



Visiting scholarship at the Faculty of Engineering

APPLICATION GUIDE

a) Aims and target group of funding

Under the Zielvereinbarungen (target agreements) for 2018–2022 concluded between the Faculty of Engineering and FAU, funding is available to invite excellent young women researchers from other research institutes to spend time as a visiting researcher at the Faculty of Engineering. This encourages active headhunting of excellent women in the subject areas covered by the Faculty of Engineering and serves to promote the internationalisation of FAU.

Funding is available for **doctoral candidates who are at an advanced stage in their doctoral research, postdoctoral researchers, habilitation candidates and junior professors.**

b) Amount of funding

The maximum amount of funding available for each application is €2,000. Funding is subject to availability.

The maximum subsidy for accommodation costs is €900 per month or €30 per day.

c) Application deadlines and scholarship allocation period

Applications for a visiting scholarship at the Faculty of Engineering can be submitted at any time. However, funding is subject to the availability of funds which are allocated on an annual basis. The application must be filed at least **6 weeks** before the researcher arrives at the Faculty of Engineering.

The committee of women's representatives at the Faculty of Engineering decides whether to approve or reject the application for a visiting scholarship at the Faculty of Engineering. The final approval is granted by the Büro für Gender und Diversity.

d) How to apply

The person to contact for visiting scholarships at the Faculty of Engineering is:

Hanna Stöcker

Assistant to the Women's Representatives at the Faculty of Engineering

Dean's Office, Faculty of Engineering

Martensstr. 5a, 91058 Erlangen

E-mail: hanna.stoecker@fau.de

Phone: +49 9131 8527705

Applications may be submitted in either English or German. Please send the complete application by e-mail only (as a pdf file) to hanna.stoecker@fau.de.

Required documents:

- An informal letter of application from a Chair at the Faculty of Engineering covering the following points:
 - Motivation of the Chair
 - Scientific relevance for the researcher
 - Brief description of the project
 - Explanation of why the visiting researcher is a role model for women in science
- Letter of invitation from the Chair
- Curriculum vitae and list of publications
- Detailed breakdown of estimated costs showing how total sum has been calculated (please note that subsistence costs cannot be claimed for)

e) Claiming for expenses

Costs for the visiting research scholarship are settled individually depending on the status of the guest researcher whilst at FAU.

The inviting Chair issues an internal invoice stating a booking reference (innerbetriebliche Leistungsverrechnung mit Angabe eines Buchungskennzeichens) addressed to the Büro für Gender und Diversity. Please also state the Chair's cost centre (Kostenstelle des Lehrstuhls) to so that we can track where the costs were incurred (will not be charged). Original receipts do not have to be included.

Please note: if the guest researcher is not employed at FAU during her time here, travel expenses must be given as **travel costs ('Fahrtkosten')** and not as travel expenses ('Reisekosten').

If for any reason this billing procedure is not possible at your chair, please contact Dr. Magda Luthay.