

InProTUC

International Promovieren an der TU Chemnitz

– FAQs –

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DAAD



1. SUBJECT OF FUNDING

How is the term conference defined within the project?

The term conference stands representatively for conferences, symposiums, workshops, seminars etc. In general, it is crucial that the doctoral candidate takes an active part in these events by contributing to a discussion, a presentation or a poster presentation. However, exceptions are possible regarding to the different disciplines.

2. PERIOD OF FUNDING

Are the days of arrival and departure funded?

In case of an arrival or departure, whereby the business won't take place the same day, the day of arrival and the day of departure can be funded additionally. In case of research visits, the funding comprises up to two days for the arrival and the departure. The regulations of the DAAD on the maximum funding periods apply.

Is the duration of conferences, insight visits and research visits limited?

In general, conferences, insight visits and research visits are not time-limited. However, funding is paid for an eligible duration of up to five days, one or three months, whereby arrival and departure may count as full days.

Is it possible to fund travels subsequently?

No.

3. FUNDED INDIVIDUALS

Are non-enrolled doctoral candidates eligible?

Doctoral candidates who are not enrolled can receive funding under the InProTUC as long as the doctoral supervisor works at TU Chemnitz and a written confirmation of supervision exists.

Can postdocs receive funding under the project?

Within the project, solely doctoral candidates are eligible (no postdocs).

Can master students receive funding under the project?

Within the project, solely doctoral candidates are eligible (no master students).

4. APPLICATION AND SELECTION PROCESS

Can doctoral candidates submit more than one application per Call for Application (CfA)?

Doctoral candidates are allowed to send several applications per CfA. In this case, applicants should prioritise their applications.

Can doctoral candidates who previously received funding under InProTUC apply again?

Yes. Doctoral candidates who received funding before can apply again but priority will be given to first-time-applicants.

Which form is required for the confirmation of conference attendance by the hosting institution?

In case of conference attendance, the confirmation of the hosting institution can be a registration confirmation or an email. If it is not possible to register for the chosen conference yet, information concerning the conference and the registration should be provided.

Which form is required for the confirmation of research visits documented by the hosting institution?

In case of research visits, the confirmation of supervision given by the professor of the hosting institution should already exist at the time of application. This confirmation of supervision can be documented by an email exchange.

5. FUNDING

PLEASE KEEP IN MIND THAT FUNDING UNDER InProTUC IS PAID IN LUMP SUMS.

Which costs are eligible for funding?

Within InProTUC, conference attendances, insight visits and research visits can be funded by paying a travel costs and subsistence costs according the regulations of the German Academic Exchange Service.

How much is the funding for travel and subsistence costs?

Usually, funding consists of a country-specific travel allowance and subsistence allowance according to the regulations of the German Academic Exchange Service. The amount of subsistence allowance depends on the actual duration of the visit.

How are the costs of a research visit calculated?

The calculation of subsistence costs is based on the allowance of the German Academic Exchange Service. A month is charged with 31 days. Starting from day 23 the monthly allowance is paid instead of the daily allowance. There are two kind of monthly rates; one for the first and one for the following months.

Can the travel and/or subsistence costs be higher than the allowance according to the regulations of the German Academic Exchange Service?

Yes, however the costs exceed the allowance must be paid by the applicant himself.

Is a funding within InProTUC with the usage of budget funds or third-party funds compatible?

Double funding is not acceptable. If travel or subsistence costs are funded within InProTUC, budgetary funds and third-party funds cannot be used additionally in order to cover those costs. **Top-up payments are not eligible.**

Is the participation fee eligible for funding under InProTUC?

No.

Can the participation fee be paid from budgetary funds or third-party funds?

Yes. As participation fees are not eligible under the project InProTUC the costs can be financed from budgetary funds or from other sources according to the Saxon Law on Travel Expenses. After the completion of the business trip the accounting documents can be submitted. The payment will be made, once the participation fee was cross-charged with received meals as those are already covered by the subsistence allowance.

Is funding under InProTUC compatible with other scholarships?

Double funding (multiple financing of the same purpose from different sources) is not acceptable. If travel or subsistence costs for that specific trip are paid from other third-party donors, an additional funding under the InProTUC is **not eligible**.

Is funding under InProTUC compatible with other scholarships covering living expenses?

In case a doctoral candidate receives a scholarship covering living expenses, travel and subsistence costs for the period abroad can be funded under InProTUC. The approval of the third party donor is required.

Is funding under InProTUC compatible with other DAAD-scholarships?

No. It is **not possible** to receive funding under several programmes by the DAAD.

When will the funding for a conference attendance be paid?

The approved funding will be paid after the stay and upon submission of confirmation and the evaluation report.

When will the funding for research visit be paid?

In case of a medium term research visit funding will be paid in two or more instalments. The first instalment can be made after the doctoral candidate arrived at the destination. The final payment will be paid upon return to Germany and the submission of the confirmation and of the evaluation report.

Is a partial advance payment possible under InProTUC?

No.

Is it possible to receive funding within InProTUC when the doctoral candidate is already on-site (incoming in Germany and outgoing abroad)?

In case of being already on-site (incoming in Germany and outgoing abroad) the visit can be funded by subsistence allowance. Travel costs however cannot be funded.

How is funding under InProTUC classified according to tax law?

Funding under InProTUC has to be specified in the tax return. For further questions, please contact the tax authorities (Finanzamt).

Is it possible to combine funded conference attendances and research visits with private travels?

Business trips that are funded under InProTUC in conjunction with private travels follow the legal regulations of the "Sächsisches Reisekostengesetz" (§11 SächsRKG). According to this, business trips can be combined with private travels for up to three days.

Will the funding be paid although the trip must be cancelled at short notice and expenses have already occurred?

No. If the trip does not take place as planned funding under InProTUC will not possible. Costs that already occurred have to be paid privately or from other sources. It is recommended to purchase cancellation insurance.

In the case of travel cancellation, any amount of funding that has been paid in advance must be paid back to TU Chemnitz.