

## Regulations

for Awarding the EPICUR Inclusion Scholarship to Students of Karlsruhe Institute of Technology (KIT)

### 1. Goals and Funding Principles

The Alliance of European Universities EPICUR (European Partnership for an Innovative Campus Unifying Regions) is aimed at creating an attractive, innovative European university for a new generation of students in Europe. The nine university partners of the EPICUR Alliance are Adam Mickiewicz University in Poznan (Poland), the University of Amsterdam (the Netherlands), Aristotle University in Thessaloniki (Greece), the University of Freiburg (Germany), the University of Upper Alsace (France), Karlsruhe Institute of Technology (KIT, Germany), University of Natural Resources and Life Sciences Vienna (BOKU, Austria), the University of Southern Denmark in Odense (Denmark), and the University of Strasbourg (France). Innovative, joint courses at the EPICUR universities are open to all students of the EPICUR members. From the funding provided, KIT students will be granted a scholarship up to the amount defined by the International Affairs Business Unit (DE INTL) to cover traveling, accommodation, and living expenses for a study stay of up to 30 days at an EPICUR partner university. The scholarship granted by DE INTL is subject to the availability of funding, among others.

### 2. Funding Requirements

As a rule, all students of Karlsruhe Institute of Technology (KIT) attending mobility program courses of not more than 30 days' duration with at least one in-person component at the EPICUR partner universities can apply for the scholarship.

The following requirements must be fulfilled:

- Proper enrollment at KIT,
- Submission of the application in due time,
- Complete and correct application documents.

### 3. Funding Criteria

The EPICUR Inclusion Scholarship will be granted only if the above funding requirements are met.

Moreover, the following groups of students were identified to be highly disadvantaged by DAAD and will therefore be given priority when awarding the scholarship:

- Students with a degree of disability of 20 or higher
- Students with a chronic illness
- Students taking their child or children along for the stay abroad
- Students with parents holding no academic degrees
- Working students <sup>1</sup>

Students belonging to none of the groups above may also be eligible for funding, provided that the budget remaining after funding the students above is sufficient.

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<sup>1</sup> Employed or self-employed – with an average net salary ranging from EUR 450 to below 850 per month – for a continuous period of at least six months during both semesters preceding the stay abroad

Any other funding for the same purpose shall be excluded.

#### 4. Funding Amount

The scholarship amount is in line with the rates granted to students by the German Academic Exchange Service (DAAD) and will cover travel expenses according to the Baden-Württemberg State Travel Expenses Act (Landesreisekostengesetz) only. It must not exceed the maximum permissible amount of travel expenses reimbursed to employees. The travel expenses will be accounted by KIT's Reisekostenstelle (group for processing applications for business trips and expense accounting) that is responsible for University Responsibilities.

**The following expenses will be covered up to the maximum scholarship amount defined by DE INTL:**

- Outward and return trip
- Accommodation expenses and additional subsistence costs at the destination

**These expenses will not be covered:**

- Visa, tuition, and other fees
- Insurance contracts of any types,
- Transfers and other trips at the destination
- Rental car
- Conference fees; conference fees must be indicated in the travel request (also possible after the return). As a rule, the funding amount will be reduced accordingly afterwards.

If the stay abroad is supported financially by a third party, these funds may be set off against the scholarship provided by DE INTL. Any additional funds granted by third parties after submission of the application and approval of the EPICUR Inclusion Scholarship must be reported promptly to DE INTL.

The amount granted by DE INTL, hence, will be calculated ultimately after the end of the travel based on the actual travel data. As a result, the maximum amount indicated in the scholarship approval may be reduced afterwards. In this case, any excess payment made will have to be returned. This will also hold, if final accounting by Reisekostenstelle reveals that the travel expenses (including the per diems and accommodation allowance) that can be reimbursed are below the amount determined by DE INTL. In case of non-compliance with the funding requirements, DE INTL reserves the right to withdraw its approval, not to make the payment, or to reclaim payments already made.

**It must be noted by the awardees that they have to comply with tax recording and declaration obligations.**

#### 5. Funding Procedure

The EPICUR Inclusion Scholarship will be awarded after a call for applications after the EPICUR application phase and the admission of the students to the courses. As a rule, this procedure will take place three times per year, but intervals may also be changed. The application phases and funding procedures will be published on the website of DE INTL.

The scholarship is granted subject to admission to the mobility program.

## 5.1. Application Procedure

Applications for the EPICUR Inclusion Scholarship must contain the following documents. The corresponding templates may be downloaded on the website of DE INTL.

The following documents must be submitted:

- Motivation letter
- Self-information on whether the student belongs to a disadvantaged group

The documents must be completed electronically and submitted in a **single PDF file**. Incomplete applications or applications received after expiry of the deadline will not be considered. In case the exact date of the start of the travel has not yet been determined when submitting the application, the corresponding information may be given later on.

## 5.2 Approval Procedure and Scholarship Administration

### 5.2.1 Approval

Following the receipt of the applications, the selection committee consisting of members of DE INTL, of the EPICUR students board, and members of the KIT Department will decide promptly on approval. DE INTL will inform the applicants in writing about the decision. In case of an approval, the applicants will receive a funding approval and further information on the terms and conditions.

### 5.2.2 Payment

The advance payment calculated by DE INTL will be made prior to the start of the travel. The remaining 20% will be paid after the travel upon submission of the corresponding proofs and accounting of the travel expenses. In case the advance payment exceeds the amount to be reimbursed after accounting, the difference must be returned. Applicants must complete the first page of the **business trip application (Antrag auf Genehmigung einer Dienstreise)** and the areas marked yellow in the **request of an advance payment (Antrag auf Vorschuss auf Reisekostenvergütung)**.

In case of a **withdrawal from the scholarship**, the awardees are obliged to immediately return the already paid advance payment. DE INTL must be informed immediately when the start of the travel is postponed. If the stay is shorter than initially applied for, the scholarship amount will be reduced accordingly in the end (see above).

### 5.2.3 Miscellaneous

- The travel must be started twelve months upon receipt of the scholarship approval at the latest.
- The awardees are responsible for ensuring that they have an **adequate health, liability, and accident insurance** coverage during their stay abroad. As the main purpose of the stay abroad is personal scientific qualification (see application), employees of KIT as well as non-employees are not covered by any KIT insurance (liability / accident insurance).
- Foreign applicants who are subject to **visa requirements** in Germany should inform themselves about the re-entry provisions with the Aliens Authority responsible for their place of residence. After a stay abroad for more than six months, the residence permit in Germany usually expires.

## 5.3 Obligations after the Stay Abroad

Awardees are obliged to complete the **application for a business trip, submit the required proofs of costs and receipts not later than four weeks upon return** from the stay abroad. Final accounting



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of the travel expenses will be made by the Reisekostenstelle for KIT's University Responsibilities according to the Baden-Württemberg State Travel Expenses Act. Accounting will include the advance payment made, proofs of travel and accommodation expenses, and country-specific regulations for the calculation of per diems and accommodation allowances. Together with the required proofs, an experience report of one page about the stay abroad must be submitted one month after the stay.

#### **Contact at DE INTL:**

Nadine Berends, EPICUR Mobility Officer  
+49 (0)721 608-44948  
Email: [epicur@intl.kit.edu](mailto:epicur@intl.kit.edu)