

## How to apply for financial support within the Theodor-Brinkmann-Graduate School

### Deadline

Deadline for application is **three months before the beginning of the quarter** in which the course, research visit, conference etc. will start. If you are not able to meet the deadline for reasons outside your responsibility, please give your reasons.

### What can be supported? How much will be funded?

- Summer Schools will be funded with an amount of up to 75% of the total costs\*.
- Participation in courses of other PhD Programs (to be discussed with your supervisor first) will be funded with an amount of up to 75% of the total costs\*. According to the requirements of the Theodor-Brinkmann-Graduate School program, the course must comprise 3 credit points or must last at least 3 days.
- Active participation in international conferences, workshops etc if you have successfully submitted an own presentation. Oral presentation will be funded with an amount of up to 75% of the total costs\*. Poster presentations will be funded with an amount of up to 50% of the total costs\*. You should also take part in conference PhD-workshops or conference PhD-courses (when offered).

\*The maximum amount of the financial support will be 1000,- €

\* Minimis limit: If the total cost does not exceed an amount of 250,- €, we will not accept the application for financial support.

### Who can be supported?

- PhD members of the Graduate School.

### What you should submit

- Application for financial support (not more than 1-2 pages) with following information:
  - Description of program, course etc. you would like to attend
  - What is the expected outcome of the course?
  - How is the program, course etc. embedded in your own PhD project and your personal course program?
  - Details about the costs of the course etc.
  - List of courses you have already attended for your TB-GS program (and new certificates).
  - General rejection rate of submitted contributions to the conference you want to attend (if known).
- Abstract of the conference contribution.
- A supporting letter of your 1<sup>st</sup> supervisor. This letter should also contain information on how much of the costs will be covered by the institutes or why the costs can not be covered by the institute.
- Information on the application for financial support for the course at another institution (e.g. DAAD). It will be given positive consideration, if you try to get financial support somewhere else (This particularly applies to the financial support of short term research/study visits abroad).

### **Decision on your proposal**

The decision will be made by the Scientific Board of the Graduate School on basis of your application. You will be informed after the decision has been taken.

### **Your contact**

If you have any further questions, please don't hesitate to contact Dr. Susanne Plattes.