

## Funding for conference / workshop stays abroad for PhD students

PhD students at the University of Kassel can apply for financial support for international conference participation and workshops abroad.

The funding includes a lump sum for travel and accommodation expenses and, if applicable, the proportional payment of participation fees based on the DAAD funding amount (max. 80% of the possible DAAD funding). The maximum funding limit is € 1,000 per application. A maximum of one stay per calendar year can be funded.

**Application deadline:** At any time, at least 6 weeks before the planned stay

**Additional documents** (Please submit together with completed application form in one PDF file via e-mail to [eint-funding@uni-kassel.de](mailto:eint-funding@uni-kassel.de)):

- Curriculum vitae
- Conference/workshop program
- Proof of conference/workshop duration (e.g. invitation/registration e-mail)
- Confirmation of acceptance as doctoral candidate at the University of Kassel
- Statement from thesis supervisor (supporting the conference/workshop participation and detailing why participation would not be possible without this funding)
- If applicable, proof of the amount of the participation fee
- For conference trips: Proof of an active role (workshop, presentation...) or explanation of why the stay is nevertheless essential

Personal information	
Surname, first name	
Department (University of Kassel)	
Subject area	
Address	
E-Mail	
Has such funding already been granted and if so, when?	

Basic information of the stay	
Reason for the stay (e.g. conference or workshop)	
Destination of the stay (institution / conference, city, country)	
Period of the stay (start and end date)	

**Details of the stay**

Please describe the aims of your stay and its significance for your future academic career:

Please explain why the stay could not take place as planned without the funding and why no other funding (e.g. DAAD funding or project funding) is available:

*For conference trips without an active role:* Please explain why conference participation is nevertheless essential for your personal career development:

Place, Date	Signature