



Fact sheet on trips to student competitions abroad and study trips

1.	Target group	Research associates and professors who coordinate trips to student competitions abroad and study trips.
2.	Chances of obtaining funding	The chances of obtaining funding are very good. However, they are always dependent on how many applications for trips to student competitions abroad and study trips we receive in the year.
3.	Funding lines	Trips to student competitions abroad and study trips. Maximum duration of funding: 12 days
4.	Application and funding periods	From 1 September to 1 November for stays in the following year. Applications may only be submitted before embarking on the stay abroad. The funding available for a year can be used for stays between 1 January and 31 December.
5.	Application documents	<ul style="list-style-type: none"> - Reasons - Description of programme content - Funding plan - List of participants (incl. date of birth, gender, e-mail address, subject) - Timetable - Presentation of content preparation - Proof of contact/invitation
6.	Application	Please send your application as a PDF file by e-mail to the International Office before the application deadline.
7.	Selection criteria	<ul style="list-style-type: none"> • On-time submission of the application • Completeness of the application documents • Minimum duration of stay achieved
8.	Grant confirmation	<ul style="list-style-type: none"> • You will receive this approx. 8 weeks after the application deadline. • You will receive further information and the necessary documents for the grant.
9.	Grant documents	<ul style="list-style-type: none"> - Signed Grant Agreement - Proof of enrolment for the student(s) - Confirmation(s) of stay from the attended institution(s)
10.	Payout	The grant will be paid out after the stay once the application and grant documents have been submitted in full.
11.	After the stay	Submit your report on the stay by e-mail .
12.	Funding rates	<ul style="list-style-type: none"> • Daily allowances of €45 per participant • Funding for max. one accompanying university representative on application. • Max. grant per trip: €3,000
13.	More information	Please observe our general FAQs on stays abroad on our homepage.
14.	Contact	Ms Katinka Brückner, International Office Tel.: +49 211 81-10057 e-mail: auslandsstipendien@hhu.de