

## Call for applications

### TUM Invited Experts in Administration. A funding line of the Maximilian Graf Montgelas Program

**End of the submission deadline: April 15, 2024**

The Maximilian Graf Montgelas Program promotes the strategic goal of the TUM Agenda 2030 to further advance the internationalization of the TUM administration. The focus is on getting to know international good administrative practices and establishing or intensifying contacts with specialist colleagues at universities and research institutions with which TUM has a close partnership.

The "**TUM Invited Experts in Administration**" funding line enables administrative and service departments to invite individual experienced colleagues from international partner institutions to TUM to share their expertise with TUM employees.

In addition to individual discussions, each visit includes at least **a workshop or a comprehensive lecture** aimed at **the entire inviting department/team**. This internationalization funding line "on the TUM campus" is intended to give as many employees as possible the opportunity to learn with their team colleagues examples of international practice and make personal contacts without having to spend time.

#### Nomination deadline

The deadline for nominations in the current award round is **April 15, 2024**.

#### Nomination

- Suitable experts can be nominated by the **heads** of TUM central departments, central service units, university departments, and staff units as well as by schools and, after consultation, by other university institutions. Nominations can also be made jointly by two or more units.
- The nominee is usually **an experienced colleague employed at a TUM partner institution** (university, research institution, or company) with which the university maintains close cooperation. The focus here is on [the University's strategic partners and alliances](#).  
In addition, other partners from the international TUM network can also be selected, depending on their relevance to the respective field of work.  
The nominating department acts as the host institution.
- When preparing a nomination, we recommend an **early involvement of the TUM Global & Alumni Office**.

#### Duration of stay

- Stays at TUM with a **maximum duration of 5 days** (plus travel days) are eligible for funding.
- The stay must be completed by December 31, 2024 at the latest.

### **Funded activities**

The program should be designed so that **as many employees of the nominating department(s)** can gain insight into the administrative practice of the partner institution and thus expand their skills.

The **program** should include:

- At least a workshop or one comprehensive presentation for the entire team of the inviting units/teams
- Individual and group appointments for collegial exchange
- Optional: Information and networking events for other members of the university
- In addition to the objectives of the inviting department, please **clarify the guest's interests** early and, if necessary, take them into account through additional program items.

### **Funding**

- Travel costs to and from TUM
- Accommodation costs
- Public transportation
- Honorarium for preparation of workshop or lecture, if applicable (please clarify with the TUM Global & Alumni Office in advance)

### **Documents to be submitted with the nomination**

- Nomination form with an outline of planned activities and budget
- Short CV of the nominee

The Senior Executive Vice President for International Alliances & Alumni and the Senior Executive Vice President for Human Resources, Administration & Finance decide on the funding.

### **After the stay**

After the stay, the host institution(s) must promptly submit a brief report on the professional exchange activities to the TUM Global & Alumni Office in time, four weeks after the end of the visit.

### **Advice and support**

The TUM Global & Alumni Office advises and supports in all phases of the project, if necessary, in the search for suitable experts and on organizational implementation issues.

### **Contact**

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