**Application form for the eligibility period 2019** (01.02.2019 – 15.05.2019)

1. **INFORMATION ON THE APPLICATION**

|  |  |  |
| --- | --- | --- |
| Type of application  | [ ]  incoming | [ ]  outgoing |
| Application for a | [ ]  research visit(up to 3 months) | [ ]  insight visit (up to 1 month) | [ ]  conference attendance\* |
| Form or participation (at the conference) |  |
| Country of destination |  |
| City of destination |  |
| Dates of the journey | from day/month/year | to day/month/year |
| Dates of the conference/ visit | from day/month/year | to day/month/year |

\* Conference attendance is normally defined as the active participation in conferences, congresses, seminars, workshops or symposia by contributing to it e.g. with a lecture, a presentation or a poster. Not eligible within this category are funded or partially funded session. Please mention the form of your participation (lecture, presentation, poster etc.).

1. **INFORMATION ON THE APPLICANT**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic title |  | Date of Birth | day/month/year |
| Surname, name |  | Gender |  |
| Nationality  |  |  |  |

 Private mailing address

|  |  |  |  |
| --- | --- | --- | --- |
| Street and number  |  | Telephone |  |
| Zip Code and town  |  | Email |  |
| Country |  |  |  |

1. **INFORMATION ON THE DISSERTATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Home university  |  |  |  |
| Status  | [ ] enrolled\*\*registration no: | [ ]  employed at TU Chemnitz | [ ]  external |
| Faculty |  | Professorship |  |
| Title of dissertation  |
| Supervisor |  |
| Beginning for the dissertation  | month/year | Anticipated date of finalisation | month/year |

\*\* Please attach the confirmation of enrolment to your application.

1. **INFORMATION ON THE VISIT**

|  |  |
| --- | --- |
| Hosting or organising institution  |  |
| Did you receive a confirmation of attendance or academic supervision? If so, please attach the conformation letter to your application.  | [ ]  yes | [ ]  no |
| Did you previously receive funding under InProTUC?  | [ ]  yes  | [ ]  no |
| Did you apply for or received further funding for the above mentioned trip at the DAAD or other institutions?  | [ ]  yes | [ ]  no |
| Yes, namely |  |
| For Research visits |
| Have contacts between sending institution and the hosting or organising institution been made? | [ ]  yes | [ ]  no |
| Yes, namely with |  |

1. **INFORMATION ON YOUR ACADEMIC WORK**
	1. Teaching

|  |  |  |
| --- | --- | --- |
| from month/year | to month/year |  |
| Institution |  | Topic |  |
| from month/year | to month/year |  |
| Institution |  | Topic |  |
| from month/year  | to month/year |  |
| Institution |  | Topic |  |
| from month/year  | to month/year |  |
| Institution |  | Topic |  |

* 1. Presentations

|  |  |  |
| --- | --- | --- |
| Year | Topic | Occasion  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Publications (select the five most important ones)

|  |
| --- |
|  |

* 1. Awards/Prizes

|  |  |
| --- | --- |
| Year | Award/Prize |
|  |  |
|  |  |
|  |  |

* 1. Scholarships

|  |  |  |
| --- | --- | --- |
| from month/year | to month/year |  |
| from month/year | to month/year |  |
| from month/year | to month/year |  |

1. **ACQUISITON OF KEY COMPETENCES**
	1. Research-related stays abroad

|  |  |  |
| --- | --- | --- |
| from month/year | to month/year | in |
| from month/year | to month/year | in |
| from month/year | to month/year | in |
| from month/year | to month/year | in |

* 1. Language skills

|  |  |
| --- | --- |
| Language | Level |
|  |  |
|  |  |
|  |  |
|  |  |

(A1 Beginner; A2 Elementary; B1 Intermediate, B2 Upper Intermediate, C1 Advanced, C2 Proficiency)

1. **SUPPLEMENTARY INFORMATION ON THE APPLICATION**

|  |
| --- |
| Information on extracurricular activities and social commitment  |
|  |

|  |
| --- |
| Comments  |
|  |

1. **DECLARATION OF CONSENT**

[ ]  I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

[ ]  I declare to sufficiently ensure the insurance during the complete stay abroad.

[ ]  I read and agree to the [information on the processing of personal data](https://www.tu-chemnitz.de/zfwn/download/pdf/InProTUC_Datenschutzerklaerung_24-07-2018_EN.pdf) according Article 13 of the General Data Collection Regulation.

[ ]  I acknowledge that payment of the funding is only possible if all accounting documents have been submitted to the project coordinator by 22 May 2019 at the latest.

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 Place and date Signature of the applicant

1. **SUBMISSION OF THE APPLICATION**

Full applications have to be submitted latest by January 3, 2019 (12 am) electronically as one pdf-file to antje.pfeifer@zfwn.tu-chemnitz.de. There is no legal claim for funding.

**The following documents have to be submitted**

[ ]  Properly completed application form

[ ]  Letter of motivation stating the reasons for application and the scientific relevance of the visit for the dissertation (max. 1 page)

[ ]  Curriculum vitae (max. 2 pages)

[ ]  Confirmation of enrolment (if enrolled as doctoral candidate at TU Chemnitz)

[ ]  Abstract of the dissertation (max. 2 pages)

[ ]  Letter of support of the supervisor at your home university confirming the supervision of the dissertation and stating the relevance of the stay for the dissertation

[ ]  **For research visits:** Description of the activities planned during the research visit including a timetable (max. 1 page)

[ ]  **For outgoing doctoral candidates:** Confirmation/invitation of the hosting institution (e.g. confirmation of the submission of a paper, confirmation of registration, email-contact etc.)

[ ]  **For incoming doctoral candidates:** Supervisor form filled in and signed by the supervisor of TU Chemnitz