

- The visit as part of the programme should serve strategic goals, for example the establishment of a double degree or similar Partnerships that expand internationalisation in teaching. The plausible presentation of these objectives is a prerequisite for approval.
  - During the stay, there will be a presentation and/or a round table discussion with the faculty in which the guest will present the sending university and the cooperation opportunities and, together with the inviting professor, the planned collaborations.
  - Minimum duration of stay: **10 consecutive calendar days**, which should offer the opportunity to hold personal discussions and establish contacts.
  - Any university lecturer from the Faculty of Humanities and Cultural Studies at the University of Passau is eligible to submit a proposal.
  - Maximum amount: **€ 2,500 including travel allowance** (can be combined with funding from other sources, e.g. DAAD programmes, third-party funding). The fee will only be transferred at the end of the stay after the agreed presentation has been held.
  - A mandatory requirement for the payment of the fee is the provision of a **German tax identification number**. The university's Welcome Centre (e-mail: [researchmobility@uni-passau.de](mailto:researchmobility@uni-passau.de)) will help you with your application. Please enclose a copy of your passport with your request.
  - In accordance with the **export control guidelines**, the university's export control office must be contacted by the inviting professorship prior to the visit for guests from **third countries** (e-mail: [exportkontrolle@uni-passau.de](mailto:exportkontrolle@uni-passau.de)).
  - **Application deadlines: 30 November** for the following summer semester and **31 May** for the following winter semester. Approval after the deadline as soon as all applications have been collected. A maximum of one application per semester is eligible for funding.
  - The hosting Chair is primarily responsible for the supervision of the guest. The **Welcome Centre** of the University (e-mail address: [researchmobility@uni-passau.de](mailto:researchmobility@uni-passau.de)) will help you find accommodation and apply for ZIM user account, arrange for Stud.IP access and a CampusCard.
  - The Dean's Office of the Faculty of Humanities and Cultural Studies is responsible for the application and contractual matters. Applications should be submitted in **duplicate** before the deadline.
  - Any changes, e.g. to the duration of stay stated in the application, must be reported to the Dean's Office immediately.
  - If you have any further questions, please contact the **Dean's Office of the Faculty of Humanities and Cultural Studies**, [dekanat@geku.uni-passau.de](mailto:dekanat@geku.uni-passau.de).
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