

Goals and Guidelines for the Internationalisation Fund of the Rectorate

(Ziele und Richtlinien für den Internationalisierungsfonds des Rektorats – English version)

1. Aim of the funding programme

In its [Internationalisation Strategy](#) for 2012 to 2018 (ff), the University of Münster (WWU) defined a number of strategic goals to strengthen its international orientation. International activities and collaborations aim to enhance the reputation and competitive edge of the University of Münster 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 or degree programme, 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 accordingly. First-time applications receive preferential consideration.

2. Measures

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

- 1) Initiation or expansion of international strategic partnerships with the applying institution to promote
 - a. international mobility of students, researchers, lecturers and other staff members as well as collaborative teaching and/or research projects
 - b. internationalisation of teaching (e.g. international summer schools, development of university-preparatory measures for international students, (further) development of joint degree programmes, collaborative teaching and/or research projects)
 - c. 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)
- 2) Activities conducted as part of the [WWU's strategic networks](#) (e.g. China-NRW Alliance)
- 3) Financing for research visits in Münster by international researchers and lecturers
 - a. Visiting researcher programme of the University of Münster (WWU Fellowships)
 - b. University contribution in addition to the contribution of the faculty to the [DAAD Visiting Lectureship programme](#) (Model A – Individual Funding only)
- 4) Grants for organising international conferences or meetings at the University of Münster
- 5) Grants for continuing education measures on internationalisation (in Germany only, preferably programmes offered by the [DAAD/iDA](#) and HRK)

3. Funding criteria

Funding schemes		Criteria and maximum funding available in each funding scheme
1a	Initiation/expansion of international partnerships to promote academic mobility, collaborative teaching, joint research projects (e.g. preparatory trips to the partner institution, invitation of representatives from the partner institution to WWU)	<ul style="list-style-type: none"> - Organisational trips: one-time grant of up to € 800 per person/trip within Europe, and € 1,500 outside of Europe; as a rule, max. of two persons/trip can be funded; no funding for exclusive participation in conferences
1b	Initiation/expansion of international partnerships to promote the internationalisation of teaching (e.g. to cover the expense of organising an international summer or winter school, staff costs (student assistants) for international teaching projects, participation in assessing international doctoral examination procedures etc.)	<ul style="list-style-type: none"> - Other project funding: up to 75% of the total project costs, but not exceeding € 5,000. - Funding is not awarded to exclusively finance catering expenses.
1c	Measures supporting internationalisation at home (e.g. virtual mobility via long-distance teaching/learning, discussion forums or video conferences, intercultural teaching projects at the WWU)	
2	Activities conducted by the applying institute as part of the University's strategic networks (e.g. preparatory trips, organisation of an international summer or winter school in Münster)	
3a	Visiting researcher programme (WWU Fellowships); Invitation extended to international researchers or lecturers to become WWU Fellows	<ul style="list-style-type: none"> - Eligibility is contingent on the candidate having earned a university degree with a doctoral title.¹ - Maximum funding duration: 3 months - Visits can be postponed within the financial year upon request; applicants must resubmit the application for visits scheduled in a new financial year. - Maximum scholarship funding: <ul style="list-style-type: none"> o € 2,000/month (for visits lasting less than one month, funding is reduced proportionately by 14-day increments) o for short visits under one month: max. € 1,200 - The following criteria apply if there is insufficient funding available: <ul style="list-style-type: none"> o If a faculty/institute submits several applications for this funding line simultaneously, the applications should be prioritised with respect to their importance. o The applications with the highest priority are then granted preferential consideration, i.e. the priorities of the faculties/institutes serve as the basis for funding approval. o The visiting researcher/lecturer should be integrated into the teaching activities at the WWU Münster.

¹ This requirement may be waived in exceptional and substantiated cases.

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3b	University contribution in addition to the contribution of the faculty when applying for funding from the DAAD Visiting Lectureship programme (Model A - Individual Funding only)	<ul style="list-style-type: none"> - Grant: max. 5% of the personnel costs included in the total requested funding amount (i.e. half of the equity capital which the University must contribute according to the funding requirements), the remaining amount must be contributed by the applicant 										
4	Grants for organising international conferences or meetings at the University of Münster	<ul style="list-style-type: none"> - Conferences are regarded as “international” if at least 30% of the attendees are international participants/speakers. - Maximum funding for conferences/meetings <table> <tr> <td style="text-align: center;">< 50 participants</td> <td style="text-align: center;">> 50 participants</td> </tr> <tr> <td style="text-align: center;">1-2 days</td> <td style="text-align: center;">1.000 €</td> </tr> <tr> <td style="text-align: center;">3-x days</td> <td style="text-align: center;">2.000 €</td> </tr> <tr> <td style="text-align: center;">3-x days</td> <td style="text-align: center;">1.750 €</td> </tr> <tr> <td style="text-align: center;">3-x days</td> <td style="text-align: center;">3.500 €</td> </tr> </table> 	< 50 participants	> 50 participants	1-2 days	1.000 €	3-x days	2.000 €	3-x days	1.750 €	3-x days	3.500 €
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5	Grants for continuing education measures in internationalisation (in Germany only, preferably programmes offered by the DAAD/IDA and HRK)	<ul style="list-style-type: none"> - Maximum funding to cover participation fees of a continuing education event and/or travel expenses: 700 € 										

4. Selection criteria

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

Yearly international activities of a similar kind are eligible for funding through the Internationalisation Fund as long as sufficient resources are available. When resources are limited, preference is given to first-time applicants, provided they meet the funding conditions.

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 do the applicants hope to see 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)	Scholarship programmes offered by the DAAD, ERASMUS, PROMOS, WWU Student Research Project Fund (in German only)
Individual research visits or conference participation abroad	For more information, please consult the ' SAFIR-Application Advice for Third-Party Projects ' and the database Forsch&Fahr (in German only).
Lectures held by foreign visiting academics in Münster	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	ERASMUS mobility funding for researchers, lecturers, staff

5. Procedure

- 1) The Dean of Faculty (or the directors of unaffiliated institutions) should submit the completed [application form](#) to the management team of the International Office.
- 2) Applications may be submitted three times per year, i.e. by **15 February, 15 June and 15 October** (submission deadlines). Applications received after the given deadlines will be returned, but can be resubmitted at a later time.

Applicants are notified of the selection committee's funding decision within six weeks after the respective submission deadline.

- 3) If funding is approved, the International Office is authorised to transfer payment of the allocated funding.
- 4) The resources allocated to the WWU 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 WWU Internationalisation Fund can be requested for inclusion in publications (e.g. posters, flyers, website), produced in connection with the funded project.