



Go East Summer Schools - Guide for Organizers

Dear Sir or Madam,

in addition to the program information provided in the program announcement, we would like to use the following guide to provide you with some tips and advice that may be helpful to you in applying for and conducting your summer school.

First, here is a brief overview of the **program process**:

Summer school application

- Foreign universities organize a summer school and apply for funding to the DAAD.
- Applications are reviewed. If approved, the DAAD informs the university how many scholarships can be awarded for the summer school.
- The university creates a website for the summer school and sends the link to the DAAD. Summer school announcements for students are advertised on the DAAD website at the end of January.

Application of students and selection of participants

- Students apply to the summer school for participation and in parallel via the DAAD portal for a scholarship. The application deadline at the DAAD is identical to the application deadline of the respective summer school.
- After their application deadline, the university creates a ranking list of all applicants including reserves and sends it to the DAAD.
- The ranking is compared with the applications received by the DAAD and the university is informed about the selection result by e-mail.
- Upon receipt of the e-mail, the university sends out the acceptance and rejection letters.
- At the same time, the DAAD sends the scholarship documents to the participants. This process usually takes one to two weeks.

Before, during and after the summer school

- The university informs the selected participants about the further procedure with or after the acceptance.
- The funded participants are responsible for organizing their own travel (e.g. travel, visa, accommodation); unfortunately, the DAAD cannot be of assistance in this regard.
- After the end of the summer school, the organizers prepare a report about the summer school and send it to the DAAD.

1. Application of the universities

The application consists of three parts: the DAAD application form, a concept and the preliminary program of the summer school. The decisive criteria for the selection of summer schools are relevance and topicality of the planned topics as well as the submitted concept and program of the summer school applied for.

The concept should be clearly formulated and provide an overview of the planned program points and activities within the framework of the summer school. The summer schools serve the further education of the students, for example through subject-related content, the



imparting of knowledge about the country and cultural exchange as well as offers for the improvement of language skills.

The program of a summer school should be day-filling, be presented transparently (specify days/times, see example below) and, if possible, contain no or at most one day off.

Applications can also be submitted several years in a row. When a new application is submitted, the results of DAAD evaluations and reports on the experiences of scholarship holders will also be considered as criteria in the selection process, including:

- well-planned, varied program and clear content
- participation of local/international students (intercultural exchange)
- language courses offered
- good organization and on-site support
- awarding of ECTS credits

The participation fee indicated in the application should cover the costs of the academic/cultural program and planned excursions. If accommodation is already included in the participation fee, please always indicate the participation fee minus the costs for accommodation in the application. Meals/accommodation cannot be paid from the participation fee, for this purpose funded persons receive the partial scholarship. If the participation fee indicated in the application differs from the fee for domestic or international students, this should also be evident in the application.

Please note that the scholarships awarded in this program are personal. Thus, the scholarship benefits are exclusively intended to support the selected scholarship recipients. Participation fees reimbursed by the DAAD may therefore not be redistributed to other participants.

2. Application of students and selection procedure

Students apply in parallel directly to the summer schools as well as to the DAAD for a scholarship to participate. When applying for a scholarship, they can indicate up to three summer schools to which they have applied and prioritize them.

After the application deadline, the ranking sent by the summer school to the DAAD will be compared with the applications received by the DAAD. Therefore, it is important that the ranking list includes all persons who have also applied for a DAAD scholarship (the persons proposed for a scholarship, the reserves as well as the rejected persons).

Participants listed in your ranking will automatically receive a scholarship if they indicated your summer school as their first priority in the DAAD application. Students who have received an acceptance of their second or third priority will be contacted by us and can then decide whether to accept or decline the scholarship for that summer school and wait for their first priority to be selected. If that person declines, the next eligible person will be contacted according to their ranking order. The resulting selection result will then be coordinated again with the university.

The DAAD then prepares a selection protocol listing the selected scholarship holders, reserves and rejected applicants.



3. Cooperation with the DAAD

The funding of a summer school is always approved based on the information provided in the application. If any data (e.g. period of time, application deadline, etc.) of your summer school change after you have received the confirmation of funding, please inform the DAAD about these changes as soon as possible. Please note that once the DAAD has approved your application, the duration of your summer school may not be subsequently extended, and the participation fee may not be increased.

Please send us the link to the website of your summer school in due time and only after the final completion or updating of the data/content of your website. It is important that the data and information published on your website are identical to the data you have provided to the DAAD in your application (or after modification).

The following information should be clearly visible on your website: duration of the summer school, application deadline, participation fee, content and program, application procedure, contact details/email address for applicants. Please check your inbox (including spam folder, if applicable) as regularly as possible after the announcement is published so that inquiries from people interested in applying can be answered promptly.

After the application phase:

- Official acceptances and rejections on the part of the summer school may only be sent after the selection process at the DAAD has been completed. Please inform the participants only after receiving the email from the DAAD.
- The scholarship payments (scholarship instalment, travel allowance, participation fee up to max. 650€) will always be paid to the scholarship holders at the end of the month.
- Please note that the selection protocol created is binding for the DAAD and cannot be changed afterwards. Only the scholarship holders listed in the protocol and, if applicable, reserves can receive a DAAD scholarship. Reserves can be re-nominated if participants withdraw from the scholarship or additional program funds are approved. Subsequent nominations will be made according to the order of the reserves as stated in the ranking.

4. Notes regarding DAAD scholarship holders

Participation in the program organized by the Summer School is obligatory for DAAD scholarship holders, as the scholarship is only awarded on the condition of attendance. An attendance check should therefore be carried out as regularly as possible. If a DAAD scholarship holder is absent from the courses, please inform us. Please also inform us about any withdrawals, no-shows, late arrivals, or early departures of scholarship holders.

The cultural or country-specific prior knowledge of the participants can be very different. For a good start and smooth running of your Summer School, it is therefore generally advantageous to conduct an introductory round with the participants at the beginning of the Summer School. During this first meeting, for example, mutual expectations regarding the summer school can be exchanged and, if necessary, a short introduction to the culture of the host country can be given (e.g. rules of conduct in the host country and for the summer school) or cultural differences can be worked out. Should misunderstandings or misconduct on the part of the participants occur, we ask for prompt notification so that a solution can be found together. A final reflection or feedback session is also recommended and may be helpful for reapplication and future implementations.



We wish you every success in organizing and running your summer school!

Example of the presentation of the planned program:

Time	Monday, 3.8.	Tuesday, 4.8.	Wednesday, 5.8.	Thursday, 6.8.	Friday, 7.8.	Saturday, 9.8.
9:00 - 10:30	Language class	Language class	Language class	Language class	Language class	
10:30 - 12:00	Lecture	Lecture	Lecture	Lecture	Lecture	Excursion to...
12:00 - 13:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
13:00 - 14:30	Seminar	Seminar	Seminar	Seminar	Seminar	
14:30 - 16:00	Discussion	Discussion	Discussion	Discussion	Discussion	
16:00 - ...	Evening program					