



Application: Travel allowance

for active participation in scientific conferences

1.) Personal information

First name, last name	
Address	Phone / email
FH supervisor (name, department)	
Start of promotion	Expected end of promotion
Title of doctoral thesis	
Cooperating higher education institution	Supervisor of cooperating higher education institution
<input type="checkbox"/> Proof of doctoral confirmation from the cooperating college is enclosed	
ECTS reached in promotion college so far:	

2.) Information on seminar

Title of seminar	
Organiser of seminar	
Date of seminar	Place / country of seminar
The seminar is expected to be held <input type="checkbox"/> ...in presence. <input type="checkbox"/> ...online.	



3.) Your contribution to the seminar

I have registered the following contribution:

- Presentation
- Poster presentation
- _____

Title of presentation / poster: _____

The registered contribution was accepted

- A confirmation is attached

The registered contribution is subject to a peer review

- Yes
- No

4.) Budget (please attach receipts)

Please provide a summary of the seminar fees, travelling and accommodation costs here:



Confirmation of doctoral candidate

I confirm the correctness of the information provided above.

Date

Signature (doctoral candidate)

Confirmation of FH supervisor

I confirm the correctness of the information provided above.

Date

Signature (FH supervisor)

Please do not complete (this part is completed by the scientific commission)

Application for travel allowance is

- approved in the amount of __€
- declined because

Date

Signature (of scientific commission)



Notes to application

The doctoral college promotes the scientific exchange and networking of doctoral candidates at FH Münster with travel grants for active participation in scientific conferences.

The scientific committee of the doctoral college decides once or twice a year on the awarding of travel allowances to doctoral candidates. Since the funding of the Doctoral College is limited, only applications within the scope of the available funds will be approved. In addition, only a maximum of one annual travel allowance per doctoral candidate can be guaranteed. The maximum amount of the travel allowance depends on the conference location:

<u>Location of conference</u>	<u>Amount of allowance</u>
National:	Up to € 250.00
Europe:	Up to € 450.00
Beyond Europe:	Up to € 650.00

Only doctoral candidates are considered who

- have regularly participated in the doctoral college and have already achieved adequate ECTS in the doctoral college (e.g. 3 ECTS at the beginning of the 2nd doctoral year, 6 ECTS at the beginning of the 3rd doctoral year) **and**
- present a written doctoral confirmation from the cooperating university.

International conference visits and research stays are preferred.

If you are interested in funding in the form of a travel allowance, please submit the documents to the doctoral college.