



Guideline

“PhD Student Research Abroad”

RL A-PS 02

1 Objective/purpose

The objective of the guideline is to describe the principles of the PhD Student Research Abroad programme, the requirements for application and the procedure from application to reimbursement of costs.

2 Validity

The guideline on the PhD Student Research Abroad programme applies to all HZB employees. They shall come into effect on being signed by the persons responsible for creation, verification and approval at HZB.

3 Responsibilities

A-PS is responsible for the preparation of and for compliance with the guideline. The publication and archiving of the guideline shall be carried out by the GF-CM staff department.

4 Principles and general matters

The PhD Student Research Abroad programme allows HZB's PhD students in an advanced stage of their doctorate to study abroad for up to three months to acquire international experience in their research area. The stay abroad takes place within the usual PhD period. To secure a stay abroad in the context of the PhD, the student should apply via their supervisor.

Objectives of the programme:

- increase the attractiveness of HZB for PhD candidates
- promote successful cooperation in international scientific projects
- increase scientific networking between universities, research facilities and companies as well as between PhD students and scientists.

Target group:

- supervisors who wish to help the PhD student gain scientific experience abroad and use existing contacts to foreign institutions in doing this.
- PhD students employed at HZB.

A maximum of 6 applications or a total amount of 20,000 euros in travel costs shall be reimbursed per year.

5 Process

5.1. Application requirements

The following requirements for application must be fulfilled:

- the PhD students have shown excellent scientific performance up to now and have sufficient qualifications.
- the stay abroad is closely linked to the PhD.
- the PhD student's application is submitted via their supervisor.

- the supervisor has already been in contact with target institutions. A point of contact at the target organisation has been named. The period and duration of the stay abroad have been specified and are within the three-year funding period.
- the head of the organisational unit has agreed.
- arising travel costs have been estimated according to the Bundesreisekostengesetz (Federal Travel Costs Act).

5.2. Application procedure

Applications may be made on an ongoing basis to PhD student coordination. It is not possible to make another application for the “PhD Student Research Abroad” programme within the period of the PhD after successfully participating once.

The following documents must be submitted:

- Letter of motivation
- CV of the PhD candidate
- current progress report on the PhD
- a letter from the institution where the stay abroad is to take place
- estimate of travel costs to be expected
- Only a single outward and return journey will be reimbursed for the stay abroad.

The selection committee consists of PhD student coordination, a member of senior management, a scientific employee (ombudsperson) and a representative from personnel development. The meeting shall, however, take place if required two weeks at the latest after receipt of the complete application documents. The decision of the selection committee for the relevant candidate will be documented accordingly. The PhD students will then be informed of the decision by PhD student coordination via the GF and supervisors.

5.3. Stay abroad and invoicing of travel costs

With the agreement of PhD student coordination the corresponding travel bookings may be carried out in accordance with HZB regulations and the stay abroad undertaken. The travel cost centre will advise on any questions relating to booking and invoicing travel costs.

Travel costs should be invoiced according to the framework guidelines for application for, implementation and invoicing of business trips.

It is the PhD candidate’s responsibility to arrange sufficient insurance cover during the stay abroad.

A results report for the stay abroad must be created within three months of its completion and sent to PhD student coordination.

6 Additional applicable documents

- [Framework guidelines for application for, implementation and invoicing of business trips](#) (as per BRKG regulations)
- For allowances for international per diem and accommodation allowance see travel cost centre information on the HZB website under http://www.helmholtz-berlin.de/intern/administration/personal/reisen-und-reisekosten_de.html

7 Audit

A-PS is responsible for the ongoing updating of the guideline.

The guideline was expanded and substantiated in June 2014 see GF resolution of 17/6/2014.

The guideline was revised in September 2017.

Signatures in the German version of this document.