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FACULTY

**OF BUSINESS, ECONOMICS AND
SOCIAL SCIENCES**

GRADUATE SCHOOL



**FINANCIAL SUPPORT FROM
THE GRADUATE SCHOOL FOR
2024**



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In 2024, the office of the dean will once again provide funding for doctoral candidates in the Faculty of Business, Economics and Social Sciences.

We are very happy about these resources and hope they contribute to creating the conditions required for first-class research.

In 2024, the maximum funding amount per doctoral candidate is **€ 750**. This can be distributed among several projects.

Applications for funding can be submitted to the Graduate School Office no later than **15 November 2024**. The invoices and receipts (as well as travel expense claims when traveling) must be submitted to the Graduate School office by **December 1st, 2024** at the latest.



TO APPLY

The doctoral researcher must fill out the respective funding application for

- taking part in (online-) academic conferences;
- (online-) summer school programs and (online-) workshops;
- fieldwork and research stays;
- direct research funding; or
- proofreading of English-language texts.

The student then submits this along with any further required supporting documents (justification, statement,

information about the workshop or conference, work-related travel request form etc.) to the Graduate School.

You can find the forms on our homepage under “Downloads/Support.”

APPROVAL

If an application for financial aid is approved, the original receipts, e.g., for plane or train tickets or hotel bills, etc. must be submitted subsequently. Please attach smaller receipts to a DIN-A4 page and always submit proof of payment (e.g., bank statement).

If you have applied for an advance payment, include the professorship’s SharePoint account statement and, in case of transfers in foreign currencies, a conversion from the Oanda currency converter.

INTERNET ADDRESS:

<https://www.oanda.com/lang/de/currency/converter>

Finally, submit a statement of accounts or a travel expense claim.

FURTHER INFORMATION

Decisions about funding are made based on the available funding and funding criteria.

The Graduate School will review the application and supporting documents (for example, to check for missing documents), and then confirm financial support and forward the confirmation to the respective department (Travel Management or Purchasing Team). They will check to see if procedures comply with official guidelines, and then forward the application to the responsible sections in the Department of Finance and Accounting so the amount can be transferred. Thus, you should anticipate a total processing time of 4 to 6 weeks (starting from the date on which the application is approved, not from the date of submission).

Please note that doctoral research assistants must submit the application for reimbursement of a work-related travel no later than 6 months after the end of the travel (6-month period).

