

## **Information sheet:**

### **Guidelines for applying for funding for international workshops for doctoral students within the DAAD programme "a.r.t.e.s. international – for all"**

#### **General information:**

- The workshop should be announced and conducted as a public event. Accordingly, workshops with discussion forums for closed circles of participants can be supported only if the programme also includes public events, e.g. public lectures scheduled in the evening. Funding is not available for entirely closed events.
- The general application and the invitation to the workshop will also be handled through the information channels of the a.r.t.e.s. Graduate School.
- All advertising materials for the workshop must indicate the logos of the a.r.t.e.s. Graduate School, the DAAD (German Academic Exchange Service), and the BMBF (German Federal Ministry of Education and Research).
- We explicitly welcome additional financial support from other sources, in particular the institutes involved.

#### **Concerning budget calculation:**

- Travel costs for participants from abroad can be reimbursed in line with the relevant fixed rates set by the DAAD [list available upon request]. As a rule, intercontinental flights cannot be funded; they can be supported only if a participating institute covers a portion of the financing of the event.
- The following costs for accommodation and subsistence are available for guests travelling from abroad: €50 (for doctoral students) and €96 (for individuals holding a doctorate) per person per day. (This funding is also available for the days travelling to and from the event!)
- An alternative option for guests holding a doctorate is a honorarium (max. €435/day) instead of costs for travel, accommodation, and subsistence.
- Workshop organizers can apply for catering costs, up to €10 per person per day, totalling max. €300. Additional expenses for a dinner for the participants may also be covered, (max. €30 per participant, max. €300 in total). Workshop organizers can apply for advertising costs (posters, flyers, etc.), to cover small sums only.

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