

Conference Allowance of the Faculty

Criteria for the Allocation of Allowances

1. The allowance amounts to 75% of the total expenses for the journey to and from the venue, accommodation and conference fees up to a maximum of 750 €.
2. Applications can be submitted by all research assistants of the faculty.
 - a. A subsidy for the participation in one conference per year can be paid for doctoral candidates. Further conference participation can be funded upon proof that the submitter previously applied with the Graduate Academy for a travel award for one of the two conferences.
 - b. Additional to a.) postdoctoral students and junior professors can apply for a subsidy for a third conference in case a funding by the Graduate Academy is utilized.

The application should be timely submitted to Prof. Buscher (at the latest 3 months after the presentation) and include information on the speaker, title of the presentation, conference as well as a copy of the presented working paper and a confirmation that the presentation was held by oneself. The application form can be found on the intranet. The application can also be submitted prior to the conference. In that case the confirmation of the conference presentation has to be handed in later. Each presentation is only subsidized once. That is, if there are several speakers at the faculty, only one of them can apply for the allowance. Please also specify the (expected) final costs (conference fee, travel expenses, accommodation) according to the German Travel Expense Law.

3. The dean's council decides on the allocation of the conference allowance. Deadlines for submission are 1 April and 1 October each year.
4. Which conferences can be subsidised? Allocation criteria.
 - a) Apart from the conferences of large German professional associations, only international and regular conferences are subsidised. An international conference is usually held in English, and there are not only speakers from German-speaking countries (the venue, however, can be in Germany).
 - b) The more established and renowned a conference is, the higher a presentation is ranked.
 - c) Conferences with a general orientation are more likely to be subsidised than specific conferences.
 - d) Online-conferences can be subsidised as well, provided that a)-c) are fulfilled.