

## **Issuance Guidelines for Travel Grants from the Equality Fund of the TU Chemnitz for the Participation of Female Junior Scientist of the TU Chemnitz at Conferences, Workshops, Research Expeditions and Archive Visits to Further Develop the Participants Scientific Qualifications**

### **Objective:**

Within the update of the TU Chemnitz University Development Plan by 2025, the scientific institution pursues a number of measures to support equal opportunities. These measures have the objective of increasing the number of women on all scientific levels and therefore, continuously implement the standardised equality directive of the Saxon University Freedom Law. One of these measures enables female junior scientists to take part in conferences, workshops, research expeditions and archive visits which gives them the opportunity to gain scientific qualifications or rather professional skills, should they not be able to receive financial support to cover the costs from the household budget of their professorship or third-party funded projects.

### **Funds:**

The provision of travel grants will be provided by the Equality Fund of the TU Chemnitz.

**Amount of Financial Support:** Depending on the availability of funds, maximum of 500 €

### **Application Process:**

The application is to be handed in by the applicant in consultation with the equal opportunities commissioner of the faculty or the central institution. With the application, the following documents have to be handed in as well:

- Simple written application with a description of the measure and the personal qualification goals intended to be reached as well as personal motivation to attend the event in question
- A detailed statement of costs including required bills and financing plan  
Note: - for the accommodation expenses applies to the Saxon Travel Expenses Law moreover that of the DAAD  
- for the recognition of higher expenditures, the applicant has to give a clear statement on the reason with her application
- Support by the professorship
- Statement of the field supervisor, that the journey can partly or not at all be financed by the household budget or by third-party funds. If the journey can be partially funded, the amount of financial support has to be mentioned
- Presentation of the enrolment certificate or verification of entitlement

### **Selection Process/Procedure:**

The Equality Commission will choose (simple majority of votes) the recipient of the travel grant based on the application and documents handed in. Should the Commission come to a tie vote, the Central Equality Commissioner will decide if the candidate receives the funding or not.

**Deadline for Applications:**

Applications can be sent in at any time. The application, however, has to be submitted on time before the journey commences, especially before costs regarding the journey start to arise. In time-sensitive cases, the deadlines may be deviated from but would require a statement on why the application is time-sensitive.

**Proof of Success:**

After the funded measures, the applicant has to hand in a closing report to the Equality Commission and include proof of attendance. (max. one A4-Page)

**Applications are to be sent to:** TU Chemnitz, The Equality Commissioner, 09107 Chemnitz or via e-mail to: [karla.kebsch@phil.tu-chemnitz.de](mailto:karla.kebsch@phil.tu-chemnitz.de)

There is no legal claim to the funding.