



## FUNDING PROGRAMME

# Integrated International Degree Programmes with Double Degrees (from 2024 to max. 2028)

## PROGRAMME GOALS

1

The German Academic Exchange Service (DAAD) finances the programme “Integrated International Degree Programmes with Double Degrees” with funding provided by the Federal Ministry of Education and Research (BMBF).

Its purpose is to develop, establish and maintain integrated international degree programmes which conclude with the conferral of double degrees.

The goals of the programme are:

1. to develop and/or implement an international curriculum for groups of highly qualified German and international students, enabling them to alternately study at the German and foreign university(-ies) and upon successful completion, receive national degrees for both groups (joint or double degree),
2. to increase the mobility of teaching staff and students,
3. to establish, expand and maintain international structures at the German university.

The programme serves to improve the career chances of alumni of international degree programmes with double degrees. On a broader level, it promotes the internationalisation of German universities in the long term, and thus contributes to creating productive and cosmopolitan institutions of higher education.

All disciplines in higher education partnerships are eligible to receive funding in all countries with the exception of France, as these are exclusively supported by the Franco-German University (DFH).

(Institutional partnerships with the Russian Federation and Belarus are excluded; for more, see 10 “Application”.)

### Environmental sustainability

The DAAD is committed to further reducing its carbon footprint in connection to its operations performed 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 can – depending on the type and scope of the project – apply to procurement and allocation, event management and/or marketing and public relations activities. (Information on sustainability is voluntary and does not yet play a role in the selection process.)

## FUNDABLE MEASURES/ ACTIVITIES

2

Funding is comprised of a preparation phase, funding phase and follow-up funding. First-time applicants may apply for either preparation-phase or regular funding-phase financing.

The following measures/activities are fundable in the **preparation phase**:

- planning and development of the double degree programme (e.g. by project staff)
- preparatory and work meetings between the German university and the international partner university(-ies)
- public relations (e.g. info/advertising events, publication of print flyers and brochures, social media activities)

The following measures/activities are fundable in the **funding phase and for follow-up funding**:

- coordination of the double degree programme (e.g. by project staff)
- supervision of the students enrolled in the double degree programme (e.g. by project staff)
- work meetings between the German university and the international partner university(-ies)
- guest lectureships at the international partner university(-ies) for instructors from the German university (as a rule, min. of 2 weeks to max. 3 months in duration)
- Guest lectureships at the German university for instructors from the international partner university(-ies) (as a rule, min. of 2 weeks to max. 3 months in duration)
- preparatory courses in Germany (e.g. language courses, in-person or online intercultural preparatory courses)
- public relations (e.g. info/advertising events, publication of print flyers and brochures, social media activities)
- alumni relations activities (also see FAQ list)
- scholarship awards to students at the German university (**max. 6 full or 12 partial scholarships per cohort**)
- subsistence and mobility allowances for students from partner universities in DAC countries

Please note:

All measures can be supported by using/developing digital formats (e.g. digital teaching/learning scenarios, virtual exchange formats, tools for supervising students, also see FAQ list)

3

## FUNDABLE EXPENDITURES

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

### PREPARATION PHASE

#### Personnel expenses for project implementation and management

- academic staff

- research assistants
- student assistants
- other personnel

Personnel expenses comprise gross remuneration paid by the employer. Special annual payments are only fundable within the approved funding period and only when expended during this period.

If employing student assistants for project-related administrative duties would cause problems, these expenses can be designated as remuneration for TV-L employees (max. E8) in the application.

### Material resources

**FEES** (not for one's own personnel)

- for external staff to implement digitalisation projects (see "Table of fees" below).

Funding can be requested and claimed to cover vehicle/air travel and accommodation expenses of freelance staff in addition to their regular fees in accordance with the principles of efficiency and economy.

**Please note:** Expenditures for fees paid to staff employed by the funding recipient and persons collaborating on the project abroad, and for courses offered on a regular basis are **non-fundable**.

### MOBILITY EXPENSES FOR PROJECT PERSONNEL

Funding can be requested to cover vehicle/air travel expenses in accordance with the federal and state travel expense laws (BRKG/LRKG), but only pertains to second-class train fares and economy-class flights.

Please note:

Expenditures for accommodation and subsistence or other expenses not directly related to the trip (e.g. excess baggage fees, travel equipment, tips etc.) are **non-fundable**.

### MATERIAL RESOURCES (DOMESTIC)

- consumable goods (e.g. office materials)
- print media/publications/advertising and public relations materials (e.g. flyers, brochures, posters, info/advertising events, social media; also advertising events staged by the German university at the partner university)
- external services (e.g. websites)
- other expenses (e.g. software licenses, participation fees for online courses)

### FUNDING PHASE AND FOLLOW-UP FUNDING

#### Personnel expenses for project implementation and management

- academic staff

- research assistants
- student assistants
- other personnel

Personnel expenses comprise gross remuneration paid by the employer. Special annual payments are only fundable within the approved funding period and only when expended during this period.

If employing student assistants for project-related administrative duties would cause problems, these expenses can be designated as remuneration for TV-L employees (max. E8) in the application.

### Material resources

**FEES** (not for one's own personnel)

- for external tutors, language instructors or other visiting lecturers to prepare the funding recipient's students for a stay abroad
- for supervising students from the partner university while in Germany
- for external staff to implement digitalisation projects (see "Table of fees" below).

Table of fees

Working time	<b>without</b> academic qualification	<b>with</b> academic qualification
1 hr.	34 – 68	51 – 83
2 hrs.	68 – 117	100 – 166
3 hrs.	117 – 166	151 – 250
4 hrs.	166 – 217	200 – 333
5 hrs.	217 – 267	250 – 416
6 hrs.	267 – 316	300 – 499
7 hrs. or more	300 – 367	350 – 566

Funding can be requested and claimed to cover vehicle/air travel and accommodation expenses of freelance staff in addition to their regular fees in accordance with the principles of efficiency and economy.

**Please note:** Expenditures for fees paid to staff employed by the funding recipient and persons collaborating on the project abroad, and for courses offered on a regular basis are **non-fundable**.

### MOBILITY EXPENSES FOR PROJECT PERSONNEL

Funding can be requested to cover vehicle/air travel expenses in accordance with the federal and state travel expense laws (BRKG/LRKG), but only pertains to second-class train fares and economy-class flights.

**Please note:** Expenditures for accommodation and subsistence or other expenses which are not directly related to the trip (e.g. excess baggage fees, travel equipment, tips etc.) are **non-fundable**.

#### MATERIAL RESOURCES (DOMESTIC)

- consumable goods (e.g. office materials)
- room rentals (e.g. rental fees for event rooms; does not include offices of the funding recipient)
- print media/publications/advertising and public relations materials (e.g. flyers, brochures, posters, info/advertising events, social media; also advertising events staged by the German university at the partner university)
- external services (e.g. catering for project-specific events, hospitality expenses (max. 30.68 EUR/person, no catering or restaurant visits for work meetings), IT services)
- other expenses (e.g. software licenses, participation fees for online courses)

#### Supported persons

(See “**Information on supported persons - scholarship awards**”)

#### RECIPIENTS OF MOBILITY FUNDING

- Mobility scholarships  
for the funding recipient’s scholarship holders (see **Attachment 1**)  
The mobility scholarship should be designated as a benefit in the scholarship agreement.
- Fixed mobility allowances  
for students from the partner university(-ies) in DAC countries (see **DAC list** and **Attachment 2**)

The fixed mobility allowance is granted starting on the first day of the trip and is substantiated by the signature of one of the participants on the list. The fixed mobility allowance applies to all costs incurred in connection to the trip (in addition to vehicle/air travel, also fees for visas, vaccinations, excess luggage, luggage insurance etc.).

#### RECIPIENTS OF SUBSISTENCE FUNDING

- Subsistence scholarships  
for the funding recipient’s scholarship holders (see **Attachment 1**)
- fixed insurance allowance (35 EUR/month/scholarship holder)  
The subsistence scholarship and fixed insurance allowance should be designated as benefits in the scholarship agreement or scholarship notification.
- Fixed subsistence allowance  
for students from the partner university(-ies) in DAC countries (see **DAC list** and **Attachment 2**)
- Fixed subsistence allowance  
for instructors from the partner university:

- › for stays lasting up to 22 days: 89 EUR/day and starting on day 23, the fixed full-month allowance (2,000 EUR)
- › for stays lasting several months: 2,000 EUR/month
- › in the last partial month of the stay: 67 EUR/day, calculated exactly to the day

Arrival and departure days are counted as days of the visit.

The fixed subsistence allowance is granted starting on the first day of the visit and is substantiated by the signature of one of the participants on the list. The fixed subsistence allowance applies to all accommodation- and subsistence-related expenditures, including health, accident and liability insurance premiums.

Please note:

Expenditures for costs incurred as a result of participating in DAAD marketing measures, excursions (except when related to alumni measures), summer schools, infrastructural expenses (e.g. technical equipment, hardware, teaching materials, rental fees for university rooms and furniture) are **non-fundable**.

**TYPE OF FINANCING**

4

This programme allocates funding as full-financing measures.

**FUNDING PERIOD**

5

**PREPARATION PHASE**

As a rule, the duration of funding lasts one year.

The funding period of the preparation phase begins on 1 May 2024 at the earliest.

The preparation phase may only be funded once.

**FUNDING PHASE**

The funding period of the funding phase usually begins no earlier than 1 August each year.

Applicants can initially apply for **two years** of funding (in the form of a first-time or subsequent application after receiving funding in the preparation phase). Applicants may then apply for another **two years** of funding (subsequent application). Afterwards the applicant can apply for another **four years** of funding (subsequent application).

After eight funding years in the funding phase (i.e. 2+2+4 also with interruptions), applicants may submit a subsequent application for an additional four years of follow-up funding.

#### **FOLLOW-UP FUNDING**

As a rule, the duration of funding lasts four years.

The funding period usually begins no earlier than 1 August each year.

## **FUNDING AMOUNT**

**6**

### **PREPARATION PHASE**

The DAAD can award a maximum of 10,000 EUR in funding in the preparation phase. For applications with multiple partners, an additional 10,000 EUR/funding year can be requested for each additional partner university (max. six).

### **FUNDING PHASE**

The DAAD has set no cap to the funding amount which can be awarded in the funding phase. However, personnel expenses, fees, and material resources (domestic) may not exceed 25,000 EUR/funding year; for applications with several international partners, an additional 2,500 EUR/funding year can be requested for each additional partnership.

### **FOLLOW-UP FUNDING**

The DAAD has set no cap to the funding amount which can be awarded as follow-up funding. However, personnel expenses, fees, and material resources (domestic) may not exceed 7,500 EUR/funding year; for applications with several international partners, an additional 2,500 EUR/funding year can be requested for each additional partnership.

## **DISCIPLINES**

**7**

The programme is open to all disciplines and subject areas.

## **TARGET GROUP**

**8**

Bachelor's students, master's students, professors, university instructors and administrators.

## **ELIGIBILITY**

**9**

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

## **APPLICATION**

**10**

The funding application must be submitted in full and on time via the DAAD online portal ([www.mydaad.de](http://www.mydaad.de)).

Subsequent applications should be submitted via the DAAD portal under the menu heading “Submit subsequent application” for already approved projects.

In response to Russia’s attack on Ukraine, the DAAD has suspended all institutional forms of cooperation with partners in the Russian Federation and Belarus until further notice. Consequently, applications for project funding with partner institutions in the Russian Federal and Belarus cannot be accepted at this time.

Applications for establishing double degree programmes with France are excluded, as these are exclusively supported by the Franco-German University (DFH, <http://www.dfh-ufa.org>).

When establishing a double or joint degree programme of identical structure with **several partner universities**, the applicant must submit a **multi-partner application**, providing the names of each partner and descriptions of their regional characteristics (max. **six international partner universities**).

#### PREPARATION PHASE

- project application (on the DAAD portal)
- financing plan (on the DAAD portal)
- project description of the preparation phase, see **form template** (attachment type: Project description)
- endorsement of the project application by the university executive board (attachment type: Programme-specific attachments)
- jointly signed cooperation agreement(s) (less than 10 years old at time of funding), or jointly signed and dated letter of intent (attachment type: Contracts/Agreements)
- proposed curricular, structural concept for the planned double degree programme (attachment type: Programme-specific attachments)

#### FUNDING PHASE

- project application (on the DAAD portal)
- financing plan (on the DAAD portal)
- project description – funding phase, see **form template** (attachment type: Project description)
- jointly signed and dated cooperation agreement(s) (no older than 10 years) (attachment type: Contracts/Agreements)
- endorsement of the project application by the university executive board (attachment type: Programme-specific attachments)
- joint study and examination regulations (attachment type: Programme-specific attachments)
- sample diploma supplement for the double degree programme (attachment type: Programme-specific attachments)
- accreditation certificate(s), if applicable (attachment type: Programme-specific attachments)



- for subsequent applications only: most recent progress report (attachment type: Programme-specific attachments)

### **FOLLOW-UP FUNDING**

- project application (on the DAAD portal)
- financing plan (on the DAAD portal)
- project description – funding phase, see **form template** (attachment type: Project description)
- endorsement of the project application by the university executive board (attachment type: Programme-specific attachments)
- jointly signed and dated cooperation agreement(s) (no older than 10 years) (attachment type: Contracts/Agreements)
- valid accreditation certificate(s) (attachment type: Programme-specific attachments)
- most recent progress report (attachment type: Programme-specific attachments)

The selection-relevant documents listed above must be designated according to the attachment type and submitted before the application deadline.

After the application deadline, it is no longer possible to modify the financing plan or project description, nor submit missing or revised documents for consideration. Incomplete applications will be excluded from the selection process.

### **PLEASE NOTE:**

We ask you to refrain from submitting unsolicited documents, e.g. a brief description of the project, module handbooks, brochures, flyers, articles etc. Please do not submit read-only or password-protected documents.

### **Additional application requirements**

#### **PREPARATION PHASE**

##### **THE FOLLOWING IS REQUIRED:**

- a recent cooperation agreement (no older than 10 years), jointly signed by the German and international partner university, or a recent and jointly signed letter of intent (no older than 10 years) which meets the following minimum requirements:
  - agreement between both project partners to collaborate on the planned double degree programme (explicitly stating the intent to establish the degree programme)
  - agreement on tuition fees (ideally a waiver of tuition fees altogether, but should guarantee at least a 50% reduction). The DAAD assumes that students enrolled in German double degree programmes in Germany receive full waivers.
  - If tuition fees are generally not charged in the partner country, confirmation of this fact must be provided by the project partner.

- detailed proposal of a curricular and structural concept for the planned double degree programme (profile of the degree programme, course schedule and thematic/subject-relevant focuses, learning outcomes, professional qualification/competence profile)

### FUNDING PHASE

During the funding period, there should be at least three German students and three students from the partner university enrolled in the funded degree programme each year. The enrolment quota must be substantiated with regard to the respective target group. Funding applications must include a progress report outlining the development of student enrolment and the (intended) effects on the international structure of the applying university.

### PLEASE NOTE:

- The participating institutions should mutually **waive tuition fees** altogether; if this proves infeasible, then at least a 50% reduction in tuition fees should be achieved. The DAAD assumes that students enrolled in double degree programmes in Germany receive full waivers. If tuition fees are generally not charged in the partner country, confirmation of this fact must be provided by the project partner.
- The DAAD requires that students enrol in the double degree programme prior to commencing their visit abroad, thereby demonstrating their intention to actually earn a double degree. All DAAD-registered students enrolled in these programmes must use their stay at the partner university to **pursue a double degree**.

### THE FOLLOWING IS REQUIRED:

- a joint cooperation agreement (no older than 10 years), signed by both universities, which describes the binational curriculum of the double degree programme (complementary professional and intercultural instruction), credit points awarded for each module (or the individual courses), a course schedule and the names of the respective national or binational degrees
- an agreement outlining procedures for student admission to the joint degree programme and for awarding credit for academic work completed abroad
- conferral of double degrees or a joint degree by both partner universities
- description of the degrees in the form of a diploma supplement

### OUR EXPECTATIONS:

- organised exchange in both directions every year, preferably with an equal number of participants at each partner university. In the case of a temporary disparity in student numbers, the partners must describe how reciprocity can be ensured through other suitable measures.
- cohorts generally comprised of same-semester students and a duration of study at both universities of relatively equal length. For master's degree programmes, participants are expected to study at the partner university for at least one semester, and for bachelor's degree programmes, two semesters. If students spend at least two semesters at the partner university,

funding can be used to finance a max. six-month practical phase, provided such is mandated by the examination regulations.

- (subject-specific) language preparation to ensure that participants have sufficient knowledge of the language of instruction and basic knowledge of the native language (if different from the language of instruction)
- academic and non-academic student counselling
- participants with above-average academic qualification (i.e. among the top 25 percentile at the respective university).
- If students spend at least two semesters at the partner university, funding can be used to finance a max. six-month practical phase, provided such is mandated by the examination regulations.
- joint study and examination regulations
- administration of joint final examination(s)
- Partners should obtain or work toward securing national accreditation.

#### **FOLLOW-UP FUNDING**

To be eligible for follow-up funding, applicants must demonstrate that all requirements for the funding phase are in place or have been fulfilled. Furthermore, the DAAD assumes that at least three German students and three students from the partner university enrol in the funded degree programme on a yearly basis. Funding applications must include a progress report outlining the development of student enrolment in the double degree programme over the past five funding years and the effects it has had on the international structure of the applying university.

#### **THE FOLLOWING IS REQUIRED:**

- valid accreditation certificate
- online platform for the funded double degree programme (at least bilingual)

#### **OUR EXPECTATIONS:**

- marketing measures suited for recruiting a sufficient number of participants from the intended target group for the double degree programme
- alumni measures (e.g. to establish and maintain an alumni database, establish an alumni association, organise alumni events and carry out retention studies)
- quality assurance concept (e.g. by using suitable student evaluation instruments)
- sustainability concept for the double degree programme (e.g. by offering career counselling measures during the programme, or preparing students for entry into the workforce, alumni activities)

## **APPLICATION DEADLINE**

**11**

The application deadline is 16 October 2023.

## **Selection of applications for project funding**

Funding applications are selected by a DAAD-appointed selection committee.

### **SELECTION CRITERIA**

The institutes responsible for implementing the programmes should have relevant international experience and long-standing contact with suitable partner universities.

In addition to fulfilling the above-mentioned goals of the programme and the application requirements (see above), applications are evaluated on the basis of the following selection criteria:

### **PREPARATION PHASE**

1. correlation between the project and the programme goals and how well the project measures correspond to the project goals
2. suitability of the subject-related profile of the foreign partner university(-ies)
3. agreement on tuition fees (full waiver if possible, or at least reduction of fees)
4. added academic, interdisciplinary and intercultural benefit of the degree programme and, if applicable, its professionally qualifying orientation
5. structure and topicality of the curriculum (based on attached proposal of the curricular and structural concept), as well as a joint, complementary curricular development (credit transfer/recognition of academic achievement)
6. existing or planned conditions required to implement the degree programme (language preparation, selection and supervision of students etc.)
7. existing or planned joint admission and examination regulations
8. arrangements with the partner university(-ies) regarding preparatory or coordination meetings
9. added value of digitally supported formats for the project

### **FUNDING PHASE**

1. correlation between the project and the programme goals and how well the project measures correspond to the project goals
2. added academic, interdisciplinary and intercultural benefit of the degree programme and, if applicable, its professionally qualifying orientation
3. profile, structure and topicality of the binational curriculum, as well as a joint, complementary curricular development (credit transfer/recognition of academic achievement, specialisation, learning outcomes)
4. suitable conditions for implementing the planned double degree programme (language and intercultural preparation, selection and supervision of students etc.)

5. joint admission, study and examination regulations, joint administration of final examination(s)
6. statement on desired/current number of enrolled students, along with planned measures to further strengthen student enrolment (e.g. advertising measures, alumni measures)
7. suitable measures for ensuring reciprocity in case of temporary disparity in enrolment numbers
8. planned subject-related, mutual exchange of instructors and coordination meetings
9. suitability of the subject-related profile of the foreign partner university (-ies)
10. agreement on tuition fees (full waiver if possible, or at least reduction of fees)
11. added value of digitally supported formats for the project
12. for subsequent applications only: progress report and, if available, results of an evaluation (please include a brief explanation if significant changes have taken place or are expected to take place to the structure of the currently funded double degree programme)

#### **FOLLOW-UP FUNDING**

1. correlation between the project and the programme goals and how well the project measures correspond to the project goals
2. statement on the desired/current number of enrolled students, along with planned measures to further strengthen student enrolment
3. suitable measures for ensuring reciprocity in case of temporary disparity in enrolment numbers
4. planned subject-related, mutual exchange of instructors and coordination meetings
5. advertising/marketing measures promoting the double degree programme (if applicable, provide URLs to relevant brochures, events, flyers etc.)
6. past and future alumni measures (e.g. creating and maintaining an alumni database/website, establishing an alumni association, conducting alumni events, retention studies; if applicable, provide URL links)
7. quality assurance concept for the double degree programme (e.g. use of suitable assessment tools)
8. sustainability concept for the double degree programme (e.g. career counselling during the programme, preparation for starting a career, integration of alumni)
9. added value of digitally supported formats for the project
10. progress report and, if available, results of an evaluation (please include a brief explanation if significant changes have taken place or are expected to take place to the structure of the currently funded double degree programme)

## SCHOLARSHIP SELECTION PROCESS

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### Selection of scholarship recipients

Scholarship recipients are selected by a selection committee appointed by the funding recipient.

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

- announcement of the offered scholarship
- composition of the selection committee (funding recipient, number of committee members)
- selection criteria (selection of best applicants, academic or personal aptitude etc.)
- scholarship award procedure
  - › by scholarship agreement (“confirmation of acceptance” with concrete designation of the scholarship benefits and their corresponding amounts (e.g. residence and mobility allowances))
  - › issue of a scholarship certificate (in this case: mention of the DAAD and BMBF)

## ATTACHMENTS

14

1. Funding rates for students at German universities
2. Funding rates for students from DAC countries
3. List of developing and emerging countries (DAC countries)

## FORM TEMPLATES

15

- Project description - preparation phase
- Project description - funding phase
- Project description - follow-up funding
- Endorsement of the project application by the university administration

## IMPORTANT INFORMATION

16

- Information on mobility for persons with a disability or chronic illness
- Information on supported persons - scholarship awards
- Instructions for drawing up a financing plan
- FAQs on the call for applications and application procedures
- Application checklists

## CONTACT

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