



Welcome

Info Session

Q and A on DAAD
Alumni Events:
Ghana, Cameroon,
Nigeria

20.01.2026



DAAD

Deutscher Akademischer Austauschdienst
German Academic Exchange Service



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Supported academics worldwide
Since 1950, the DAAD has supported more than 3 million academics from Germany and all over the world



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Alumni activities of the DAAD: Goals and focuses

Build a growing global alumni network – currently 466.000 members!

Be an active part of this network!

Working together with alumni as partners:

- in scholarship work and programme development
- as partners and consultants for scientific cooperation and internationalisation
- with international commitment to dialogue and understanding





Services for DAAD alumni

- Information and communication
- Alumni networking
- Individual support for alumni
- Giving back and sharing

Information and Communication: General Website

Alumni


Information, communication & networking

Alumni service area




Funding for alumni

Funding for German universities


Alumni associations




For the DAAD, keeping in touch with its alumni is of eminent importance. Therefore, the DAAD co-funds topical meetings of DAAD alumni in Germany or abroad, supports alumni associations and the alumni work of German universities, provides information, communication and networking opportunities for alumni around the world. For certain groups of alumni, the DAAD offers re-invitations, small equipment grants or the purchase of scientific literature. The aim is to strengthen the bond between the alumni and Germany or their former host country, to build an active and continuously growing network and to work with the alumni as partners in international academic cooperation and exchange.

<  Alumni service area  Alumni associations  >


ALUMNI



• Communication and networking



• Funding programmes for alumni



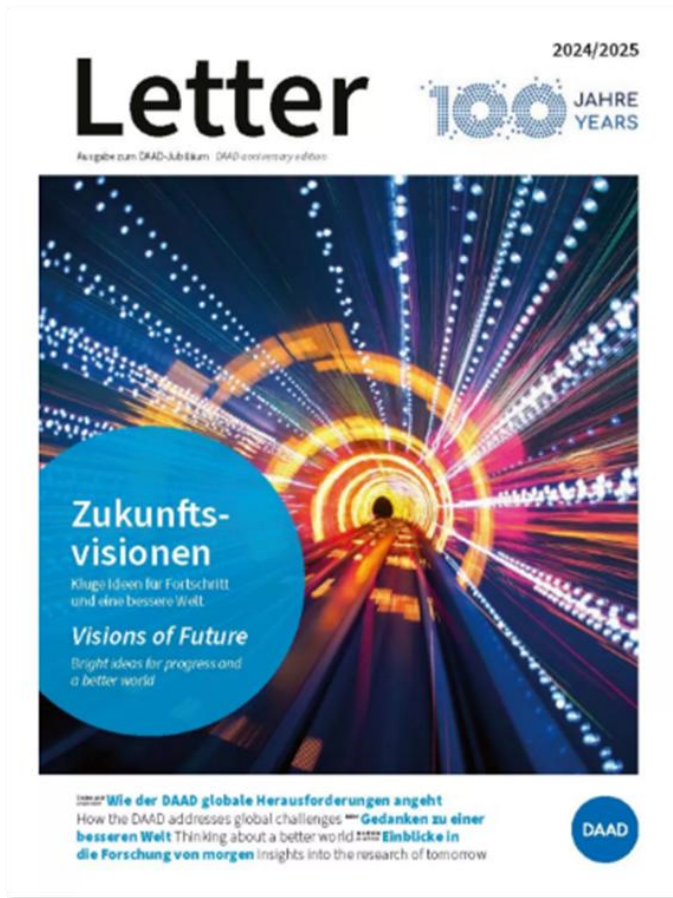
• Alumni associations



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www.daad.de/alumni/en

Information and Communication



Letter – The Magazine for DAAD alumni

- Stories from the scientific and cultural fields, Germany and the DAAD alumni network
- Published twice a year in German and English
- Free of charge for DAAD alumni and DAAD scholarship holders
- Also available on the DAAD website as a digital version with many videos

www.daad.de/letter/en



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Mein DAAD



Mein DAAD with service area for alumni to ...

- Keep your data current - so we can send you updates and invite you to events !
- Sign in with DAAD ID or PKZ
- subscribe to the „Letter“

<https://www.daad.de/en/alumni/service-area/>



Inspiration by "Stories of Change"

100 Years DAAD – 100 Years Change by Exchange



BUILDING BRIDGES BETWEEN PEOPLE, CULTURES, ACADEMIC SYSTEMS AND DISCIPLINES.

In 1925, the DAAD was founded as a student initiative to enable students at German universities to spend time abroad. Today, 100 years later, the DAAD, as an association of German universities and their student bodies, is the world's largest organisation for the promotion of international academic exchange.

[A NOTE OF THANKS](#)

https://www.daad.de/en/the-daad/who-we-are/change-by-exchange/#newsroom_teaser_list_1100_0_editorial



Deutscher Akademischer Austauschdienst
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Alumni networking

**New Alumni
community**

Major alumni events

Small alumni events

SDG Alumni-Projects

Alumni Associations



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New "DAAD & Humboldt Community"

<https://daad-humboldt-community.de/feed>

The screenshot shows the DAAD & Humboldt Community website interface. At the top, there is a navigation bar with the DAAD & Humboldt Community logo on the left, and a search bar, a notification bell, and a user profile picture on the right. Below the navigation bar is a large banner image showing a group of people participating in a team-building exercise on a green field, connected by ropes. The main content area is divided into three sections: a left sidebar with navigation options, a central 'My Feed' section, and a right sidebar with job listings. The left sidebar includes links for Home, Members, Mentoring, Jobs & Calls, Photos, Groups, Events, Organisations, Resources, and Info & Support. The central 'My Feed' section features a search bar, a 'Who's online' section with a 'SEE ALL LIVE MEMBERS' link, and a pinned post by Daniela Becker. The right sidebar displays '69 NEW' job listings under the heading 'Recent jobs & calls', including positions at Technische Universität Dresden and Helmholtz-Zentrum Hereon.

DAAD & HUMBOLDT Community


Home Members Mentoring Jobs & Calls Photos Groups Events Organisations Resources Info & Support

My Feed Search Feed

What's on your mind, Barbara?

Who's online · See who's been online recently SEE ALL LIVE MEMBERS >

Pinned Post

Daniela Becker She/Her · 
Content-Managerin Alumniportal Deutschland, Alexander von Humboldt-Stiftung
14 January, 2026, 10:11

Join our next Virtual Coffee Break on 29 January!
Learning from the Margins: Expanding Access to Higher Education in India and Globally - Experiences from Eklavya India Foundation
In his talk, Raju Kendre will draw ...
[Read more](#)

69 NEW

Recent jobs & calls

Research Associate / PhD Student
(m/f/x) (Job ID: RTG2947-T7/2)
Technische Universität Dresden

Research Associate / PhD Student
(m/f/x) (Job ID: RTG2947-T4/2)
Technische Universität Dresden

PhD position on physics-based machine learning modeling for materials and process design
Helmholtz-Zentrum Hereon

Research Associate / PhD Student
(m/f/x) (Job ID: RTG2947-T8/2)
Technische Universität Dresden

[VIEW JOBS](#)

New Community since January 2026

Focus on DAAD and AvH Alumni, news feed, events calendar, mentoring programs, participatory formats, thematic discussions, sub groups, exclusive DAAD Alumni group

Major Alumni events

By invitation only through the DAAD, organized by the DAAD in specific countries, subject areas or topics

(2026 in Brazil, Kyrgyzstan/Central Asia, Germany)

Small Alumni events

Events self-organized by DAAD Alumni – DAAD is sponsor, not organiser of the event!

150-200 events all over the world, competitive application process



Small Alumni events

Prerequisites:

- Scientific or topical alumni event
- 50% DAAD alumni among the participants

Eligible for application:

DAAD alumni, DAAD alumni associations, lecturers, regional DAAD offices

Deadline: 30.01.2026 (Ghana, Cameroon and Nigeria)

Maximum grant: EUR 25,000 per event

<https://www.daad.de/en/alumni/grants-for-alumni-events/>



Small Alumni Events: Some Criteria

- **Relevance of topic**
- **Sharing knowledge and experience:** Events that bring together alumni and alumni as trainers, alumni should be actively involved as speakers, contributors or moderators, formats should be interactive
- **Impact:** tangible outcomes defined in application, concrete results and recommendations after event, e.g. new networks with partners in politics, society and culture
- **Visibility:** e.g. publishing results and making sure to reach intended audience
- **Longer-term networking:** e.g. virtual networking between physical meetings, follow-up projects, establishing a network

Small Alumni events

Events that can be supported:

- Events that promote the scientific/ thematic exchange of alumni
- Seminars that contribute to the professional training of alumni
- Seminars for returning alumni

Grants may apply to:

- Speakers' travel and accommodation costs
- DAAD alumni' s travel and accommodation costs
- Event costs (catering, venue, virtual conferencing, stationary, internet costs, thematic excursion, etc)



Small Alumni events

What is not supported:

- Honoraria for (non-topical) keynote addresses, welcome remarks
- No remuneration for staff/assistants
- Monetary awards, gifts, tips, cab fares
- Physical items (e.g. hardware) that would remain in possession of applicant
- Insurances

Participants:

Participants can only attend when PKZ was provided – ask for it when registering (if PKZ is not known, Accra office can help)

DO NOT ADD NEW FINANCIAL POSITIONS AFTER APPLICATION WAS APPROVED WITHOUT CHECKING IN WITH DAAD



Small Alumni events

Additional Restrictions:



Catering Limits 🍷	Purchasing Rules 🔧	Expert Engagement 💡	Transport Policy 🧳	Gifts & giveaways 🎁
<ul style="list-style-type: none">• No "gala dinners" permitted• No alcoholic beverages• Standard meals only	<ul style="list-style-type: none">• No deposit reimbursement• Event materials only• No purchase of technical equipment (rental fee only)	<ul style="list-style-type: none">• Only freelancers eligible• No DAAD alumni• No university employees• No public institution staff	<ul style="list-style-type: none">• Taxi usage only with explanation• No business class travel• Economy travel only• No insurance costs (no cancellation, travel or health insurance)	<ul style="list-style-type: none">• No gifts, flowers or tips• No giveaways (e.g. T-shirts, mugs, printed bags, cups, USB sticks)

Small Alumni events

Annex 1: Financial Plan for a Grant towards the Costs of an Alumni Event

Title of the event:					
Applicant:					
Country:					
Serial No.	Expenses	Expenses per unit in EUR	Persons	Days	Total
1.	Expenses for speakers	Expenses per unit in EUR	Persons	Days	Expenses in EUR
1.1	Travel costs inland			-	0,00
1.2	Travel costs from abroad			-	0,00
1.3	Accommodation				0,00
1.4	Meals				0,00
	Subtotal expenses for speakers				0,00
2.	Expenses for DAAD alumni	Expenses per unit in EUR	Persons	Days	Expenses in EUR
2.1	Travel costs inland			-	0,00
2.2	Travel costs from abroad			-	0,00
2.3	Accommodation				0,00
2.4	Meals				0,00
	Subtotal expenses for DAAD alumni				0,00
3.	Other expenses				Expenses in EUR
3.1	Printing and materials				0,00
3.2	Hall rent				0,00
3.3	Technical equipment (rented only)				0,00
3.4	Communication costs				0,00
3.5	Thematic/professional excursion/supporting programme				0,00
3.6	Fee for external speakers (intended for freelancers, not employees, no staff from universities or alumni, maximum 260.00 per person/day)				0,00
3.7	We require 3 comparative offers exclusively for the procurement of material resources with a contract value of EUR 2,000 or more (excluding VAT) for applications from countries on the DAC list				0,00
	Subtotal other expenses				0,00
	Total expenses				0,00
Serial No.	Revenues				Revenues in EUR
1.1	Personal contributions of participants				0,00
1.2	Other revenues (financial contributions by other parties)				0,00
	Total revenues				0,00
	Requested DAAD funding				
	Total expenses				0,00
	Total revenues				0,00
	Total DAAD funding requested				0,00



Small Alumni events: BEFORE the event

Programme:

- The programme should focus on **substantive, thematic content** relevant to DAAD alumni.
- Sessions should encourage **active participation and exchange**, rather than one-way presentations.
- Programmes should include **interactive formats** (e.g. discussions, panels, breakout sessions).
- Alumni should be **actively involved as speakers, contributors or moderators**.
- Adequate time should be allocated for **discussion, reflection and networking**.
- The programme should be **coherent and well structured**, with clear objectives for each session.
- Content should be **inclusive and accessible** to participants from diverse academic and professional backgrounds

Small Alumni events

The Participants' List:

- Separate list for each event day
- Prepare list with names of confirmed participants
- Add PKZ number
- If not Alumnus/Alumna, add role in the event (e.g. speaker, tech support etc)
- Alumni list for application: Does not have to be final at application, leave space for new alumni (contacts from DAAD)

1	2	3	5	6	7	8	9
No.	Last Name	First Name(s)	Alumni Status (if yes, add PKZ)	City of Residence	Country of Origin	Field of study	Signature
Speaker							
Speaker							
Speaker							
Speaker							
Speaker							
1							
2							
3							

Small Alumni events: AFTER the event

Procedure:

- Submit accounting and documentation documents to DAAD not later than 8 weeks after the event
- Financial accounting: use form „Statement of revenues and expenditure on Grant Approval”
IMPORTANT: every expense for the procurement of services and material with a contract value of EUR 2,000 or more (excluding VAT) for applications from countries on the DAC list requires 3 quotations
- Submit original receipts, one receipt for each expense (translated if not in English or German) converted into EUR
- Event report: use form „Implementation report on Grant approval“ (final participants‘ list)
- Proposed speakers should preferably be alumni from relevant fields.

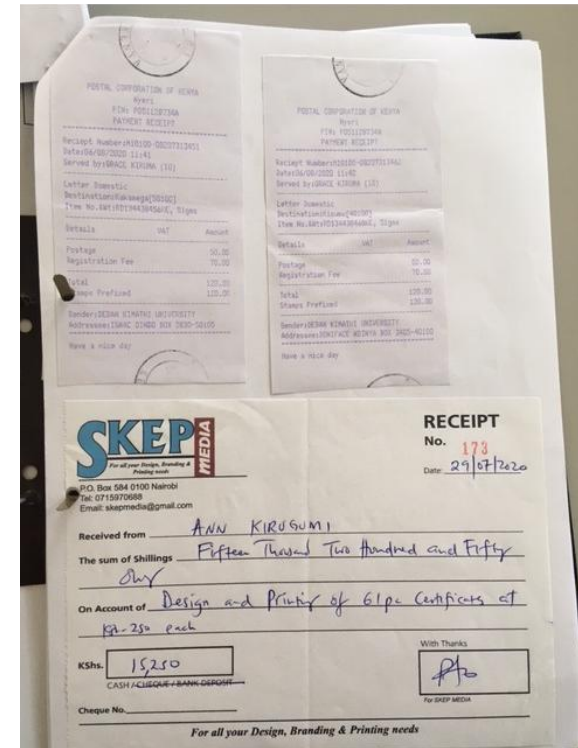
Small Alumni events: AFTER the event

Accounting with original receipts!

Not
like
this:



But
like
this:



Small Alumni events: Hotel bookings

- Important:
- Names of guests linked to dates of check-in and check-out, even room numbers
- How **NOT** to do it:

LAKE NAIVASHA RESORT LIMITED
NAIROBI
Lake Naivasha Resort Ltd.

PAID
10/12/2020

INVOICE

Invoice Date	Invoice No
23/10/2020	1715
PIN Number	
P051178857P	

Invoice To
P.O. Box
Nairobi

LSO/PSO No. PROJECT DAAD-ALUMNI

Qty	Item	Description	Rate	Amount
7	Invoice sales	Accommodation for 7pax for 1Night	4,000.00	28,000.00
10	Invoice sales	Accommodation for 5pax for 2Nights	4,000.00	40,000.00
36	Invoice sales	Conference for 12pax for 3Days	2,500.00	90,000.00
	Invoice sales	Cocktail	7,500.00	7,500.00

PLEASE NOTE SALES ARE INCLUSIVE OF : 14% - VALUE ADDED TAX (VAT) 2% - CATERING LEVY

ACCOUNT DETAILS
ACCOUNT NAME: LAKE NAIVASHA RESORT LTD
BANK: EQUITY
BRANCH: CORPORATE
SWIFT CODE: EOBKKE
ACCOUNT NO. KSH.0010269979844
USD.0010269980292
MPESA. BUY GOODS & SERVICES No. 598383

Email: creditcontrol@lakenaivasharesort.co.ke

Subtotal	KES 142,672.41
VAT & LEVY Total	KES 22,827.59
Total	KES 165,500.00
Payments/Credits	KES -165,500.00
Balance Due	KES 0.00

LAKE NAIVASHA RESORT
23 OCT 2020
ACCOUNTS POSTED
MOI SOUTH LAKE ROAD

Small Alumni events: The report

Goal: The reader gets a vivid impression of the event

- What were the key points?
- Who were the participants (quick demographic, such as age/gender/background/interests)?
- Who were the presenters, what were their contributions?
- Which issues generated the most discussions/ questions/ controversy, and why?
- What are the take-aways, the lessons learnt, the gaps identified?
- Feel free to give quotes, examples, descriptions that illustrate your points
- Elaborate how the initially defined tangible outcomes of the event were reached

SDG Alumni Projects

Projects by universities and DAAD for Germany Alumni from the Global South. They combine active learning in seminars with practical experience at trade fairs and conferences.

One-week training seminar at a German university / research institution or at a foreign university

organized and carried out by the applying German universities / research institutions with DAAD funding (BMZ)

Followed by a participation in a TRADE FAIR, CONFERENCE or CONGRESS

organized, carried out and separately financed by DAAD, Section P32

www.daad.de/sdg-alumni-projects



DAAD Alumni Associations



You will find DAAD alumni all over the world. About 140 associations worldwide are cultivating contact among alumni as well as with the DAAD.



<https://www.daad.de/en/alumni/associations/>



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Giving back and sharing

**DAAD Alumni & Friends
DAAD Stiftung**

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Deutscher Akademischer Austauschdienst
German Academic Exchange Service

DAAD Alumni & Friends



- For current scholarship holders and Alumni in Germany
- About 30 active regional groups at university locations throughout Germany
- Organises events, city excursions, stays with host families, etc.

www.daad-freundeskreis.de/en



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Pass-On and Give-Back

- Participate in regional pre-selection rounds
- Contribute to the preparation of scholarship holders
- Support current scholarship holders
- 1 to 1 mentoring (mentoring, providing internships)
- Marketing of DAAD programs
- DAAD Foundation: (Co-)Fund a scholarship, contribute financially to the education of younger scholars

I DO
GIVE
BACK





**Do you
have any
questions?**



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

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**Thank you for
your attention**

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