

Study Trips / Seminars for Groups of Foreign Students to Germany

The German Academic Exchange Service (DAAD) funds **Study Visits** and **Study Seminars and Practicals** in the Federal Republic of Germany by groups of foreign students under the direction of university teachers.

Funding Objectives:

- This funding programme aims to **deliver subject-related knowledge** by arranging corresponding visits, 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 facilitate **meetings with German students, academics and researchers** to establish and maintain contacts between German and foreign universities.
- **To enable participants to acquire a greater understanding of Germany** by providing an insight into economic, political and cultural life in Germany. This part of the visit must not make up more than one third of the stay.

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 initially also be given for visits in only one direction.

Cultural events (e.g. concert trips) may be funded if the focus is on subject-specific meetings between students and the relevance to higher education is proven.

Annual funding for applicants, departments or institutes is not possible. A maximum of one application per year can be considered per department, institute and applicant. Required/mandatory excursions or measures which have already been carried out cannot be funded.

Funding:

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

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

Length of Stay

Group Visits (i.e. 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.

1. Study Trips

1) Groups from EU countries, from Albania, Australia, Bosnia-Herzegovina, Canada, Croatia, Hong Kong, Iceland, Japan, Liechtenstein, 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 trips.

The DAAD pays a flat-rate sum of € 50.- per person and day.

2) Groups from other countries

The DAAD plans the programme design. Wishes and preferences stated in the application form 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 committees.

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 and, where appropriate, the bus driver) during the stay in Germany. 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. In the case of groups that cannot travel to Germany with their own coach/bus, the DAAD can hire a coach/bus for travel within Germany. If the group travels in a coach/bus not hired by the DAAD, a seat must be available for the DAAD guide; in such cases, the DAAD will pay the fuel costs for travel within Germany. 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

1) Groups from worldwide

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

Target Group:

Funding can be provided for groups of students who are fully matriculated in their second semester or higher in a respective degree programme at a foreign university and who travel under the guidance and direction of a university teacher. After approval by the DAAD, funding can be provided for individual candidates who are doing a doctorate. They ensure that they meet the requirements for a successful study trip, the participants should, as far as possible, have a similar proficiency level in a language of relevance to the programme. Groups must be made up of **at least 10** participants and must not, as a rule **exceed 15 persons**. One university teacher may additionally be funded as an accompanying person.

Application Papers:

Applications are open to university teachers from German universities (Study Seminars and Practicals) or from foreign universities (Study Trips).

PLEASE NOTE: The DAAD will only process applications submitted in full and on time. The DAAD regrets that it is unable to consider any applications where missing documents or papers still have to be obtained.

A full application must include:

1. **Application Form** (Form available from the DAAD Portal): Information regarding the bank details asked for on the application form:
 - Applicants for Study Seminars and Practicals and Study Trips = Group 1: Please enter the bank details of your **university**.

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- Applicants for Study Trips = Group 2 (other countries): Please enter 999 999 99 for the Sort Code (BLZ) and 999 for the Account Number.
2. **Financial Plan** (With the exception of: 1. Study Trips, 2. Groups from other countries, all others: Form available on the DAAD Portal. Please fill in the fields with a white background).
Page 1: Field "DAAD Grant" – This is where you enter the sum calculated as follows: "No. of requested participants x No. of maximum funding days (12) x flat-rate sum (50 €)".
Page 2: No entry possible here. All fields automatically calculated.
Page 3: This is where the requested number of participants, the maximum number of funding days (12) and the flat-rate sums (50 €) are read out. The result = the amount of funding to be applied for (identical with Page 1).
 3. **List of Participants** (upload as an attachment to the application in the DAAD Portal). The following details are required here: Family Name, First Name, Number of Semesters, Subject Area, Target Degree and Language Skills.
 4. **Reasons and contentual programme description** (upload as an attachment to the application in the DAAD Portal) with a precise list of visit and tour preferences (general details such as visits to museums, universities etc. are not sufficient). Information on the Portal: The first page of the application form gives you the opportunity to briefly explain your plans in up to 2,100 characters. However, this must not substitute a detailed statement of reasons plus contentual programme description. The Selection Committee will ask for information on whether or not a return visit is planned. Please confirm that the planned project is not a compulsory excursion.
 5. **Schedule** (upload as an attachment to the application in the DAAD Portal), in tabular format.
 6. Describe the **contentual preparation** (upload as an attachment to the application in the DAAD Portal) for the Study Trip in Germany.
 7. **Proof of contacts** (upload as an attachment to the application in the DAAD Portal). These contacts should relate to the relevant requested trip. Proof is furnished, for example, by presenting letters of invitation and confirmation relating to the programme items sent by the German partner(s) (agreements, arrangements, cooperation agreements and similar documents are not alone sufficient proof of contacts, but can rather only be submitted as complementary information, as long as they are no older than two years).

The application is submitted online via the DAAD Portal:

<http://www.daad.de/hochschulen/kooperation/partnerschaft/gruppenreisen/05028.de.html>

1. Study Trips

Please include an assessment 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.

The decision will be made by a selection committee at the DAAD. Due to the limited financial resources, experience has shown that only some of the applications can be approved that meet the programme's three funding objectives. These are particularly well organised visits of cultural and educational policy interest with a clear focus on encouraging meeting and encounter.



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Application Deadline and Address:

Applications must be submitted via the DAAD Portal by the following dates at the latest:

01 February for trips to begin at the 01.06. (DAAD decision made at the midst of April)

01 May for trips to begin at the 01.09. (DAAD decision made at the midst of July)

01 November for trips to begin at the 01.03. (DAAD decision made at the midst of 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.

VI. DAAD Address

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