



Internationalization within the Excellence Strategy Call for proposals for Funds of the Excellence Strategy of the International Office

Funding line 2: Guest lecturers

Application Procedure

1. Check whether and to which funding line your planned project belongs and whether you are eligible to apply.
2. Write an **application** in which you describe your project and **prepare a detailed financing plan**. Your project can be funded with a **maximum amount of 5.000,- €**. Note on the **financing plan**: Please plan the funds you need as precisely as possible, as it is generally not possible to exceed the costs you have applied for and which may be approved by a selection committee as part of the application. To help you plan, we provide a Budget Guide and Instructions for Preparing a Financial Plan. It is requested to mention the funding line for which the funds are requested.
3. Complete the **application cover sheet** and attach it to your application.
4. Have your project supported by the faculty of the University of Konstanz **and** if required by the international institution and attach documents from the partner (e.g. program, schedule, letter of interest in and support during the cooperation).
5. Send cover sheet, application with Financial Plan, other relevant documents signed and scanned as **one** PDF-file to:
finanzen.international@uni-konstanz.de
or printed
by internal letter to:
International Office
P.O. Box 207

General notes on the application procedure

When reviewing applications, the following criteria may be taken into account - in addition to the scientific quality of the measures applied for:

1. Individual measures should be geared towards long-term collaboration with universities abroad. Individual measures should be aligned with the department's internationalization strategy.
2. In view of the limited resources available, Excellence Strategy funds should first be allocated to measures for which there are no alternative sources of funding. It is necessary to check in each case whether individual measures for which similar funding lines exist in the respective budgets (e.g. in the budgets of the Clusters of Excellence or of the Zukunftskolleg) can be financed from these budgets. Applicants are obliged to indicate in their application whether funds for the same project either have been or will be requested from other sources at the university or from external sponsors.
3. The following individuals are eligible to apply: University of Konstanz staff members or members of the university currently on a scholarship provided by an internal or external sponsor. In addition, on the side of the University of Konstanz only persons with an employment contract or a scholarship may benefit from the funding. Doctoral researchers at the University of Konstanz who benefit from the funding must be enrolled at the university. Students in the bachelor's or master's degree program are not eligible to apply. No scholarships can be awarded.
4. The application must include instruments to gauge the measure's impact or success criteria that can be verified after the measure ends.
5. A report must be presented after the measure ends which also describes its efficiency and success.
6. **The maximum sum which can be requested per application is € 5,000.**
7. Normally, funding is only provided for costs for materials and, if applicable, for student assistants.
8. For all four funding lines, it is explicitly stated that **digital or hybrid formats and Blended Mobility** are especially welcome. You can also apply for project funds in all four funding lines for measures that take place completely or partially virtually.
9. Please note that if approved, the funds must be spent by the end of November 2023 and a carryover to the next year will not be possible. In the case of travel expense claims, please note the closing dates for submission of the travel expense invoice to the HR department, which are usually around 10.11. of the respective financial year.

10. In the case of international mobility, attention must be paid to sustainable travel planning, especially with regard to CO₂ emissions during air travel.
11. For air travel the costs for CO₂ compensation must be included in the calculation. They cannot be budgeted retrospectively.

General Information on funding line 2

This funding line encloses the measures 'International guest lecturers', 'guest lecturers in co-teaching teams' as well as 'virtual courses'.

International guest lecturers can be invited to Konstanz for a visit lasting up to one semester (normally 3 months) or to hold a compact course. Joint courses with teaching staff from the University of Konstanz are also possible. For semester stays, a teaching volume on a scale of at least 12 ECTS-Cr, for compact courses a teaching volume on a scale of at least 5 ECTS-Cr is required. The remuneration for guest lecturers is based on the rates of the DFG, depending on their personal qualification. An application for the issuance of a freelance contract must be submitted at least 3 weeks before the start of the seminar.

Virtual, hybrid or guest lectureships in blended mobility can also be applied for. In case of purely virtual guest lectureships, the participation of students from the partner university can also be considered.

Guest lecturers in co-teaching-teams

Within the funding line 2, digital formats for international teaching in co-teaching teams can also be applied for, which are designed and implemented by a member of the teaching staff from the University of Konstanz together with a guest lecturer from an international partner university. The application is made by a teacher of the University of Konstanz for a co-teaching team consisting of a teacher from Konstanz and a teacher from a European or worldwide partner university of the University of Konstanz. Both teachers should share the teaching tasks equally - a flexible division of tasks according to the respective research focus is desirable. For international lecturers an honorarium per seminar day can be paid. The freelance contract for international lecturers is concluded between the University of Konstanz and the external lecturer. An application for the issuance of a freelance contract must be submitted at least 3 weeks before the start of the seminar.

The following conditions are valid to this format: the planned course is a purely online course without presence components. The planned exam must be done online. The course appears in the regular course offerings of the department of the University of Konstanz and can be found via ZEuS. Participation in the course is open to Konstanz students and offers them the opportunity to earn ECTS credits. At least half of all participants are students enrolled in Konstanz. The language of the event is not German. Participation in the event may also be open to students of the guest lecturer's university. In this case, the teaching and examination format should be

considered, as ILIAS is not automatically accessible to external students. Please note that students of the partner university will not be enrolled at the University of Konstanz.

Virtual courses

In addition, funding may be requested for a virtual course to be open to students from our partner institutions. The course should be open to at least two international students from partner universities, who continue to study at their home university and attend a virtual course in Konstanz. The International Office nominates the students in consultation with the partner university and care is taken to ensure that the nominated students fulfill the language and subject-specific requirements for the course.

Funding can be applied for virtual courses if they fulfill the following conditions:

- The course takes place exclusively virtually; the examination can also be conducted exclusively virtually. No presence in Konstanz is necessary.
- The course is taught in English.
- The course is offered at a time of day that takes into account the time difference depending on the targeted group. The course can be offered in a synchronous and asynchronous mixed format, but should include synchronous elements.

Up to € 800 can be requested for such a course, for activities related to the course. These can also be funds for student-helpers. This format can be combined with the digital format for international teaching in co-teaching teams. Note that students from the partner university will not be enrolled at the University of Konstanz.

Funding conditions for funding line 2

Key information to include:

- Applying researchers (postdocs and professors) or applying department at the University of Konstanz
- International visiting lecturer
- Participating institutions

Justification for the application by the researchers of the University of Konstanz or by the department (max. 2 pages).

In addition to an acknowledgement of the academic expertise of the visiting lecturers to be invited, this justification should include the following aspects: Which and how many courses will the visiting lecturer offer? What relations already exist between the

applicants and the international guest lecturer to be invited or his/her institution? Are any other expectations linked to the invitation, for example the Internationalization of teaching or the (further) development of joint study programmes? Applicants should also explain how the collaboration envisaged by inviting a visiting lecturer fits the department's Internationalization strategy. In addition, the department should document its readiness to provide the visiting lecturer with a suitable working environment. Virtual or hybrid guest lectureships, virtual courses, events in Blended Mobility as well as virtual teaching in co-teaching teams can also be applied for.

Applications must include:

- curriculum vitae of the guest lecturer
- written confirmation of the international lecturer or co-teacher
- List of publications
- List of courses taught by the guest lecturer
- Information on the course to be held at the University of Konstanz, including content, dates, learning objectives and performance records.

Financial plan

The remuneration for the guest lecturers is based on the rates of the DFG, depending on the personal requirements. For a virtual guest lectureship an appropriate fee for the international lecturer can be estimated. If the course is offered on a daily basis, the fee is to be estimated per seminar day excluding weekends and holidays. For digital formats for international teaching in co-teaching teams, a fee for the international lecturer of maximum 420 € can be requested. Added to this is 19% VAT from the reverse charge procedure. For virtual courses that are opened to students of international partner universities, material and funds for student helpers up to 800 € can be applied for.

Instructions for the Preparation of a Financial Plan

Below you will find information on the call for proposals for Funds of the Excellence Strategy of the International Office, which costs you can claim for the different funding lines. If you have other costs not suggested below, please add them. The maximum funding for all funding lines is 5,000 €.

Depending on the funding line you are applying for, please fill in the financing plan of your measure:

Funding line 2: International Guest lecturers, virtual guest lectureships, virtual teaching and virtual teaching in co-teaching teams

Possible claimable expenses	single amount	quantity	total amount	notes:
Travel expenses (flights/rail): (for presence events)				Actual costs of 2nd class or economy class, Taxi: costs can only be reimbursed in exceptional cases.
CO ₂ compensation for air travel				€ 23,00 per ton of CO ₂ . The amount of CO ₂ can be calculated via the following website: https://www.atmosfair.de/en/offset/flight/
Accommodation (for in person events)				20 €/ per night lump sum without receipts Max. 95 € per night with receipt (with special justification higher amount possible). Only the costs necessary for the stay can be charged. Added days for private stay are not reimbursable.
Note: Remuneration and daily allowance: not possible.				
Other costs				
Honoraria for international guest researchers (for presence events)				An honorarium contract must be concluded with the guest lecturer before the start of the guest lectureship. The application for the honorarium contract must be submitted to the International Office at least 3 weeks before the start of the guest lectureship. Please calculate an addition of. 19% VAT on top of the honorarium.
Category 1: PhD scientists (researchers with a doctorate)				Monthly rate: 2,100 € Daily rate (for shorter stays): 70 € per teaching day (excluding weekends and holidays)

				Please add 19% VAT from reverse charge procedure
Category 2: Associate Professors (positions comparable to W-2)				Monthly rate: 2,300 € Daily rate (for shorter stays): 78 € per teaching day (excluding weekends and holidays) Please add 19% VAT from reverse charge procedure
Category 3: Full Professors (positions comparable to W-3)				Monthly rate: 3,000 € Daily rate (for shorter stays): 100 € per teaching day (excluding weekends and holidays) Please add 19% VAT from reverse charge procedure
Honoraria for international guest researchers (for virtual events)				An honorarium contract must be concluded with the guest lecturer before the start of the guest lectureship. The application for the honorarium contract must be submitted to the International Office at least 3 weeks before the start of the guest lectureship. Please calculate an addition of 19% VAT on top of the honorarium
Category 1: PhD scientists (researchers with a doctorate)				Virtual: 210 € per ECTS-Credit Please add 19% VAT from reverse charge procedure
Category 2: Associate Professors (positions comparable to W-2)				Virtual: 240 € per ECTS-Credit Please add 19% VAT from reverse charge procedure
Category 3: Full Professors (positions comparable to W-3)				Virtual: 260 € per ECTS-Credit Please add 19% VAT from reverse charge procedure
Honorarium for virtual courses in co-teaching teams for international teachers who are not employed at the University KN				Max. 420 € Please add 19% VAT from reverse charge procedure.
For virtual courses with at least two international students: material resources and costs for student helpers for activities.				Material funds up to 800 €. These can also be costs for student helpers.
Meals				€ 40 per person/meal (including beverages and VAT) can be applied. Flowers and tips will not be reimbursed.T
Other costs				