FH MÜNSTER
University of Applied Sciences

Application: Travel Allowance

for active participation in scientific conferences

1.) Personal Information

First Name, Last Name	
Address	E-Mail
Supervisor FH Münster (Name, Department)	
Start Date of Doctorate	Expected End Date of Doctorate
Topic of Research	
Cooperating University / Promotionskolleg NRW	Supervisor University / Supervisor PK NRW
☐ Proof of doctoral confirmation from the cooperating University / Promotionskolleg NRW is available	
ECTS achieved in FH Münster Doctoral College so far:	

2.) Information about the Conference

Title of the Conference	
Organiser of the Conference	
Date of the Conference	Place / Country of the Conference
The Conference is expected to take place ☐ in Presence ☐ online	

3.) Your Contribution to the Conference

I have registered the following contribution:

☐ Presentation

☐ Poster Presentation

☐ _____

Title of Presentation / Poster:_____

The registered contribution was accepted

☐ Confirmation is attached

The registered contribution is subjected to peer review

☐ Yes

☐ No

4.) Budget (please attach receipts)

Please provide a summary of the conference fees, travel/flight and accommodation costs here:

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Confirmation Doctoral Candidate

I confirm the correctness of the information provided above.

Date _____ Signature (Doctoral Candidate) _____

Confirmation Supervisor FH Münster

I confirm the correctness of the information provided above.

Date _____ Signature (Supervisor FH Münster) _____

Please do not complete (this part is completed by the scientific commission)

Application for travel allowance is

☐ approved in the amount of _____ €

☐ declined because

_____

_____

_____

Date _____ Signature (Scientific Commission) _____

Notes on the Application

The FH Münster Doctoral College supports the academic exchange and networking of doctoral candidates with travel allowances for active participation in scientific conferences.

The scientific commission of the FH Münster Doctoral College decides on the distribution of travel allowances to doctoral candidates. As the funding of the Doctoral College is limited, only applications within the available funds will be approved. In addition, only a maximum of one annual travel allowance per doctoral candidate can be guaranteed. The maximum amount of the travel allowance depends on the conference location:

Location of Conference	**Amount of Allowance**
National:	Up to € 250.00
Europe:	Up to € 450.00
Beyond Europe:	Up to € 650.00

Only doctoral candidates will be considered who

- have regularly participated in the Doctoral College and have already achieved adequate ECTS in the Doctoral College (e.g. 3 ECTS at the beginning of the 2nd doctoral year, 6 ECTS at the beginning of the 3rd doctoral year) **and**
- provide a written doctoral confirmation from the cooperating University / Promotionskolleg NRW

International conference visits and research stays are preferred.

If you are interested in receiving funding in the form of a travel allowance, please send the documents digitally to the FH Münster Doctoral College promotionskolleg@fh-muenster.de