

Exchange program and grants

„Foreign Library Experts to Germany (AnD)“

of the standing committee BI-International of Bibliothek & Information Deutschland (BID)

Study trips to Germany (for Groups)

Bibliothek & Information Deutschland (BID), represented by the standing committee Bibliothek & Information International (BII), promotes the continuous exchange and cooperation between German and foreign colleagues in the field of library and information sector in order to support the development of German and foreign libraries. This is done by providing financial support to experts from abroad for professional visits, study trips to Germany or for participation in international conferences in Germany.

1 Application requirements

Employees in libraries and informational and documentational institutions in all countries of the world who are actively involved in library development in their country are eligible to apply. Interpreters and travel companions will only be funded in exceptional cases. University members from the fields of library and information science as well as students and trainees are not supported. German citizens are in general not eligible to join this program, even if they are employed abroad. No persons will be funded who are in connection with an entrepreneurial activity.

As a rule, a maximum of one grant per individual person per year is possible; this also applies to group members.

The application for a study trip should be made by one person on behalf of all participants of the group. This person remains the responsible contact person during the application procedure, the trip and the subsequent reporting obligation. An additional contact person in Germany or at the Goethe-Institute in the home country must be named.

Important note: Single persons who would like to make a study trip and visit several libraries during a stay in Germany should use the online application form 'Professional Visits'.

Funding is provided for a specialist programme within the framework of a study trip that serves training and development purposes in the home country as well as the mutual exchange of subjects on an international level. The application must include a meaningful motivation statement on the relevance of the scheduled program as well as a detailed description of the expected impulses and experiences and how the sustainability of the experiences from the trip in the home country will be ensured.

Planning, booking and travelling of the journey are on the applicants' own responsibility and at one's own risk. It is recommended to plan the trip in consultation with the Goethe-Institutes in the country of origin. BII can be of assistance only in exceptional cases. The contact person of the group is responsible for the preparation, execution and follow-up of the trip and, if necessary, for insurance.

Supported length of stay:

The eligible duration of the journey is between two and five working days.

Size of the group:

The number of group members to be supported is limited to a maximum of 15 persons. The minimum number of participants in a group is 3.

2 Application procedure

The application must be submitted by the contact person of the group using the online application form on the BII website:

<https://bi-international.de/en/application-form-study-trips>

Required documents include:

1. the completed online application form for a study trip to Germany,
2. the complete list of participants (full name, employer/library, position/job title, function, confirmation of English or German language skills),
3. the scheduled programme of the study trip and invitation letters from the institutions to be visited in Germany,
4. the financial plan including details on the total financing of the stay. Please note that BII grants do not cover all costs.

The application for the entire group should be submitted as early as possible; it must be submitted online at least **six weeks before** the start of the planned trip.

Only completely filled in applications including all required documents will be processed. Decisions of the BII jury will be communicated via e-mail.

3 Financial support

In case of a positive vote, the amount of the grant is calculated from the number of group participants and length of stay and is stated as a lump sum for the group in the letter of approval. It is calculated from a per diem of 80 EUR per group member. Weekends, public holidays, days without a specialist programme are not funded. The maximum funding is 6,000 EUR per group. Travel to and from Germany is at your own expense.

Funds applied for will only be available after final approval by BII jury in the calendar year of the trip. There is no legal claim to the granting of an application.

The payment of the grant is made to the group's contact person who is responsible for distribution among participants. Payment will not be made in advance, but upon arrival in Germany.

By accepting the grant, the recipient acknowledges these guidelines. The claiming of the grant obliges to submit a meaningful, written report about the study trip within six weeks after the end of the trip. The report must document the participation of all group members. The report must contain a clear reference to the support provided by BII. BII is granted the right to publish the report completely or in excerpts on the BII website. All photos must be licensed under a CC BY-SA 4.0 license.

The grant may be reclaimed in whole or in part by BII if the grant awarded has not been properly used, or if the report has demonstrably not been properly used or if the report has not been submitted in due time. The latter may also lead to the exclusion from future applications.

4 Data protection

For BII, data protection is an important issue. Please, [click here](#) to find information about the personal data we collect during an online application, about the processing of the data and about your rights in this process.

By filling in an online application form you consent to our rules and regulations. If you have given us your consent under data protection law for certain data processing

operations, you will also find notes and information on the respective declarations of consent below.

<https://bi-international.de/en/privacy-policy>

5 Additionally

Please, find here the online application form:

<https://bi-international.de/en/application-form-study-trips>

Please, find here the report guidelines:

<https://bi-international.de/en/faq>

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