

**Guidelines on Funding  
Scientific Exchange  
with International Scientists  
at RWTH  
(RWTH Travel Grant)**

**Dated July 20, 2018**

**Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.**

On the basis of § 2 para. 4 of the Law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act- HEA) in the version dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Art. 3 of the Act to Ensure the Accreditation of Degree Programs in North Rhine-Westphalia dated October 17, 2017 (Law and Official Gazette of the State of North Rhine-Westphalia p. 806), RWTH Aachen University (RWTH) has issued the following Guideline:

## **§ 1 Subject Matter of the Guideline**

In order to intensify networking between RWTH and foreign universities and research institutions and to strengthen international collaboration and promote the visibility of RWTH, the University supports scientist exchanges between RWTH chairs and departments and their scientific partners at foreign universities and research institutions. This guideline regulates the funding options for researchers coming to RWTH Aachen University from abroad.

## **§ 2 Expenses Covered by Funding**

- (1) RWTH Aachen University may award grants to cover reasonable travel and accommodation costs for scientists from foreign universities or scientific institutions coming to RWTH Aachen University for a teaching or research stay if the scientists are unable to cover the travel and accommodation costs from their own funds.
- (2) There is no legal entitlement to funding.
- (3) Funding is excluded if the reasonable travel and accommodation costs are covered by a third party, unless the funds are to be disbursed by RWTH.
- (4) The recipient must not be obliged to make a specific scientific or artistic contribution or to engage in any other specific activity in connection with the funding.

## **§ 3 Financing**

The funds come exclusively from the cost centers of the departments or chairs that initiated the researcher's stay.

## **§ 4 Beneficiaries of the Grant**

RWTH can sponsor scientists who are invited by an RWTH chair or department to complete a teaching or research stay at RWTH.

## **§ 5 Eligibility Requirements**

A prerequisite for funding is that the researchers must

- (1) be employed by a foreign university or research institution,
- (2) have at least a doctorate or a comparable academic qualification,
- (3) be suitable for the scientist exchange with the applying chair based on their qualifications,
- (4) be involved in a research project.

## **§ 6 Type and Amount of Funding**

- (1) Funding is provided in the form of a non-repayable lump-sum grant towards travel and subsistence expenses.
- (2) If third-party funding is available to an RWTH chair for scientist exchanges, the type and amount of funding shall be determined by the guidelines of the third party.
- (3) In the case of funding from RWTH funds and in cases where the third party providing the funds has not specified any requirements for the exchange, the following shall apply:
  - a) For a visit to RWTH of up to 14 days, the subsidy for travel and stay will be
    - up to € 100 for accommodation per day of stay
    - up to € 25 for catering per day of stay
    - up to € 23 for transport per week
    - for the journey to Aachen, the proven or expected costs of regularly scheduled means of transport the necessary costs of the lowest class.
  - b) For stays of 15 days or more, the allowance is paid according to the DAAD's flat rates for foreigners coming to Germany, in the currently valid version.

## **§7 Process**

- (1) Division 2.2 is responsible for awarding the grant.
- (2) Funding is granted upon written application by the inviting chair, enclosing the following documents:
  - Letter of invitation to the scientist and
  - Presentation of the usefulness of the stay by the inviting body
  - Countersignature by the dean
  - for applications from a Collaborative Research Center (CRC): Opinion of the Management Board
  - Proof of affiliation to the foreign university or research institution.

## **§ 8 Withdrawal of Support**

The granting of subsidies for travel expenses may be revoked in accordance with Sections 48 and 49 of the Administrative Procedure Act (Verwaltungsverfahrensgesetz VwVfG).

## **§ 9 Entry Into Force**

Issued based on the resolution of the Rectorate dated June 5, 2018.

Rector  
of RWTH  
Aachen University

Aachen,  
dated

July 20, 2018

sgd. Schmachtenberg

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