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

(September 2023)

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

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| --- |
| **1) Inviting party (professor 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 |
| EU Member State? | [ ]  Yes | [ ]  No |
| Duration of stay *(12 days minimum):* | From       | To       |
| *Visiting lecturer’s bank account details*  |
| Bank: |       |
| Account No.: |       | Sort code: |       |
| IBAN: |       | BIC: |       |
|  |
| **3) Type of course** **(lecture, seminar, block course, excursion, research project, other):** |
|       |
| Course title: |       |
| Number of teaching hours: |       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 the EU) or €750.00 (for non-EU travel), 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.