***Funding request for scholars invited under the International Visiting Lecturer’s programme***

(March 2024)

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1) Inviting party (chair/professorship or other organisational unit of the University of Passau):** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Contact person: | |  | | | | | | | | | | |
| Telephone extension: | |  | | | E-mail address: | | |  | | | | |
|  | | | | | | | | | | | | |
| **2) Invited visiting lecturer:** | | | | | | | | | | | | |
| 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 *(12 days minimum):* | | | | | | | | | From | | To | |
| *Visiting lecturer’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) Type of course** **(lecture, seminar, block course, excursion, research project, other):** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Course title: | | | | | | |  | | | | | |
| Number of teaching hours: | | | | | | | Teaching Units, correspond to        contact teaching hours per week | | | | | |
| How many ECTS credits will be awarded for the course? | | | | | | | credits | | | | | |
| Which type of examination will be chosen? | | | | | | |  | | | | | |
| For which degree programmes is the course suitable? | | | | | | |  | | | | | |

Enclosed: Visiting lecturer’s chronological CV (note: required for approval).

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 €1,750.00 per visiting lecturer)*

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

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

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