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

(September 2023)

To the **Dean's Office** of the Faculty of Social and Educational Sciences

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |
| EU Member State? | | | | | | | | | | Yes | No |
| Duration of stay (10 days minimum): | | | | | | | | From | | To | |
| *Visiting academic’s bank account details* | | | | | | | | | | | |
| Bank: |  | | | | | | | | | | |
| Account No.: |  | | | | | Sort code: | | |  | | |
| IBAN: |  | | | | | BIC: | | |  | | |
|  | | | | | | | | | | | |
| **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 Arts and Humanities.

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 the EU) or €750.00 (for non-EU travel), 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.