

## Guidelines for the promotion of foreign visits by young scientists

### Preface

Increasing the mobility of young scientists at the AAU is an important component of the promotion and, particularly, of the qualification of the newest generation of academics. The university seeks to achieve the following objectives by promoting foreign visits:

- create sufficient scope to work on a research topic at an international scientific research institution
- reinforce the integration of young scientists in the respective scientific community
- provide the opportunity to become familiar with other university systems
- gather evidence of time spent abroad as quasi “absolute must” criterion in appointment procedures for professorships
- personal development (e.g. broadening one’s horizon, opportunity to practise a foreign language)

Structural financial means are made available to increase the mobility of young scientists.

### Guidelines

#### 1. Eligible applicants

Type A: The eligible applicants include AAU doctoral students of all disciplines as well as AAU scientific staff members assigned to the following categories:

- Pre-Doc Scientists (“UniversitätsassistentInnen”)
- Post-Doc Scientists (“Post-Doc-AssistentInnen”)
- Assistant Professors (“AssistenzprofessorInnen”)
- Senior Scientists
- Senior Lecturers
- Third-party funded scientific staff members

Type B: The eligibility to apply is restricted exclusively to AAU scientific staff members assigned to the following categories:

- Pre-Doc Scientists (“UniversitätsassistentInnen”)
- Post-Doc Scientists (“Post-Doc-AssistentInnen”)
- Assistant Professors (“AssistenzprofessorInnen”)
- Senior Scientists
- Senior Lecturers
- Third-party funded scientific staff members

#### 2. Foreign visits eligible for funding

##### Type A: Visits with a duration of approx. 1 month

Foreign visits with a duration of approx. 1 month are eligible for funding, provided that they serve to promote networking within the research sphere and, ideally, to initiate a preliminary research project with a research partner at a foreign research institution.

##### Type B: Visits with a duration of approx. 3 months and up to one semester

Foreign visits with a duration of approx. 3 months and up to one semester are eligible for funding, provided that they serve to carry out a research project with a research partner at a foreign research institution, or, at least, to advance it significantly.

### 3. Criteria

The following criteria are relevant for foreign visits of both Type A and Type B:

- Compatibility with the scientific profile and the career progression of the applicant
- Scientific reputation of the host institution and, especially, of the research partner
- Documented evidence of an invitation / of a letter from the host institution confirming supervision
- Status of the organisational arrangements for the foreign visit
- Non-German speaking foreign countries are preferred (when resources are scarce)

The following criteria apply to Type B foreign visits additionally:

- Quality of the research proposal
- Preparation for the research project (e.g. preliminary projects, previously completed joint publications)

### 4. Assistance and eligible costs

Scientific members of staff whose positions are financed from the AAU's global budget, are granted a leave of absence for the duration of the foreign visit, while retaining their remuneration. In the case of third-party funded scientific staff members, depending on the funding body and in consultation with the project leader, an individual solution will be sought.

In relation to foreign visits of the Type A, costs up to a total amount of 2,500 € are eligible for funding, namely

- travel costs
- accommodation costs
- childcare costs

In relation to foreign visits of the Type B, costs up to a total amount of 8,000 € are eligible for funding (in the case of a foreign visit lasting 1 semester). The amount awarded depends on the duration of the intended visit abroad. In addition to Type A eligible costs, an application may also be made for funds for replacement staff to assist the dispatching organisational unit, allowing for a two-hour teaching contract or a student assistant (50% part-time contract).

Neither Type A nor Type B cover the costs of providing and equipping a workstation at the host institution.

### 5. Mode of application and award

Due to the impact of foreign visits on the organisation at the departmental and the faculty level, applications must be submitted through the official channels and must be routed via the Head of Department and the Dean.

The Vice-Rector for Research decides on Type A applications in consultation with the Vice-Rector for Personnel. In cases of doubt, the Research Council will be involved in reaching a decision. There are no deadlines for Type A applications.

Type B applications are decided upon by the Research Council in consultation with the Vice-Rector for Personnel. The submission deadlines for Type B applications always end two weeks prior to the respective sessions of the Research Council. Details of the scheduled sessions of the Research Council are available from the Research Support Service.

### 6. Funding for foreign visits is subsidiary.

### 7. Application documents

The following documents must be enclosed with the application for funding:

- Letter of application incl. request to be granted a leave of absence while retaining full remuneration, as well as endorsement comments by the Head of Department and the Faculty Management
- Letter of invitation issued by the host institution
- Letter of invitation issued by the research partner (desirable for Type A; mandatory for Type B)
- Presentation of the intended preliminary project (Type A), or respectively of the research project (Type B)
- Presentation of the own research profile (e.g. list of publications and lectures, abstract of the current qualification project)
- Presentation of the status of preparation (organisation) for the foreign visit
- Financial budget: Overall presentation of the costs incl. a detailed description of those costs, for which a funding application is being submitted to the Research Council

## **8. Final report**

The applicant will produce a short report on the foreign visit within three months of her / his return. In consultation with the Research Support Service this may, e.g., be published in the AAU's Research Newsletter.

The applicant further agrees to present a short report on the foreign visit, if a suitable occasion arises (e.g., as part of the Foundation Course for Young Scientists).

## **9. Settlement**

Following approval, the applicant sends a letter to the Research Support Service, requesting the (partial) reimbursement of the costs incurred, taking care to include original invoices and proof of payment. Proof of payment must be provided as follows:

- in the case of a credit card payment: copy of the credit card statement,
- in the case of a payment by debit card or bank transfer: copy of the bank statement,
- in the case of a payment in cash: confirmation of receipt by the beneficiary.

## **10. The general application and award guidelines of the Research Council apply.**

## **11. Contact person for all organisational issues**

Applications and reports must be sent to the Research Council, for the attention of Dr. Wolfgang Pöllauer, by regular mail and by e-mail.