

Information sheet of the GC-ED

(dated: November 28, 2025)

Financial support for research stays abroad or the invitation of international guests

I. Conditions

To provide doctoral candidates with opportunities to gain and deepen their international research experience during their doctoral studies, the TUM-GS supports their internationalization activities by reimbursing travel expenses, conference/meeting fees, accommodation costs, and other related expenses. The following activities are generally eligible for funding:

Funding up to 1,600 EUR for:

- Research stays abroad at a research or academic institution or a company that conducts research, usually for at least 2 weeks at a stretch;
- Presentation of the candidate's own research findings at an international conference, symposia, etc. that takes place outside of Germany;
- Attending international subject-specific summer/winter schools, workshops, etc. outside of Germany;
- Inviting international visiting researchers to TUM to do joint research on the candidate's own dissertation project (the reception of a guest is only supported if the doctoral candidate and the guest actually work together, e.g., to prepare a publication);
- Travel expenses for examiners from foreign universities to participate in the oral examination of doctoral thesis at the TUM.

Doctoral candidates pursuing a doctorate under the doctoral regulations in effect since 23 August 2021 or 1 January 2014 can apply for an additional 1,400 EUR for:

- **Research stays abroad** of a **minimum of 4 weeks at a stretch** at an academic institution or with a company that carries out research.

Formal requirements in DocGS:

- The project proposal (exposé) must be uploaded to and approved in DocGS,
- The mentor must be registered in DocGS,
- The TUM GS kick-off seminar has been attended,
- The feedback discussion has taken place, and the confirmation has been uploaded to and approved in DocGS.

II. Refundable expenses

Please be sure to observe the requirements of the Bavarian Travel Expenses Act (BayRKG) and the information on this in the TUM service compass (Dienstleistungskompass) (https://portal.mytum.de/kompass/rechnungswesen/haeufige_fragen_dienstreisen)

Here are examples of refundable expenses:

- Flight costs (economy class only), as well as costs of travelling to and from airports
- Hotel and rental costs (within reasonable limits)
- Cost of acquiring a visa at the consulate, university, and in the relevant country
- University enrollment costs
- Conference fees, etc.



Please apply for an educational training trip (Fortbildungsreise). TUM GS cannot reimburse the daily allowance or the overnight accommodation allowance.



If you would like to support a visiting researcher for your doctoral project, please get in touch with the GC-ED directly (gc@ed.tum.de).

III. What do you have to do?

You're a doctoral candidate with TUM employment	
1	<p>Create an application for TUM-GS Internationalization funding via DocGS. (Important: This field will only be visible once the required qualification elements have been completed)</p> <p>Send the signed original application by internal mail to: S. Stiebre and E. Balevics Graduate Center Engineering and Design Boltzmannstr. 15 85748 Garching</p> <p>You will receive a signed application back by internal mail within a few business days. We will contact you if we have questions.</p>
2	Apply for approval of a business or educational training trip (to be submitted to the responsible travel expenses office or the online tool "Mitarbeiterservice Bayern" e.g. via TUMonline). ¹⁾
3	Staying abroad.
4	Application for refund of travel expenses and submission of all receipts to the responsible travel expenses office. You'll get back your reimbursement order (Auszahlungsanordnung) via TUM internal mail.
5	<p>Please send the following documents to the TUM GS promptly:</p> <ul style="list-style-type: none"> • Approved application for TUM GS internationalization funding • Approved travel/professional educational training travel application • Reimbursement order from the responsible travel expense office • All relevant receipts • If available, invitation letters, information on conferences/summer/winter schools, etc. <p>If applicable, Form 65 should be used if the chair must reimburse the additional travel costs.</p> <p>→ The TUM GS office handles reimbursement of the expenses within the limits of individually available funds.</p>

Address:
Jörg Heuser
TUM Graduate School
Boltzmannstr. 17
85748 Garching

¹⁾ All forms and the contact for the calculation of refundable costs, look up the TUM service compass:
<https://portal.mytum.de/kompass/index?keyword=dienstreisen#D>

You're a scholarship holder or a self-financed doctoral candidate	
1	<p>Obtain written confirmation or proof from the scholarship provider that no internationalization funding is included in the scholarship and that the requested amount will not reduce the scholarship funds.</p> <ul style="list-style-type: none"> • If internationalization funds are included, these must be used first. • If the allocated funds have already been exhausted, an overview of the relevant internationalization activity(s) must be included with the application. <p>Submit all documents to GC-ED via email (gc@ed.tum.de).</p> <p>GC-ED will activate the application form for TUM GS Internationalization Funding via DocGS once the required qualifications and external funding have been clarified.</p>
2	<p>Submit your application for TUM GS Internationalization Funding via DocGS.</p> <p>Send the signed original application to: S. Stiebre and E. Balevics Graduate Center Engineering and Design Boltzmannstr. 15 85748 Garching b. München</p> <p>You will receive the signed application back within a few business days via internal mail. We will contact you if we have questions.</p>
3	Staying abroad.
4	<p>No later than six months after the end of your trip, please send the following documents to the TUM GS:</p> <ul style="list-style-type: none"> • Approved application for TUM GS Internationalization Funding • Application for reimbursement of travel expenses for scholarship holders and a breakdown of travel expenses (see GC-ED Wiki) • All relevant receipts, if available in original form, as well as invitation letters, information on conferences/summer / winter schools, etc. <p>→ The TUM GS office handles reimbursement of expenses within the limits of individually available funds.</p>

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IV. Contact information

S. Stiebre / E. Balevics
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Boltzmannstr. 15 / 85748 Garching

S. Stiebre: Tel. (089) 289-15616
E. Balevics: Tel. (089) 28915618

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