

Fakultät für Forstwissenschaften und Waldökologie  
Georg-August-Universität Göttingen

**Information on the support of student's activities  
regarding the internationalization  
of the Faculty of Forest Science and Forest Ecology**

**Prof. Dr. Christoph Kleinn**



**Who can apply?**

Eligible applications can be made by Bachelor- and Master Students of the Faculty of Forest Science and Forest Ecology who are enrolled at the time of application and during the whole duration of the proposed stay abroad.

**What kind of support will be offered?**

The support comprises a travel allowance of usually up to 1000 Euro per applicant. The Faculty provides an amount of 10.000 Euro out of the Faculty's internationalization funds.

**What will be supported?**

All student activities are eligible, typically internships, which contribute to the internationalization of our Faculty and to the professional advancement of the applicant.

This does not include the participation in excursions abroad that are part of a mandatory module within a study program. Short-term stays (e.g. congress trips, workshops, summer schools) are not seen as priority activities and can receive only limited support.

Applications after an already completed activity cannot be taken into account.

In January 2019, the Faculty Board has decided: "Also other measures can be funded that serve the internationalization of the Faculty, provided that sufficient funds are available". In this case, the proposers would have to explicitly explain the internationalization character of the proposed measure

## **How to apply?**

The applications can be submitted in German or English at any time of the year and can only be performed via the online-application-form (access at the Faculty webpage, "Studies", "Studying in the International Context").

The complete application documents have to be uploaded before the beginning of the stay abroad. Applications submitted after the project stay has started will not be accepted.

The decisions on the applications will be made twice a year: in June and December. They will be communicated by the end of the respective month.

The application should be formulated in a concise way and should comprise the following documents (apart from the complete and mandatory answers of the questions in the online form):

1. Brief description of the project: content, period of time, country, hosting institution, local contact person and short explanation in which way the project contributes to the internationalization of the faculty and how the petitioner benefits professionally from the stay abroad (max. 2 pages, printed in common format).
2. Finance plan. (1) Transport and accommodation costs are supposed to be proved (if possible) (e.g. copy of web information about flight costs). (2) How the rest of the costs are being covered shall be explained. (3) A signed declaration that the project cannot be financed otherwise has to be attached (e.g. through departmental funds if the stay abroad is associated with a project of the department).
3. Short CV, focused on international experiences and the project's importance regarding the academic and professional plans of the applicant (max. 1 page).
4. Short letter of confirmation or e-mail evidence of the hosting institution abroad.
5. Supporting letter from a head of department of the Faculty in which she or he explicitly refers to the internationalization contribution for the Faculty.

The application has to be uploaded with the given internet form. It is not possible to submit the application via e-mail or any other way.

## **Requirements**

Students who will be funded have to sign a declaration in which they commit to accept the following requirements of the sponsoring.

The declaration form will be sent attached to the approval letter and is supposed to be sent back to the department of the internationalization representative (Mrs. Silvia Wagner: [swagner3@gwdg.de](mailto:swagner3@gwdg.de))

The requirements comprise:

1. Declaration that the stay abroad will be performed in a professional and respectful way.
2. Declaration to inform oneself intensively about the security situation in the country of destination on the homepage of the Foreign Office and to conduct the journey on its own responsibility.

3. Declaration to spend the funding with appropriate evidences and in accordance with the university principles (typically, costs for flight, transport and accommodation can only be considered if they are evidenced by valid receipts; up to the amount of the granted allowance). Information about what is included in the “university principles” can be requested by Mrs. Ute Krökel in the dean’s office.
4. To prepare a professionally meaningful short report (max. 3 pages). The report has to be submitted to the internationalization representative not later than one week after the announced end of the stay abroad (Mrs. Silvia Wagner: [swagner3@gwdg.de](mailto:swagner3@gwdg.de))  
It is recommended to already prepare the report towards the end of the stay.  
The internationalization representative will formally accept the report or request a revision, if necessary.

### **Payment**

The payment of the grant will be made after the stay abroad is completed and only against the submission of refundable original documents. It is to be confirmed that the evidences were not used otherwise so that the expenses would be reimbursed more than once.

### **Attention should be paid to the following advices:**

In order to conclude the contribution and receive payment, please submit the listed documents (originals) to Mrs. Ute Krökel, deanery of our faculty, if applicable:

1. Reimbursement of expenses (externals)
2. Copy of approval
3. Original invoice of flight costs
4. Original invoice for visa costs
5. Original invoice for train costs, incl. all travel tickets
6. Original invoice for rental cars
7. Original invoice for accommodation costs
8. Original documents for possibly accrued material costs.

Catering evidences cannot be accounted.

An invoice without original documents is not possible.

In many cases the flight costs are so high that they alone “use up” the Faculty’s contribution to the travel. Then, of course, it is sufficient to submit the flight cost invoice to enable the accounting of the whole amount.

Any further information regarding the administrative handling can be obtained by contacting Mrs. Ute Krökel ([ukroeke@gwdg.de](mailto:ukroeke@gwdg.de), phone: +49 551 / 39-33406).

The payment will be done as soon as **all** listed requirements (see above) are fulfilled.

The payment is only possible within 6 months after the announced final date of the stay abroad – if not explicitly (in written form) agreed otherwise. If the funding is not demanded until that time, the approval may be declared as revoked.

### **Criteria to assess the applications:**

The assessment of the applications evaluates the following criteria:

1. Expected relevance for the internationalization of the Faculty.

2. Originality and practicability of the stay abroad and its importance for the applicant's academic career.
3. Type and scope of already existing international experiences.
4. Evidence that there are no alternative financing possibilities, e.g. through project funds.
5. Evaluation of the planned stay abroad by the head of department.

### **The commission of internationalization**

A Faculty commission examines and decides on the applications.

The commission consists of two student members (Mr Tobias Wolff [[tobiasjoseph.wolff@stud.uni-goettingen.de](mailto:tobiasjoseph.wolff@stud.uni-goettingen.de)] and Mr Vincent Kraneis [[e.kraneis@stud.uni-goettingen.de](mailto:e.kraneis@stud.uni-goettingen.de)]), a representative of the scientific employees (Dr. Michaela Dölle [[mdoelle@gwdg.de](mailto:mdoelle@gwdg.de)]), a representative of the deanery (Dr. Wolfgang Hiltcher [[whiltsch@gwdg.de](mailto:whiltsch@gwdg.de)]) and the faculty's internationalization representative (Prof. Dr. Christoph Kleinn [[ckleinn@gwdg.de](mailto:ckleinn@gwdg.de)]).

The commission members are always willing to provide further information in case of questions that cannot be answered by this leaflet.

### **More information**

Available information regarding contacts abroad:

<http://www.uni-goettingen.de/de/432173.html>

List of the faculty's partnerships:

<http://www.uni-goettingen.de/en/68358.html>

Concerning general information in student affairs, please contact Mr. Henrik Ziegenhagen [[Henrik.Ziegenhagen@forst.uni-goettingen.de](mailto:Henrik.Ziegenhagen@forst.uni-goettingen.de)] from the study advisory service of the Forest Faculty.