***Funding request for scholars invited under the International Visiting Academic’s Programme***

(March 2024)

To the **Dean's Office** of the Faculty of Humanities and Cultural Studies

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| --- |
| **1) Inviting party (chair/professorship or other organisational unit of the University of Passau):**  |
|       |
| Contact person: |       |
| Telephone extension: |       | E-mail address: |       |
|  |
| **2) Invited visiting academic:** |
| Family name(s), given name(s): |       |
| Academic title: |       |
| Date and place of birth:  |       |
| Nationality:  |       |
| Address: |       |
| E-mail address:  |       |
| Telephone number: |       |
| Sending institution: |       |
| Partner university of the University of Passau? | [ ]  Yes | [ ]  No |
| Duration of stay (10 days minimum): | From       | To       |
| *Visiting academic’s bank account details*  |
| Bank: |       |
| Account No.: |       | Sort code: |       |
| IBAN: |       | BIC: |       |
| Tax Identification number\*: |       |
| \*If you do not yet have a tax ID, you can submit one before the end of your stay. The Welcome Centre (researchmobility@uni-passau.de), will help you with the application. |
|  |
| **3) Guest lecture (45 minutes minimum) on a research project** |
| Title of guest lecture: |       |
| Topic of the research project: |
|       |
| **4) Workshop (90 minutes minimum) on the research methodology** |
| Title of workshop: |       |
| Short description of workshop:  |
|       |

[ ]  Visiting academic’s chronological CV (note: required for approval).

At the end of the visiting academic’s stay a final report on the project’s success and the use of funds must be submitted to the Dean’s Office of the Faculty of Humanities and Cultural Studies.

Additional information or comments:

Date:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Faculty Administration**

🞎 Returned to organisational unit due to: 🞎 missing information/form incomplete

 🞎 CV not enclosed

🞎 The request has been approved.

The agreed remuneration amounts to €\_\_\_\_\_\_\_\_\_\_\_\_ plus travel expenses in the amount of €500.00 (for travel within Europe) or €750.00 (outside Europe), resulting in a total of €\_\_\_\_\_\_\_\_\_\_.
*(Remuneration may not exceed €1,500.00 per visiting academic)*

Passau, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by Section VII/2**

🞎 Visiting academic’s contract, payment instruction and copy of the application form received.