

- The programme serves to promote internationalization in research and teaching.
- Funding: Compensation for expenses in the form of coverage of travel costs. The funding amount will only be transferred at the end of the stay after the agreed services have been provided.
- The amount of the reimbursement of accommodation costs is based on the Bavarian Travel Expenses Act (€90 per overnight stay). Only accommodation costs (excluding meals) on the working days the guest actually worked at the UP will be reimbursed, up to a maximum of €1000. A maximum amount of €1500 applies to the reimbursement of travel expenses, provided that second-class travel or the most cost-effective and environmentally friendly alternative was chosen.
- Any professorship / chair of the Faculty of Humanities and Cultural Studies at the University of Passau is eligible to apply.
- The international guest must have at least a doctorate or a comparable academic degree and be employed at a university.
- Minimum length of stay: **5 consecutive working days**.
- During the stay, the guest gives a **faculty lecture** on their own research project. In addition, there is a choice between the guest offering a **workshop of at least 3 hours** for the academic staff of the faculty and for students or twice a 90-minute participation in a teaching event of the inviting professorship. All events must be held entirely in lecture form.
- Applications be submitted via the web form to the Dean's Office of the Faculty of Humanities and Cultural Studies.
- **Application deadline: September 30** for the following financial year. Approval after the deadline as soon as all applications have been collected.
- The Dean's Office must be notified immediately of any changes to the period of stay stated in the application or any other changes.
- The host professorship is primarily responsible for looking after the guest. The **University's Welcome Centre** offers support with accommodation and the organization of ZIM identification, Stud.IP access and Campus Card.
- In the case of **guests from third countries**, the inviting professorship is responsible for registering the visit with the university's [export control office](#).
- At the end of the stay, the implementation of the selected event must be proven to the Dean's Office in order to receive the funding amount.
- In addition to the settlement form, the original receipts for accommodation and transportation must be submitted to the Dean's Office for settlement.
- If you have any questions, please contact the **Dean's Office of the Faculty of Humanities and Cultural Studies**, dekanat@geku.uni-passau.de