

## **Goals and Guidelines for the Internationalisation Fund of the Rectorate**

### **1. Aim of the funding programme**

The [Internationalisation Strategy](#) of the University of Münster (UM) defines a number of strategic goals to strengthen the University's international orientation. International activities and collaborations aim to enhance the character and competitive edge of the University in the core areas of university teaching and research.

The Rectorate allocates resources every year to the Internationalisation Fund to support existing measures and encourage new international activities by the University's faculties, institutes and other facilities. The Internationalisation Fund awards partial financing (in particular, start-up financing) to support measures and activities which contribute to the internationalisation of a faculty, institute, degree programme or administrative unit, and for which sufficient resources are otherwise unavailable. These measures and activities should be designed to ensure sustainability (e.g. initiation of long-term international contacts) and serve to develop or improve the international profile of the applying institution. Consequently, individual measures should advance the internationalisation strategy or goals of the respective faculty. First-time applications receive preferential consideration.

### **2. Measures**

The Internationalisation Fund can finance measures or activities which establish or further develop strategically important international contacts of the applying institution. The Internationalisation Fund is comprised of five separate funding lines:

- 1) Funding (allowances) for travel expenses which serve to initiate or expand on international partnerships of the applying institution
- 2) Funding for projects
  - a. promoting internationalisation of teaching (e.g. international summer schools, development of university-preparatory measures for international students, (further) development of joint degree programmes, integrated courses jointly conducted with foreign partners, international degree programme accreditation measures)
  - b. promoting internationalisation at home (e.g. virtual mobility via long-distance teaching/learning, discussion forums or video conferences, intercultural teaching projects at the University of Münster)
- 3) Funding for research visits by international researchers and lecturers in Münster
  - a. [Visiting researcher programme of the University of Münster \(Fellowships\)](#) (in person at the UM or as a virtual stay-at-home grant)
  - b. University contribution to the [DAAD Visiting Lectureship programme](#) (only Model A – Individual Funding)
- 4) Grants for organising international conferences or meetings at the University of Münster or abroad of which the applying institution is a (co-)organiser
- 5) Grants for continuing education measures on internationalisation (in Germany, preferably programmes offered by the [DAAD/iDA](#) and HRK)

### 3. Funding criteria

Funding lines		Criteria and maximum funding available in each funding line
1	Funding (allowances) for travel expenses to <b>initiate or expand on international partnerships</b> of the applying institution (e.g. preparatory trips to the partner institution, invitation of representatives from the partner institution to the UM, joint teaching and research collaborations)	<ul style="list-style-type: none"> <li>- one-time allowance per person/trip of up to € 800 within Europe, and € 1,500 outside of Europe</li> <li>- as a rule, max. two persons/trip can be funded</li> <li>- awarded funding based on actual expenditures in accordance with the NRW State Travel Expense Law</li> </ul>
2a	<b>Internationalisation of teaching</b> (e.g. to pay for organising an international summer or winter school, staffing costs (student assistants) for international teaching projects, e.g. integrated courses jointly conducted with foreign partners, participation in assessing international doctoral examination procedures, international degree programme accreditation measures)	<p>Max. funding amount: € 5,000</p> <p>Course funding: In-person, digital and hybrid formats are fundable. Funding is not awarded to exclusively finance catering expenses.</p>
2b	<b>Internationalisation at home</b> (e.g. virtual mobility via long-distance teaching/learning, discussion forums or video conferences, intercultural teaching projects at the UM)	<p>Maximum funding amount: € 5,000</p> <p>Course funding: In-person, digital and hybrid formats are fundable. Funding is not awarded to exclusively finance catering expenses.</p>

3a	<p>UM visiting researcher programme (Fellowships): invitations extended to international researchers or lecturers as <b>Fellows</b></p>	<p>A completed doctoral degree is a prerequisite of funding. This requirement may be waived in exceptional and substantiated cases.</p> <ul style="list-style-type: none"> <li>- Max. funding duration: 3 months</li> <li>- Visits can be postponed within the financial year upon request; applicants must resubmit the application for visits scheduled in a new financial year.</li> </ul> <p>Max. allowances for in-person visits at the UM:</p> <ul style="list-style-type: none"> <li>• € 2,000/month (for visits lasting less than one month, funding is reduced proportionately by 14- day increments)</li> <li>• for short visits under one month: € 1,200</li> <li>• minimum stay: 1 week</li> </ul> <p>Max. allowances for virtual stay-at-home fellowships:</p> <ul style="list-style-type: none"> <li>• € 1,600/month (for visits lasting less than one month, funding is reduced proportionately by 14- day increments)</li> <li>• for short visits under one month: € 1,000</li> <li>• minimum stay: 1 week</li> </ul> <p>The following selection criteria apply if there is insufficient funding available:</p> <ul style="list-style-type: none"> <li>• If a faculty/institute submits several applications for this funding line simultaneously, the applications are prioritised; first priorities are given preferential consideration, i.e. the priorities of the faculties/institutes serve as the basis for funding approval.</li> <li>• The integration of the visiting researcher/lecturer into the teaching activities at the UM is desired.</li> </ul>
3b	<p><b>Grant to finance the university contribution</b> when applying for a DAAD Visiting Lectureship (only Model A – Individual funding)</p>	<p>Grant: max. 5% of the personnel costs included in the total requested funding amount (i.e. half of the secured University contribution of 10% as provided in the application); the remaining amount must be contributed by the applying institution</p> <ul style="list-style-type: none"> <li>- The (preliminary) DAAD application and corresponding financing plan must be submitted together with the Internationalisation Fund application.</li> </ul>

4	<p><b>Grants</b> for organising international <b>conferences</b> or <b>workshops</b> at the University of Münster or abroad of which the applying institution is a (co-) organiser</p>	<p>Conferences are considered “international” if at least 30% of the attendees are international participants/speakers.</p> <p>Max. funding for conferences/meetings:</p> <p><u>Fewer than 50 participants</u>  1-2 days: max. funding: € 1,000  3-x days: max. funding: € 1,750</p> <p><u>More than 50 participants</u>  1-2 days: max. funding: € 2,000  3-x days: max. funding: € 3,500</p> <p>In-person, digital and hybrid formats are fundable.  Funding is not awarded to exclusively finance catering expenses.</p>
5	<p><b>Grants for continuing education measures</b> on internationalisation (in Germany, preferably programmes offered by the DAAD/iDA and HRK)</p>	<p>Max. funding to cover participation fees of a continuing education event and/or travel expenses: € 700</p>

#### 4. Selection criteria

Funding is only awarded through the Internationalisation Fund if there are no regular financing options available (e.g. faculty budgetary resources earmarked for start-up financing, funding from other central funding programmes), if funding resources are insufficient, or if third-party funding is unavailable.

As a rule, funding is awarded on a one-time basis only; the Internationalisation Fund is not intended for financing permanent or long-term measures.

International activities of a similar kind which take place in subsequent years can only be granted funding through the Internationalisation Fund if sufficient resources are available. If resources are limited, preference is given to first-time applicants, provided they meet the funding requirements.

The proposed measures are assessed according to the following criteria:

- To what extent does the project contribute to the internationalisation goals of the University of Münster or those of the faculty/institute?
- Are provisions in place to ensure the sustainability of the project? What effects are expected in the medium to long term?
- Is the faculty or institute contributing resources of its own?
- Have other funding sources been adequately tapped (third-party funding, other central funding programmes, etc.)?
- In the case of longer-term activities, how does the applicant plan to carry out and finance the project in the future?

The Internationalisation Fund does *NOT* grant funding to the following measures and activities as these can be financed through alternative funding instruments:

Non-fundable measures	Alternative funding instruments
Scholarships for students (incoming and outgoing)	<ul style="list-style-type: none"> <li>▪ <a href="#">Scholarship programmes of the DAAD</a></li> <li>▪ <a href="#">ERASMUS</a></li> <li>▪ <a href="#">PROMOS</a></li> <li>▪ <a href="#">Funding Programme "Student Research Projects"</a></li> </ul>
Individual research visits or conference participation abroad	Please consult the <a href="#">SAFIR Research Funding Support</a>
Lectures held by foreign visiting academics in Münster	The allocation of funding for such expenditures is the responsibility of the faculties.
Trips to initiate partnerships or for purposes of teaching and continuing education within the EU	<a href="#">ERASMUS mobility funding</a> for researchers, lecturers and non-academic staff

## 5. Procedure

- 1) Applications must be submitted to the International Office by the relevant deadline using the [application form](#) via the dean of the faculty (for institutions that do not belong to a faculty, via their management)(by email to [internationalisierungsfonds@uni-muenster.de](mailto:internationalisierungsfonds@uni-muenster.de)).  
The funding available for each round of applications will be allocated proportionately among the faculties/institutions submitting applications, taking into account the size of the faculty/institution. If there are insufficient funds available in an allocation round, dean's office (heads of institutions) will be asked by the International Office to prioritise the applications submitted. This prioritisation forms the basis for the approval or rejection of applications.
- 2) Applications can only be submitted within the application deadlines (cut-off deadlines). The deadlines can be found on the website. Applications submitted outside of this procedure or the deadlines cannot be considered. Applicants are notified of the funding decision within six weeks after the respective cut-off deadline.
- 3) If funding is approved, the International Office is authorised to transfer payment of the allocated funding.
- 4) The resources allocated to the Internationalisation Fund are only expendable in the current financial year, i.e. resources are subject to budget annuality and cannot be carried over to the following financial year. The measures may be postponed to a later date in the calendar year upon request.
- 5) The applicant must submit a final report and financial report to the International Office (see [final report form](#); for conference funding, please provide the final programme **and** list of participants) outlining the project implementation and use of funding no later than **three months** following the conclusion of the project.
- 6) The logo of the Internationalisation Fund can be requested for inclusion in publications (e.g. posters, flyers, website) produced in connection with the funded project.