

## **Information Sheet: Financial Funding of International Doctoral Workshops by the a.r.t.e.s. Graduate School**

The a.r.t.e.s. Graduate School provides financial support for doctoral students of the Faculty of Arts and Humanities in planning and conducting their own internationally oriented workshops, colloquia and conferences. Funding is generally available to cover travel, accommodation and catering costs, public relations expenses and, in individual cases, lecture honoraria (see below). As far as possible, support can also be provided to find suitable venues. Applications must be submitted by 1 June or 1 December. Funding will be granted at short notice on the basis of the submitted documents.

- Eligible for funding are workshops, colloquia and conferences hosted by the Faculty of Arts and Humanities by and for doctoral students with an interdisciplinary orientation and aiming at the participation of international scholars.
- The event should be announced and held publicly. Events with e.g. discussion rounds for a closed circle of participants are therefore only eligible for funding if the programme also includes public event parts such as evening lectures. Completely closed events are not eligible for funding.
- The event should be announced through the information channels of the a.r.t.e.s. Graduate School. All advertising materials and announcements must bear the logo of the a.r.t.e.s. Graduate School.
- Supplementary financial participation by other bodies, especially the respective institutes, is explicitly welcome.

### **For budget calculation:**

- In general, grants of around €2,500 to €3,000 can be awarded per event.
- Travel costs for participants from Germany and abroad can be covered. (Due to the very high costs, intercontinental flights can usually only be funded if the event is co-financed by other bodies, e.g. the participating institute.)
- Accommodation costs for guests can be covered. (If possible, overnight stays should be booked in hotels with special conditions for the University of Cologne, see hotel list.)
- Only after consultation and in exceptional cases, the payment of a lecture honorarium is also possible (keynote speaker).
- Catering costs can be requested up to a maximum of €10 per person/day and up to a total of €300. In addition, expenses for a joint dinner can be applied for (max. €30 per participant, max. €300 in total).
- Advertising costs (posters, flyers, etc.) can also be applied for to a limited extent.
- The following costs are not eligible for funding: Costs for renting external rooms, personnel costs (e.g. student assistants).

**The application deadline is June 1st and December 1st each year.**

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