

Congress Expense Fund 2024|2

Please note: The German version is the only legally binding text. For the rights of the data subject, please see the German paragraph below ("Rechte der betroffenen Personen").

1. Objectives

With this fund, the Equal Opportunity Office supports congress trips or exhibition participations that contribute to the qualification and career development of women and/or TIN* persons at the Bauhaus-Universität Weimar.

Funding is available for conference fees, accommodation and travel costs. Funds for meals and per diems are excluded from funding.

The promotion of women through the fund is anchored in the equal opportunity plan of the Bauhaus-Universität Weimar, as is the diversity-sensitive orientation of the equal opportunity work, which aims at equal opportunities for all genders and the reduction of discrimination based on gender.

The Equal Opportunity Officer and the Advisory Board for Equal Opportunity Advisory Board at Bauhaus-Universität Weimar have defined the funding criteria in consultation with the Presidium.

2. Target group und subjects of funding

This fund can be used by female and/or TIN* students, doctoral students, as well as scientific and artistic-design employees of the Bauhaus-Universität Weimar to support their scientific or artistic-design activities or in the context of their studies, their doctoral or post-doctoral project.

Only one application per person can be submitted in the respective funding lines.

We support sustainable travel. Air travel of less than 1.000 km can therefore only be funded in well-founded exceptional cases.

Funding may be provided for:

I. a congress or event participation in Germany or abroad or participation in online conferences with own contribution (submitted and accepted piece of work, lecture, poster presentation, paper).

max. funding amount: 500 €

II. Participation in a congress or event in Germany or abroad or participation in online

conferences without own contribution, if this serves the applicant's own qualification work or professional development.

max. funding amount: 200 €

The funding commitment is subject to the provision of funds.

Funding depends on the approval of the budget. There is no guarantee for funding.

3. Application procedure

Please fill the online-application form

(<https://www.uni-weimar.de/en/university/structure/central-university-facilities/equal-opportunity-office/internal-funding-programmes/congress-expense-fund/funding-application-for-congress-expenses/>) and upload the necessary documents in one single PDF document:

Each applicant can submit one application per application deadline only. The application must include the following:

- I. **Description of the congress or event** and its relevance to the applicant's academic or artistic-design career (maximum one page)
- II. **Curriculum Vitae** (please do not attach a photo)
- III. **Financing plan and timetable**
 - a. Statement about other applied funding respectively why the expenses are not covered/ to which extent they are covered by the faculty/departmental budget
 - b. the conference has to take place between **November 15, 2024 and November 15, 2025**
- IV. **Confirmation of status**
 - a. Students: confirmation of student status
 - b. Doctoral students: admission letter by the faculty's graduation board of the Bauhaus-Universität Weimar
- V. **Statement by the supervisor or supervising professor**
 - a. brief statement by the supervisor or supervising professor or academic employee of the Bauhaus-Universität Weimar (with a confirmation of the responsible holder of the professional chair)

(a) only:

- **Confirmation of active participation** in the event, e.g. letter of confirmation/extract of the conference program

4. Application deadlines

November 15, 2024 for congress and event participation taking place **between November 15, 2024 and November 15, 2025**.

5. Award procedure

After the respective deadline, all submitted applications are reviewed by the Equal Opportunity Officer and Equal Opportunity Council. Together they select projects according to the listed criteria and recommend funding, for which approval from the Presidium has to be required. All applicants are notified of the decision in written form.

Further notes:

The quality of the project as well as the relevance for the academic and artistic career are important criteria. Furthermore, selection criteria include the contribution's timelines, socio-political relevance, contributions to university life or policy, potential impact on other students' work or on life in the greater Weimar area. In addition to performance-based criteria, social factors (e.g., care obligations) will be considered as well.

Moreover, the following formal selection-criteria apply:

- Late applications will not be considered.
- Incomplete applications will not be considered; however, applicants may submit missing parts *before* the deadline expires.
- Already completed conference participations do not qualify for funding, i.e., applicants can only be reimbursed for costs that incur *after* the application deadline.
- To be able to support as many women as possible, the jury will prioritize applications from women who have not yet received funding from the Congress Expense Fund in the past. Nevertheless, women who have already received funding may apply.

6. Disclosure and reporting

The funded trips to congresses or participation in exhibitions are announced publicly to the university community.

A final report must be submitted (presentation and significance of the project).

The report must be submitted promptly after completion of the project, at the latest by **November 15, 2025**. Please use our online form for this purpose. You will receive the link to the form in the confirmation letter.

7. Project realization

During trips to congresses or participation in exhibitions, applicants are obliged to expend funding in accordance with their submitted finance plan and timetable. Employees have to hand in the business trip application in advance to the trip. The management policies of the university apply.

8. Notice

In order to secure the rights of the data subjects, please use the university e-mail account for transfer data or transfer encrypted data only (password protected PDF, gigamove, owncloud, encrypted ZIP etc.). Separate communication channels should be used to transmit the password that is needed for decoding.

If you have any questions concerning the application procedure, please do not hesitate to ask: gleichstellungsbuero@uni-weimar.de, Tel. 03643/58 42 42.
We also offer an online consultation on November 6, 2024, 10 a.m.: <https://meeting.uni-weimar.de/b/mir-1co-xiv-clf>. Please check our website for more information.

We look forward to receiving your application!



Tina Meinhardt, Equal Opportunity Officer

Rechte der betroffenen Person

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