

# Guidelines for the distribution of grants for travel and publication costs to doctoral students at the HAWs in Saxony-Anhalt

Active participation in qualification courses or conferences is an important part of a doctorate. Exchanging ideas with your mentor can also be very useful for your career. Your university's support program for early career researchers can help you with travel expenses.

At the Harz and Merseburg Universities of Applied Sciences it is also possible to apply for grants for publication costs in the context of cumulative doctorates.

These guidelines apply as long as they are available on the websites.

## General Information

Grants for travel and publication costs must be applied for before they are disbursed.

Doctoral students at Anhalt University of Applied Sciences, Harz University of Applied Sciences, Magdeburg-Stendal University of Applied Sciences and Merseburg University of Applied Sciences who are doing their doctorate at a Doctoral Center at one of these four universities or in a cooperative procedure together with a university are eligible to apply.

Where possible, university employees should receive reimbursement of costs via their staff position or be subsidized.

The grants are only paid **retroactively** for privately disbursed costs after all receipts have been submitted.

**There is no entitlement to a grant. Decisions on applications and the amount of the grant are based on the availability of funds.**

## Procedure

- Applications must be submitted at least one week before the trip in question or after acceptance of the publication. They require the approval of your supervisor.
- Funds are allocated in the order in which applications are received.
- Applications can be submitted by e-mail as a PDF file with a digital signature or as a scan; application forms can be found in the download area.
- Grant applications can be submitted at any time. You can find the contact person here:
  - [Anhalt University of Applied Sciences](#)
  - [Harz University of Applied Sciences](#)
  - [Magdeburg-Stendal University of Applied Sciences](#)
  - [Merseburg University of Applied Sciences](#)
- The regulations of the respective university apply to the settlement of travel expenses. Please contact your university's contact person (hyperlinked above).

## Travel Allowance as Part of the CASE Qualification and Mentoring Program for Doctoral Candidates

The four Universities of Applied Sciences offer their doctoral students (who are doing their doctorate at a Doctoral Center at one of these four universities or in a cooperative procedure together with a university) a joint qualification and mentoring program. The programs are free of charge.

- The amount of the approved grant will be decided depending on the funds available.
- For train journeys, only 2nd class ticket price is accepted. The distance allowance for a car journey is based on the current provisions of the Federal State Travel Expenses Act (Landesreisekostengesetz).
- The grant will only be paid out after receipt of a copy of the proof of participation and proof of travel expenses (e.g. original train ticket, or proof of the route using a map program, e.g. Google Maps, if using a car).
- An approved business trip application may be required for the travel expense report.

## Travel Allowance for Doctoral Students Attending Conferences in Germany

For participation in external conferences (face-to-face or online) in Germany with their own contribution (presentation, poster, etc.), doctoral candidates at the HAWs in Saxony-Anhalt can apply for a grant towards conference fees, travel costs and accommodation costs.

- The amount of the approved grant will be decided depending on the funds available.
- The supervising professor at the University of Applied Sciences must confirm the contribution of the planned conference participation to the doctorate.
- The grant will only be paid **after** receipt of the copies of invoices / receipts. The program of the event and a copy of the confirmation email (*accepted for poster/oral presentation*) must be attached to the application.
- Meal allowances/daily allowances are not taken into account.
- An approved business trip application may be required for the travel expense report.

## Grants for Scientific Publications for Cumulative Doctorates at the Harz and Merseburg Universities of Applied Sciences

Doctoral students at the Harz and Merseburg Universities of Applied Sciences who are aiming for a cumulative doctorate can apply for a grant for publication costs of up to €500.

- The supervising professor at Harz or Merseburg University of Applied Sciences must confirm in the application that the planned publication is part of the cumulative doctorate.
- The publication must have been written by the doctoral candidate as first author. The first authorship must be proven by the journal's confirmation of acceptance. Please enclose a copy of the journal's confirmation email (*accepted for publication*) with this application.
- The journal must have a recognized quality assurance procedure in the respective subject (usually *peer review*).
- If other (pro rata) funding is available to publish the article, this must first be exhausted.
- The grant will only be paid after receipt of the invoice copies / receipt copies.

- The publication must contain the following note: „Für die finanzielle Unterstützung danken wir dem BMBF-geförderten Verbundprojekt CASE – Center of Advanced Scientific Education (Förderrichtlinie FH-Personal).“ In foreign-language publications, a translation into the target language can be added (e.g. " We acknowledge the BMBF-funded joint project CASE - Center of Advanced Scientific Education (funding program FH-Personal) for its financial support.")
- Grant applications can be submitted at any time. You can find the contact person here:
  - [Harz University of Applied Sciences](#)
  - [Merseburg University of Applied Sciences](#)
- Printing or editing costs for dissertations are not covered.