

TUM Graduate School – internationalization support

Information for research/teaching associates at TUM

(TUM-GS, September 2018)

Internationalization is an essential part of doctoral qualification at the Technical University of Munich (TUM). In addition to the direct benefits this provides for the doctoral research, candidates also benefit from the internationalization measures both personally and in terms of their careers. Stays abroad for research purposes in particular promote international and intercultural cooperation at an early stage, along with the development of personal global networks. This makes them an integral element of the subject-specific and personal qualification provided to our doctoral candidates.

With this in mind, the TUM Graduate School (TUM-GS) provides support for its members to spend time abroad and engage in other internationalization activities within the scope of the legal opportunities offered by the **Bavarian Travel Expense Act** (“Bayerisches Reisekostengesetz”) by providing a **financial supplement**. The aim of doing this is to strike a sensible balance between added value in terms of content and personal skills on the one hand and financial support for internationalization activities on the other.

Within the scope of the support for internationalization provided by TUM-GS, the following formats are eligible for support:

- ✓ Longer-term research stay (four weeks to three months)
- ✓ Shorter-term research stay (up to four weeks)
- ✓ Presentation of the candidate's own scientific, scholarly or research findings at international conferences, symposia or similar events
- ✓ Attending international subject-specific summer/winter schools and workshops
- ✓ Inviting international guest scholars, scientists and researchers as well as international reviewers to the viva voce

I. Stay abroad for research purposes for more than four weeks

Doctoral candidates who are planning a research **stay at an academic or scientific institution or at an industrial firm that performs research in another country** may apply to receive a financial supplement of up to **1,600 euros** from TUM-GS.

Doctoral candidates who are completing their doctoral research according to the **TUM Regulations for the Award of Doctoral Degrees effective January 1, 2014**, may also apply to receive **an additional 1,400 euros on top of the 1,600 euros for longer-term research stays of at least four continuous weeks**. In these cases, the **maximum budget of 3,000 euros** may also be applied for as a single sum.

Longer research stays in particular serve to further a candidate's education and qualification in the specific subject and to expand on and deepen his or her personal intercultural skills. To be eligible for the full maximum budget of 3,000 euros awarded as part of the support provided by TUM-GS for internationalization, and to simplify the process, we recommend that candidates typically apply for **research stays that are part of their doctoral research as continuing education trips (“Fortbildungsreise”)**.

Doctoral candidates and their supervisors should discuss the following points ahead of the trip:

- What are the estimated total costs of the research stay?
- How much TUM-GS internationalization funding is available?
- Are there plans to secure partial financing from the chair/research group? If so, up to what amount?
- In the case of mixed financing, what body or who will assume which kinds of costs?

Based on these considerations, we recommend that a **list of costs** be submitted to the central travel expense office (“zentrale Reisekostenstelle”) when applying for the continuing education trip. This list of costs should show various things, including the estimated costs of round-trip travel, accommodations, visa and other fees, and so on, and what body will reimburse or assume these costs. A sample list of costs is appended to this information sheet as an annex. **Doctoral candidates should indicate that funding is being provided by TUM-GS right away when first applying for their trip.**

If a candidate has already received a financial supplement from TUM-GS, he/she can view supplements that have already been received in the relevant DocGS account and determine the amount of funding that is still possible that way.

Application process for TUM-GS support for internationalization

To obtain reimbursement for costs that have been incurred, the following documents must be submitted to the TUM-GS Management Office **in full, by mail, in a single process**:

- approved TUM-GS application for internationalization support, signed by the graduate center; and
- in case of reimbursement after the end of the activity: disbursement order from the central travel expense office, including all documentation submitted;
- in case of reimbursement before the activity begins: approved application for advance payment by the central travel expense office, including all documentation submitted;
- in case of partial assumption of costs by the chair/research group: The chair reimburses the doctoral candidate for the full amount for which the central travel expense office has issued a disbursement order. After that, the chair will provide TUM-GS with an invoice showing the posting indicator(s) in the amount of the TUM-GS internationalization budget available to the candidate. In addition to the invoice, the approved TUM-GS application for internationalization support and a copy of the documentation and, where applicable, the disbursement order from the travel expense office must be submitted to the TUM-GS Management Office by post.

If the doctoral candidate has any remaining budget within the scope of the support for internationalization provided by TUM-GS after the costs of the relevant continuing education trip have been reimbursed, he/she can use the remainder for further internationalization activities.

II. Stay abroad for research purposes for up to four weeks

Doctoral candidates who are planning a shorter stay at an academic or scientific institution or at an industrial firm that performs research in another country for research purposes can apply to receive a financial supplement of **1,600 euros** from TUM-GS.

The application process for the support provided by TUM-GS for internationalization is listed above, under “Stay abroad for research purposes for more than four weeks.”

III. Presentation of the candidate's own scientific, scholarly or research findings at international conferences, symposia etc.

The TUM Graduate School promotes **active participation** by its members in international conferences, symposia and similar activities by providing up to **1,600 euros** in funding. Participation is considered to be active if the doctoral candidate presents his or her own scientific, scholarly or research findings to an international audience within the subject as part of the internationalization activity, typically in the form of a paper or conference presentation. This kind of participation in a conference is typically requested as a business trip (“Dienstreise”) from the central travel expense office.

Please note that individual **graduate centers** may have **specific rules** regarding active participation in international conferences, etc., and that if so, these rules **take precedence** and must be observed. Please contact your Graduate Center for further information.

For an explanation of the process of applying to receive TUM-GS internationalization funds, please see the section titled “Stay abroad for research purposes for more than four weeks.”

IV. Attending international subject-specific summer/winter schools and workshops

Participating in subject-specific summer/winter schools, workshops, and similar activities in another country is also eligible for up to 1,600 euros in funding provided by TUM-GS in support of internationalization. Special attention should be paid in these cases to ensure that there is a direct subject-specific benefit to the doctoral project. This must be confirmed by the supervisor. Participation in subject-specific summer/winter schools and similar activities should typically be requested as a continuing education trip.

Please note that individual **graduate centers** may have **specific rules** regarding participation in subject-specific summer/winter schools, meetings, etc., and that if so, these rules **take precedence** and must be observed. Please contact your Graduate Center for further information.

For an explanation of the process of applying to receive TUM-GS internationalization funds, please see the section titled “Stay abroad for research purposes for more than four weeks.”

V. Inviting international guests and reviewers to the viva voce

If a doctoral candidate wishes to invite international scholars, scientists or researchers (from a foreign higher education institution) to TUM for a limited time to work jointly on the candidate's own doctoral project, the candidate

must demonstrate that there is a **direct connection** between the invitation and the candidate's own doctoral project **in terms of content**. When reviewers (from foreign higher education institutions) are invited to the doctoral candidate's oral exam, there must be an evident **direct temporal connection with the oral exam**.

Please note that TUM-GS **cannot pay any hotel bills, etc., directly**. In addition, **direct reimbursements to the guest are not** possible. Instead, invoices and expenses must typically be paid/outlaid by either the chair/research group or the doctoral candidate. The **specifications of the Bavarian Travel Expense Act** ("Bayerisches Reisekostengesetz") must be observed in these cases as well (for example, application deadlines, cost caps for overnight stays in Munich, reasons for taxi use, airfare comparison in case of personal/other stays or multi stop flights, etc.).

Special application process:

- In the case of cost outlay by the chair/research group: The chair/research group provides TUM-GS with an invoice showing the posting indicator(s) in the amount of the TUM-GS internationalization budget available to the candidate. In addition to the invoice, the approved TUM-GS application for internationalization support and the original documentation and, where applicable, the reasons must be submitted to the TUM-GS Management Office by post. In the case of invitations to international guests, the letter stating the reasons must be submitted together with the rest of the documents as well.
- In the case of cost outlay by the doctoral candidate: The doctoral candidate submits the approved TUM-GS application for internationalization support and all original documentation and, where applicable, the reasons to the your Graduate Center by post. In the case of invitations to international guests, the letter stating the reasons must be submitted together with the rest of the documents as well.

Contact:

If you have any questions regarding the support for internationalization provided by the TUM Graduate School, please contact your Graduate Center.

In addition to the business and/or continuing education travel formats discussed above, there are other possible ways of carrying out internationalization measures. For further information on topics such as temporary work at another place outside TUM, assignment or special leave of absence, please see the info sheet titled "Foreign Activities from a Personnel and Travel Expense Standpoint" (TUM Service Compass) or contact the team at the central travel expense office (ZA3 Ref 34) and ZA2 directly.

Annex 1

Sample: Overview of cost calculation for submission to the central travel expense office in the course of an application for a continuing education trip

Name: Address: Contact: Duration and location of stay abroad for research purposes:		
Overview of estimated costs <i>Please deduct the costs arising from private stays beforehand or after the trip.</i>		
Item	Amount	Amount in EUR
Round-trip travel, e.g. <i>Flight, train</i>		
Accommodations		
Transportation on site		
Visa fee (<i>if applicable</i>)		
etc.		

Estimated total costs:

Out of these estimated total costs,

- 3,000 euros* will be reimbursed by TUM-GS
- 600 euros will be borne by me myself
- etc.

Place, date

Applicant signature

**Please take note of the available funds (or remaining funds) within the scope of the support provided by TUM-GS for internationalization activities.*