

Study Visits / Study Seminars and Practicals in Germany by Groups of Foreign Students

Objective

- ≡ The German Academic Exchange Service (DAAD) funds **Study Visits / Study Seminars and Practicals** in Germany by groups of foreign students headed by a university teacher.

Objectives of the Funding:

The programme aims to

- provide students with subject-related knowledge by arranging appropriate visits, tours and information meetings (Study Visits) or by organising subject-related seminars and practical courses (e.g. specialist courses, block seminars, workshops) at the invitation of a German university. This university is also responsible for organising practical courses with universities, companies and, possibly, public institutions (Study Seminars and Practicals),
 - facilitate meetings with German students, academics and researchers to establish and maintain contacts between German and foreign universities,
 - give students a greater understanding of and insight (regional and area studies) into economic, political and cultural life in Germany. The part must not make up more than one third of the funding term.
- ≡ In the case of Study Seminars and Practicals, the programme strives for reciprocity, although this is not a condition for the award of funding. This means that funding can initially be provided for visits in one direction only.
 - ≡ Cultural events (e.g. concert tours) can be funded when the focus is on meeting students and university teachers from a relevant academic field and this academic relevance is appropriately documented.
 - ≡ Funding cannot be provided for annual repeat visits (by applicants, faculties or departments); each applicant, faculty or department can only be considered for a maximum of one application per year. Funding cannot be provided for required/obligatory excursions or for measures that have already been completed.

Duration

- ≡ Study visits, study seminars or practicals should last no less than **7 days**. Funding is available for a maximum of **12 days** (including travel days), although the visits themselves may last longer.

Value

- ≡ The DAAD takes out health, accident and public/private liability insurance for each funded group. Further details can be found in the Award Letter.
- ≡ The DAAD regrets that it is unable to pay any international travel costs.

1. Study Visits

1) Groups from EU countries, from Albania, Australia, Bosnia and Herzegovina, Canada, Croatia, Hong Kong, Iceland, Japan, Liechtenstein, New Zealand, Norway, the Russian Federation, Serbia, South Korea, Switzerland, Taiwan, Turkey, Ukraine and the United States:

The trip is independently organised and carried out by the group or by the applicant (lead) university teacher. For groups from remote areas of the Russian Federation, Turkey or Ukraine, it may be possible, after agreement with the DAAD, to apply for organised study trips in individual cases. The DAAD pays a flat-rate sum of 50.- euros per person and day.

2) Groups from other countries:

The DAAD arranges the programme. Wishes and preferences stated in the application form will, as far as possible, be considered. However, the programme may be subject to cuts or changes as requested by the Selection Committee.

The DAAD provides a guide fluent in the group language. The guide is responsible for ensuring that the programme drawn up by DAAD Head Office runs smoothly and is followed.

As a rule, groups will be accommodated in hotels or youth guesthouses/hostels (twin or three-bed rooms).

The DAAD pays the subsistence costs (board and lodging) for the group participants (including group leader and, where appropriate, bus driver) during the funding term in Germany. The lump-sum payment for the midday and evening meal is 9,- euros each.

The DAAD decides on the means of transport to be used. Often this means using (travel) coaches/buses in order to guarantee the smooth running of the programme. If groups do not travel with their own coach/bus to Germany, the DAAD can hire a bus/coach for travel in Germany. If the group travels with a bus/coach not hired by the DAAD, a place must be made available for the DAAD travel guide. The DAAD pays any fuel costs incurred in Germany. However, the use of public transport may prove more suitable for certain programme items. Terms and conditions will be advised on a case-by-case basis.

≡ 2. Study Seminars and Practicals

Groups from all countries: The DAAD grant is provided as project funding. It is paid as a flat-rate sum of 50,- euros per participant and day, thereby subsidising the travel and subsistence costs.

Requirements

- ≡ Funding can be provided for groups of students who are fully matriculated in their second semester or higher in a relevant degree programme at a foreign university and who are travelling in a group headed by a university teacher. Subject to approval by the DAAD, individual doctoral students can also be funded. To ensure that the conditions are given for a successful study trip, all the participants should, as far as possible, have a common level of language skills in a language of relevance to the programme. Groups should be made up of **at least 10** and must not, as a rule, **exceed 15 persons**. In addition, funding can be provided for one university teacher as group leader.

Application papers

- ≡ The DAAD is only able to process **punctually submitted, fully completed applications**. The DAAD regrets that it is unable to ask for any missing papers or documents to be submitted. A full funding application includes:
 1. Application form including budget and list of participants (DAAD Portal)
 2. Statement of reasons and description of programme content outlining exactly what the group wishes to visit and view, both in terms of subject-specific (academic) content and German regional/area studies content (vague or generally-worded descriptions such as visits to museums, universities are not acceptable on their own)
 3. Schedule (in tabular form)
 4. Description of the contentual preparation for the trip (e.g. preparatory seminars)
 5. Proof of contacts on the German side (in the case of Study Visits), especially in higher education (e.g. by submitting copies of correspondence - invitations, confirmations). Proof of contacts on the foreign side (in the case of Study Seminars/Practicals), commenting on the significance of the proposed Study Seminar/Practical and how it is integrated into the academic development (programme path) of the foreign participants (general agreements, cooperation agreements, and similar documents do not, on their own, provide sufficient proof and can only be submitted to further document the existing contacts).

Application Process:

Applications are submitted online via the DAAD Portal:

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

1. Study Visits

Applications may be placed by university teachers from a foreign university. Please include a letter of recommendation from the DAAD Regional Office, DAAD Information Centre, or the German Embassy. The application deadlines at the DAAD in Bonn are binding.

2. Study Seminars and Practicals

Applications may be placed by university teachers from a German university. Please additionally advise the Akademisches Auslandsamt/International Office of your application.

The decision is made by a selection committee. Experience has shown that the limited financial resources mean that only a proportion of the applications that meet the programme's three funding goals can be approved. Preference is given to trips that are carried out in close cooperation with universities, academics, and students in Germany.

Country-specific information, dates and deadlines, application address and advice

≡ Applications must have been submitted via the DAAD Portal by the following deadlines at the latest:

1 February each year for trips starting from 1 June
(The DAAD decides in mid-April)

1 May each year for trips starting from 1 September
(The DAAD decides in mid-July).

1 November each year for trips starting from 1 March
(The DAAD decides in mid-January)

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≡ The DAAD website (www.daad.de/stipendien) will provide additional specific information for applicants from your home country, if such information is available.