

An die Hochschule Fulda
Promotionsstipendien-Vergabekommission
z.Hd. Dr. Peter Bender, Abt. FT
Leipziger Str. 123
36037 Fulda

Request from doctoral students at Fulda University for allowances for:

	a) an academic publication
	b) participation at a conference/congress at which I give a personal contribution that appears in the programme
(Please click!)	c) an individual training course

I apply for an allowance of _____ Euro (max. 1.500 €¹) as part of my doctoral project. I am aware that the approved allowance will only be paid on presentation of invoices / receipts.

I have read the Guidelines for the Approval of Allowances:
<https://www.hs-fulda.de/unsere-hochschule/hochschulrecht/stipendienordnungen/> (german)

I declare that the provided information is truthful and correct. I give my consent to the processing of my personal data by Fulda University of Applied Sciences for the purpose of administering allowances for doctoral candidates. The data will not be passed on to third parties.

Name: _____

Date

Signature of doctoral student

Documents to be appended:

1. completed allowance request form with **data entry sheet** (see following page).
2. **informal letter of application** with a brief statement explaining how the publication / congress participation / individual training measure relates to the doctorate (1-2 pages).
3. for a) submit proof of acceptance of publication (if available, otherwise submit later) with application. Submit copies of invoices and receipts after publication.
for b) congress programme and proof of acceptance of own contribution, copies of invoices and receipts.
for c) training course programme, confirmation of enrolment, copies of invoices and receipts. Please submit certificate of attendance after participation.

Please note that for all trips that are (partially) funded by Fulda University, you must submit a business trip application (PM-6602-Dok) in addition to this application if you are an employee of Fulda University or if you are not, you must fill out the form "Beauftragung einer Reise im dienstlichen Interesse" (FM-6610- Dok) and email it to reisekostenabrechnung@hs-fulda.de. If you do not have access to the HFD intranet, please contact Dr. Peter Bender.

All the application documents must be submitted as ONE pdf file by email to peter.bender@verw.hs-fulda.de. Please do not submit your application as a hard copy.

¹ The total of all paid allowances may not exceed € 1,500 per doctoral student.

Data entry sheet for doctoral students at Fulda University who are applying for allowances for:

	a) an academic publication
	b) participation at a conference/congress at which they are making a personal contribution
(Please click!)	c) an individual training course

Personal data

First name	Last name
Street	Post code, town
Phone	E-Mail

(Please click!)	<input type="checkbox"/> I am employed by Fulda University under a collective agreement and have an employment contract. Freelance teaching assignments do not count here.
	<input type="checkbox"/> I am not employed by Fulda University under a collective labour agreement

Details about the subject of the allowance

For a) title, journal, publisher and date of publication
For b) title of the conference / congress and title of own contribution there, host institution, place, date of arrival and departure
For c) title, organiser of event, place, date of arrival and departure

Costs

For a) Listing of all costs incurred
For b) + c), Participation fee (without catering*), costs for outward journey, costs for return journey Accommodation costs (without meals*).

* Catering costs are not billed individually, but are calculated by the FT department via the daily flat rate, see guidelines for the approval of subsidies.

Details about doctoral degree

Supervising professor at Fulda University:	Department at Fulda University:		
Name of university only if the degree is part of a cooperative programme:			
Admission to doctoral programme requested at the University:	Accepted as a doctoral candidate by the university:		
Yes: Date	No	Yes: Date	No
Thesis subject:			

Confirmation of supervising professor at Fulda University:

I hereby confirm the relevance of the planned publication / congress participation / individual training measure for the doctoral project I am supervising.

Place, Date

Signature of professor