

Guideline for the Internationalisation Pool of TU Clausthal

(English version for information purposes only)

1. Principles and Purpose

The internationalisation pool is available for the targeted promotion of measures to increase international visibility, network development and innovative measures for the internationalisation of TU Clausthal in research, teaching and administration.

2. Allocation

The Bureau decides annually on the amount of the allocation to the International Centre Clausthal. The amount of funds depends on the availability of funds.

3. Actions supported/use of funds

The appropriation may, upon request, be granted as a grant, in particular for the following actions:

- International congress trips for presentation of research results
- Temporary international research and teaching stays
- Temporary research and teaching stays of representatives of strategic partner institutions at TU Clausthal
- Business trips for the formation or deepening of networks
- Organisation and implementation of summer schools, workshops, etc.
- Other

Special consideration is given to measures for the implementation of the current university development planning and target agreement with the state of Lower Saxony.

4. Eligible costs

Eligible are material costs directly related to the action of a maximum amount of EUR 2500, in particular:

- Travel and accommodation costs in accordance with the nds. Travel Costs Ordinance
- Congress and conference fees
- Organisation costs of workshops and events for the establishment and expansion of international networks as well as the application for multilateral funding applications

Personnel costs are ineligible.

5. Application and decision-making procedures

The applicants are professors and employees with an employment contract at TU Clausthal, which includes at least 0.5 FTE. At the time of implementation of the measure, a membership of the TU Clausthal must be available in accordance with §16(1) of the NHG.

In principle, up to two applications can be submitted per person during the marketing year. Participation in a measure shall be treated as an application.

In the case of applicants who are not members of the university teacher group, a written endorsement of the service supervisor is required.

The application (form for the allocation of funds from the internationalisation pool) shall describe the action, explain the objective and draw up a work plan or a binding timetable. The necessary costs for the implementation of the planned action shall be explained by means of a financing plan. The principles of economic efficiency and economy in accordance with Section 7 of the LHO must be taken into account and observed in the implementation of the measure.

The predefined forms shall be used for the application.

Applications must be submitted to the competent body in electronic form at least 3 months before the start of the planned action.

An Approval Committee shall decide on the pro rata funding or rejection of the application. The Committee shall be composed as follows:

- Member of the Bureau responsible for International Affairs
- Head of the International Center Clausthal
- Speaker: in the Bureau
- Head of Research Service

The Approval Committee meets if necessary, usually four times a year.

In the event of conflicts of interest as well as in the case of his own application, the corresponding member is excluded from the deliberations.

Decisions of the Grants Committee must be unanimous.

Applications not submitted in full or in due time will not be considered.

There is no legal right to funding.

6. Approval, material report and settlement

Approvals are made after a positive funding decision in the form of an approval decision. The funds are managed by the IZC. Any travel expenses will also be checked by the travel cost centre.

The implementation of the measure shall be demonstrated by all applicants the form of a factual report (Factual Report) containing statements on the success achieved, no later than three months after the end of the action.

The promotion of measures is conditional on the settlement being made by 31 December of the corresponding year.

The funds will be made available upon presentation of the factual report and the statement of accounts.

7. Documentation

An annual report on the use of funds from the internationalisation pool shall be submitted to the Bureau, in which the use of the funds is transparently documented. The Bureau shall submit the report to the Senate for information.

8. Entry into force

The Directive and its amendments shall enter into force after decision by the Bureau on the day following publication in the Official Announcement Journal.

Annexes

- Information sheet on the use of funds from the internationalisation pool
- Application form
- Factual report form
- Accounting forms

- Travel expenses statement

- Settlement of funds from the internationalisation pool

- In the case of subsidised missions, the appropriate and correct use of the funds must be demonstrated by presenting the travel expenses statement, for all other measures, by presenting the relevant invoice documents or receipts (form statement of appropriations and travel expenses statement).