

Information sheet of the GC-ED (dated: July 28, 2023)

Financial support of a research stay abroad or inviting an international guest

I. Conditions

TUM-GS supports international and intercultural cooperation in research and efforts to build global networks. International research stays and activities are an essential part of doctoral qualification. Such activities enable doctoral candidates to gain valuable personal experience as well as useful career objectives. Therefore, TUM supports international research activities of its doctoral candidates. However, in agreement with their doctoral supervisors, doctoral candidates shall plan their international activities economic efficiently and within the legal framework of the Bavarian Travel Expense Act (Bayerisches Reisekostengesetz).

Funding up to 1,600 Euro:

- Stays for research purposes at a scientific, academic or research institution or within an industrial firm that conducts research in another country
- Presentation of the candidate's own scientific, scholarly or research findings at international conferences, symposia etc. in another country
- Attending international subject-specific summer/winter schools, workshops, etc. in another country
- Inviting international visiting researchers to do joint research on the candidate's own dissertation project at the TUM; the reception of a guest is only being supported, if the doctoral candidate and the guest have to work together actually, e.g. in order to prepare a publication.
- Travel expenses for examiners (from foreign universities) to participate in the doctoral voce at the TUM

Doctoral candidates who pursue a doctorate according to the current doctoral regulations (as effective as of August 23, 2021) or as effective as of January 1, 2014 can apply for another 1,400 Euro in addition to the 1,600 Euro for:

- Research stays of at least four weeks at a time at an academic institute or with a company that carries out research in an- other country.

Formal requirements in DocGS:

- Mentor is reported
- You participated at the TUM GS Kick-Off Seminar
- Exposé is uploaded and accepted
- Feedback discussion is uploaded and accepted.

II. Refundable expenses for travel and for the reception of guests are:

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

Here are examples for refund:

- 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 visa at consulate, university and in the relevant country.
- University enrollment costs
- Cost for conference fees

Please apply for a "Fortbildungsreise. Daily allowance or overnight accommodation allowance cannot be reimbursed by TUM GS.

III. What to do?

You're a PhD student with TUM - employment (internal PhD)	
1.	TUM-GS Application for the support of internationalization via DocGS (only visible after the feedback discussion). Submission of application via TUM internal mail to S .Stiebre/E. Balevics / GC-ED / Garching. We will send the approved documents back to you. If we have questions, we will contact you.
2.	Application for approval of a business or educational training trip (to be submitted at the responsible travel expenses office). ¹⁾
3.	Staying abroad.
4.	Application for refund of the travel expenses and handing in of all receipts at the responsible travel expenses office: You'll get back your documents via TUM internal mail.
5.	Submission of documents via TUM internal mail to TUM GS (Jörg Heuser , TUGSFGS TUM Graduate School, 85748 Garching b. München, Boltzmannstr. 17) <ul style="list-style-type: none"> • Signed TUM-GS Application for the support of internationalization • Approved travel request • Payment order of the responsible travel expenses office • All original receipts Refund of the cost by the TUM-GS within available funds.

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

IV.

You're an external PhD student or scholarship holder	
1.	Apply for the TUM-GS Application for the financial support of internationalization at GC-ED: <ul style="list-style-type: none"> • Written confirmation or proof of the scholarship providers that under the scholarship there is not provided any internationalization support and scholarship funds are not being reduced by the amount of the funding requested. • If there is provided any internationalization support, it must be used first. • If the provided internationalization support is already used up, an overview over all the acts of internationalization has to be added to the application documents. Please send all documents via e-mail to GC-ED (gc@ed.tum.de).
2.	GC-ED unlocks the support of internationalization via DocGS; The word document „TUM-GS Application for the Refund of Travel Expenses” is available on the Wiki. TUM-GS Application for the support of internationalization via DocGS (only visible after the feedback discussion). Please send the signed original via TUM internal mail to S .Stiebre/E. Balevics / GC-ED / Garching. You will get it back via mail.
3.	Staying abroad.
4.	Submission of documents via TUM internal mail to TUM GS (Jörg Heuser , TUGSFGS TUM Graduate School, 85748 Garching b. München, Boltzmannstr. 17) <ul style="list-style-type: none"> • Signed TUM-GS Application for the support of internationalization • TUM-GS Application for the Refund of Travel Expenses • All the receipts in original • All Corona specific documents Refund of the cost by the TUM-GS within available funds.

IV. Contact

TUM HAUSPOST:		
S .Stiebre/E. Balevics / GC-ED / Garching	Tel. (089) 289-15616 bzw. 15618	E-Mail: gc@ed.tum.de

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