



# International visiting scholarship

## APPLICATION GUIDE

### a) Aims and target group of funding

Research periods at foreign research locations are a central component of a career in research. The Faculty of Engineering offers outstanding young women researchers the possibility to apply for a scholarship as a guest researcher abroad (international visiting scholarship). The funding is provided within the framework of the Zielvereinbarungen (target agreements) for 2018–2022 concluded between the Faculty of Engineering and FAU.

Funding is provided for female **post-doctoral researchers, habilitation candidates** and **junior professors** to spend a period of time doing research abroad. Funding is only available for women who intend to pursue an academic career.

### b) Amount of funding

The maximum amount of funding available for each application is €10,000. Funding is subject to availability.

### c) Application deadlines and scholarship allocation period

Applications for an international visiting scholarship can be submitted at any time. However, funding is subject to the availability of funds which are allocated on an annual basis. The application must be filed at least **6 weeks** before departure.

The committee of women's representatives at the Faculty of Engineering decides whether to approve or reject the application for an international visiting scholarship. The final approval is granted by the Büro für Gender und Diversity (Dr. Magda Luthay; Coordination Office of the Zielvereinbarungen).

### d) How to apply

The person to contact for international visiting scholarships is:

#### **Hanna Stöcker**

Assistant to the Women's Representatives at the Faculty of Engineering  
Dean's Office, Faculty of Engineering  
Martensstr. 5a, 91058 Erlangen  
E-mail: [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de)  
Phone: +49 9131 8527705

Applications may be submitted in either English or German. Please send the complete application by e-mail only (as a pdf file) to [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de).

### Required documents:

- Letter of application covering the following points:
  - Motivation
  - Scientific relevance for future career
  - Details of any other scholarships or funding provided for the planned period of research
- Curriculum vitae and list of publications
- Description of the project
- Detailed breakdown of estimated costs showing how total sum has been calculated (please note that subsistence costs cannot be claimed for)
- Business travel authorisation form from the relevant Chair (form R0001, [https://www.verwaltung.zuv.fau.de/personalhandbuch/dienst-und-fortbildungsreisen/formulare-dienst-und-fortbildungsreisen/#collapse\\_0](https://www.verwaltung.zuv.fau.de/personalhandbuch/dienst-und-fortbildungsreisen/formulare-dienst-und-fortbildungsreisen/#collapse_0))  
**Please note: We require two signatures + stamp of supervisor** (at no I. Vorgesetzte/r (superior) and no. II Unterschrift Institutsleitung/ZUV (signature of Head of Institute/University Administration))

### **e) Claiming for expenses**

After the journey, the scholarship holder is obliged to submit a brief written experience report within 4 weeks of completing the period of research abroad, for publication in TF News (please send by e-mail to [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de)).

After the application for an international visiting scholarship has been approved, the approved sum for the scholarship is transferred as an advance payment to the applicant's private account. Please contact the coordinator for Zielvereinbarungen (target agreements), Dr. Magda Luthay ([magda.luthay@fau.de](mailto:magda.luthay@fau.de)). The advance payment cannot be made any earlier than six months before the journey (<https://www.verwaltung.zuv.fau.de/files/2018/04/Ab-schlag-auf-Reisekosten.pdf>).

The following documents have to be submitted within three months of completing the research stay abroad:

- **Travel expense claim form for journeys undertaken for the purposes of university business and continuing education (form R0003, latest version)**  
Please note: for administrative reasons, the cost centre for the Chair (Kostenstelle des Lehrstuhls) has to be given. It will not be charged, however, and only serves to record where the costs were incurred for FAU.
- **Original copies** of all receipts
- Documentation regarding the application for/payment of the advance payment
- A **detailed breakdown of costs** stating the advance payment received, the individual amounts of the submitted original receipts and the calculated total sum of expenses.
- A copy of the letter of approval

Please personally hand **one original and one copy** of all documents in to

#### **Hanna Stöcker**

Assistant to the Women's Representatives at the Faculty of Engineering  
Dean's Office, Faculty of Engineering  
Martensstr. 5a, 91058 Erlangen  
Room 1.06  
E-mail: [hanna.stoecker@fau.de](mailto:hanna.stoecker@fau.de)  
Phone: +49 9131 8527705  
Office hours: Mon - Wed 9am – 14:30pm

Please arrange an appointment with Ms. Stöcker in advance. This procedure enables us to check your documents and provide you with feedback straight away. The aim is to shorten processing times and reduce the amount of correspondence via e-mail, post and telephone.

Please note that after your documents have been checked, costs for the business trip are settled via the travel expenses office, Ref. P1, at FAU and it can take **up to 6 months** until the money reaches your account or costs are reimbursed.

#### Original receipts

- Only original receipts can be accepted (accommodation, travel costs, ticket fees etc.)
- In order to claim for accommodation costs, we need an invoice from where you stayed, stating the number of nights and a breakdown of how the overall costs are calculated. Please make sure that your invoice includes all this information.
- If you fly, you must also submit your boarding pass. Please arrange to have electronic boarding passes sent to you by e-mail and print them off.
- For all travel tickets you book (plane/train etc.), please be sure to include not only the confirmation of payment/invoice, but also proof of actual payment (credit card statement/bank statement).

Conversely, credit card statements can only be recognised together with an original invoice showing the total of the invoice (accommodation/travel costs etc.).

#### Please note:

- Funding from the target agreements does not cover a daily allowance or subsistence costs.
- Only those amounts stipulated in the payment authorisation can be claimed for.
- Please make sure to complete all details: signature, name, (private) address, bank details etc. Only complete forms can be processed.

#### **f) Private stays before/after the journey**

If a private stay is planned before or after the research, costs should be broken down to compare travel costs in both instances (i.e. once with and once without the private stay).