

FAU visiting professorship programme

We are pleased to announce that the FAU visiting professorship programme is being continued. The aim of the programme is to attract researchers from abroad (regardless of nationality) to come to Bavarian universities as visiting professors for a short period. The duration and frequency of their research and teaching stays may vary. The aim of inviting visiting professors from abroad to Bavarian universities is to allow short-term research projects to be carried out and to make teaching more international. Ideally the visiting professor should be involved in both research and teaching.

FAU expects to receive 85,000 euros of funding for the financial year 2017. The funding must be used in accordance with the Bavarian Budget Regulations (Bayerische Haushaltsordnung, BayHO), in particular the regulations on using finances economically. The funding for visiting professorships given to FAU by the ministry for 2017 will be allocated in accordance with the following:

Available funding and conditions

A maximum of 3000 euros may be allocated per visiting professor to cover travel and accommodation costs. The duration of the stay may be 2–30 days. Hospitality costs and remuneration cannot be covered.

Travel costs may be reimbursed on the basis of individual receipts (copies verified by the host) or a country-specific lump-sum allowance for travel costs (see table for the DAAD visiting professorship programme). Accommodation costs may be reimbursed on the basis of hotel receipts or paid directly to the hotel if a declaration on the assumption of hotel costs is submitted. As the funding may not be carried over into the next calendar year, an expenses claim must be submitted by the end of November (deadline for claims in this financial year). The funding will be managed by the Central Office for International Affairs under the responsibility of Dr. Brigitte Perlick. At the Faculty of Medicine the IZKF office is responsible for the visiting professorship programme.

Application procedure:

All FAU professors are eligible to submit applications. Informal applications specifying the name of the suggested visiting professor's home university and the planned time period and purpose of the stay should be submitted to the dean of the applicant's faculty. The faculties should prioritise applications according to the following criteria:

- 1.) visiting professor's international reputation
- 2.) reputation of the institution of which the visiting professor is a member
- 3.) relevance of the visiting professor's research for the faculty's Research Focus Areas

In 2017, each of the faculties should be allocated around 19,000 euros of funding and may suggest how this should be used within the FAU visiting professorship programme. If a faculty does not use all of its allocated funding it may be transferred to another faculty. It is therefore recommended that the faculties create a waiting list. The faculties will pass the information regarding which visiting professorships they have decided should receive which amount of funding on to Dr. Brigitte Perlick who will issue a grant letter which may be required for a visa application.

Expenses claims must be filed using the form that has been created especially for the programme and must be signed by the visiting professor and the host. If a country-specific lump-sum allowance for travel costs (comparable to the procedure in the DAAD visiting professorship programme) is used, individual receipts do not have to be submitted. If a declaration on the assumption of hotel costs is submitted, hotel costs will be paid to the hotel directly. Travel and accommodation costs may be reimbursed via bank transfer or in cash from the Payment Office. In the latter case, an appointment must be arranged via the Central Office for International Affairs. This option is recommended especially if it is not possible to make a bank transfer abroad or if this would be associated with delays.

Please direct any questions about the programme and its organisation to Dr. Brigitte Perlick.

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