

EXPLANATORY LEAFLET FOR THE APPLICATION FOR FINANCIAL SUPPORT FOR THE PARTICIPATION IN QUALIFICATION COURSES OUTSIDE THE GRADUATE ACADEMY

The Graduate Academy of the University of Rostock supports its members in financing external qualification measures, if they are relevant for the qualification phase (doctorate or habilitation) and are not offered by the Graduate Academy or the University of Rostock.

1. Persons entitled to apply

Members of the Graduate Academy

2. Supported Qualification measures

Paid qualification courses of the University of Rostock that are relevant for the doctorate or habilitation and not offered by the Graduate Academy, among other things:

- ⇒ Language Courses (Sprachenzentrum)
- ⇒ Courses in university didactics (Further academic education)

Paid qualification courses that are relevant for the doctorate or habilitation and are not offered by the University of Rostock, among other things:

- ⇒ Special courses in research methods
- ⇒ Language courses/ Courses in university didactics /IT-courses, when no offer by the University of Rostock is available.

3. Amount of support

- Every member of the Graduate Academy can use max. 500 EUR of the member budget of the Graduate Academy for qualification measures outside the Graduate Academy.
- According to the situation of the individual case (e.g. if the actual costs go beyond the maximum support of the Graduate Academy and the grants by further supporters) it is expected that the responsible or the superordinate department contributes to the financing.

4. Refundable costs

Exclusively the course and participation fees incl. taxes

5. Application process

Applications for the support of participation in qualification courses outside the Graduate Academy have to be submitted to the Graduate Academy two weeks prior to the begin of the qualification measure.

6. Application for support

You can download the application form here:

<https://www.uni-rostock.de/en/research/promotion-of-early-career-researchers/graduate-academy/funding-and-support/external-qualification/>

Please hand in the signed application with the required attachments as PDF via the application portal on the websites of the Graduate Academy:

<https://www.uni-rostock.de/en/research/promotion-of-early-career-researchers/graduate-academy/funding-and-support/application-portal/>

The management of the Graduate Academy decides on the allocation of means..

7. Further procedure

- Costs for the course fees have to be paid privately by the applicant at first. After the qualification, the following documents are submitted to the Graduate Academy for the calculation:
 - ⇒ Invoice/bill about course fees in the original (via postal service)
 - ⇒ Completed „Application for the refund of privately paid means“ in the original (via postal service)
 - ⇒ Receipts for payment (e.g. copy of bank statement)
- If the course takes place outside of Rostock, you need to make an application for a business trip. Only in connection with a granted business trip application, course and participation fees will be accepted. The grants by the Graduate Academy are paid out by the Referat 2.4 Personalhaushalt during the claim for travelling expenses.
 - ⇒ The completed business trip application has to be submitted to Graduate Academy after the business trip with original invoices/bills and receipts for payment.
 - ⇒ The Graduate Academy makes a note on the application about the details about the granted support before the transmission to Dezernat 2 and forwards it to Referat 2.4 Personalhaushalt.
- With the granting, the applicants take the duty to send a report to the Graduate Academy after the end of a granted plan. (to submit as attachment via E-Mail - not as printed version!)
- After completed calculation, the Graduate Academy debits the granted support from the member budget of the applicant.

6. Contact

In case of questions, you can contact the management of the Graduate Academy (Mail: grada@uni-rostock.de)