cases, a coach/bus will be used to ensure that the visit programme schedule can run smoothly. For some programme points, however, use of public transport may be more suitable. The conditions will be advised on an individual basis.

## **2. Study Seminars and Practicals** (applies to groups from worldwide)

The DAAD grant is provided in the form of project funding through payment of a flat-rate sum of 50 euros per participant and day in order to subsidise the group's travel and subsistence costs.

### **Number of participants and duration of Study Visits and Study Seminars and Practicals**

Groups must be made up of **at least 10** participants and must not, as a rule **exceed 15 persons**. One university teacher has to accompany the group and may additionally be funded.

Study Visits and Study Seminars and Practicals should last no less than **7 days**. Funding is available for a maximum of **12 days** (including travel days), although the stays may last longer.

The DAAD regrets that it is unable to pay any international travel costs.

The DAAD takes out health, accident and public/private liability insurance for each funded group. Further details are contained in the Award Letter.

Which disciplines are eligible for funding?

The programme is open to all disciplines.

Which target groups can be funded?

Students who are enrolled in their second semester or higher, graduates, university teachers. Funding can be provided for PhD students in exceptional cases.

Which framework conditions must be met?

The students should not finish their academic career with the Study Visit or Study Seminar. After approval by the DAAD, funding can be provided for individual candidates who are doing a doctorate. To ensure that the Study Visit or Study Seminar/Practical will be successful, the participants must have a similar and sufficient proficiency level either in German or in English.

In the case of Study Seminars and Practicals, the programme aims to encourage a policy of reciprocal invitation, although this does not constitute a condition of support, which means that funding can also be given for visits in only one direction.

What documents are required?

The application has to be submitted complete and on time only online via the DAAD Portal: <https://portal.daad.de>.

Please hand in the application either in German or in English.

The project manager applying for a study trip or seminar must be a university teacher at the institution applying.

A full application must include:

1. **Application form** (available on the DAAD Portal),
2. **Financial plan** (with the exception of: Study Visits Group 2 (other countries), all others: online form on the DAAD Portal)
3. **List of participants** (upload as an attachment to the application on the DAAD Portal); see attachment to the call for proposals

4. **Statement of motivation and description of programme content** (upload as an attachment to the application on the DAAD Portal)
5. **Schedule** (upload as an attachment to the application on the DAAD Portal)
6. **Description of the contentual preparation** (upload as an attachment to the application on the DAAD Portal)
7. **Proof of contacts** (upload as an attachment to the application on the DAAD Portal).

**Detailed information on the application documents can be found in the Information Sheet 2016.**

#### 1. Study Visits

Please ask for a letter of recommendation from a DAAD Regional Office, a DAAD Information Centre or a German Embassy. The application deadlines at the DAAD in Bonn are binding.

#### 2. Study Seminars and Practicals

Please additionally inform the „Akademisches Auslandsamt“/International Office that you have submitted an application.

#### Submission deadline

Application deadline:

**01 February** for trips to begin after 01 June (DAAD decision in mid-April)

**01 May** for trips to begin after 01 September (DAAD decision in mid-July)

**01 November** for trips to begin after 01 March (DAAD decision in mid-January)

**Please note:** For technical reasons, the DAAD Portal is only able to display the application deadline: "Bewerbungsfrist 31.12." However, it is the above-listed Closing Dates for Applications that are binding.

#### What are the selection criteria?

The decision will be made by a selection committee at the DAAD.

The selection criteria are:

- Quality of the programme itinerary
- Language skills
- Contentual preparation
- Binding character of the proofs of contact
- Relation subject-related – cultural proportion (academic visits usually on all working days)
- Encounter and exchange with German students and scientists

Due to the limited financial resources, experience has shown that only some of the applications can be approved that meet the programme's goals mentioned above. These are particularly well organised visits and seminars which guarantee a close cooperation with universities, scientists and students in Germany.

#### Contact

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service  
Referat P14/Section P14  
Kennedyallee 50  
53175 Bonn  
Germany

Responsible desk officer:

**Ms. Laura Pinsdorf**

Phone: 0228/882-391

Fax: 0228/882-9-391

E-Mail: pinsdorf@daad.de

Attachments to the  
call for proposals

1. Template "List of participants"
2. Difference Study Visits – Study Seminars/Practicals
3. Information Sheet 2016

Funded by



Auswärtiges Amt