

Application for funding in the internal funding program for doctoral researchers

The support of scientists at early career stages is a central aim of TH Köln. For this, TH Köln grants financial support to doctoral researchers for **expenses associated with attending scientific conferences and related events in Germany and abroad** to network with the scientific community as part of their doctorate.

Please submit the application by e-mail to graduatecenter@th-koeln.de up to one month before the planned trip.

Application eligibility:

- a) Doctoral researchers must be registered at the Graduate Center of TH Köln.
- b) Doctoral researchers must either be employed as a **research assistant at TH Köln** and/or be **enrolled** as a degree-seeking student **at TH Köln**.
- c) A professor at TH Köln must supervise the doctorate. A **supervision agreement** must be concluded and submitted.
- d) **Cooperation with a university authorized to award doctorates** OR acceptance for **doctoral studies at PK NRW** must be ensured.
- e) Doctoral researcher must have participated in a **seminar on good research practice** (TH Köln, PK NRW or cooperating university).

Funding amount:

- The maximum grant amounts to € 1,000 per doctoral researcher.¹
- It is possible to divide the funding into several applications during the doctorate.
- For funding trips in Germany and abroad, the accounting is generally based on the state travel expenses law.

Notes:

- The application is usually processed within 5-10 working days. You will be informed by e-mail whether the funding is granted and will receive further information on the process.
- Applications are approved if the requirements are met, as long as budget is available.

¹ There is no entitlement to funding. If the budget for the current year has been reached, no further funding can be granted.

Applicable for funding from January 1, 2024
Version: May 2024

Applicant details:

Family name, first name:	
Faculty:	
Phone number:	
E-Mail:	
Supervisor at TH Köln:	

Details on the requested funding (name, date and country of the conference/meeting/etc.):

Amount of requested funding (estimated costs):

Brief comment about the necessity of funding in the context of the doctorate:

Checklist for application eligibility:

- Alternative funding possibilities have been examined and are not available (e.g. funding from research projects, funding from the DAAD², Erasmus+, the cooperating university/ PK NRW etc.)
- Supervision agreement has been presented/ is attached
- Certificate of participation in a seminar on good research practice has been presented/ is attached

Place, date

Applicant's signature

Note by the TH Köln supervisor:

- The application is approved.

Place, date

Supervisor's signature

Internal note by Graduate Center:

The application is approved rejected (reason for rejection: _____)

Place, date

Graduate Center Service Desk

² In particular the program HAW.International: Kongress- und Messereisen.