Application for a Grant from the Global & Alumni Office
to fund Academic Activities
in Developing Countries

I herewith apply for a grant to fund academic activities in the following target country:

Amount of grant applied for (max. € 1,000.00)

Hosting institution and contact person (as far as available):

Planned duration of stay: from: to:

Description of the planned activity (please state: Who? Where? For what purpose? Is it an existing cooperation/existing project or a new project?)

Expectations regarding the activity (what objectives does the activity have?)
Sustainability of the activity (is it probable that the activity will contribute to a longer-term intensification of the exchange? If yes, how?).

Date: _______  Signature:

Enclosures:

• Letter of invitation from the partner institution (if available, in copy)
• Letter of recommendation from the chair (only in the case of students)
• Authorization for business travel (in copy, in the case of employees)
• Declaration of Acceptance
Travel from ______ to ______ until ______ on the occasion of the project

Declaration by the traveler to the Technical University of Munich (TUM)

A) Exclusion of double support:

I travel at my own expense. I do not receive any other funding besides the support through funds from TUM without borders and do not get any additional funding to cover the travel costs from other institutions.

B) Personal responsibility of the traveler:

I have informed myself about the vaccinations recommended by the WHO.

I have read and understood the country-specific safety instructions of the German Foreign Office. I am aware of the risks that cannot be avoided when traveling to especially regarding the current Covid-19 situation in the target country.

I have taken out a private international travel insurance that includes repatriation.

C) Limitation of Liability of the Technical University of Munich (TUM):

TUM is not responsible for the damage and loss of my property.
TUM is not responsible for damages I cause to other persons (third parties) or to TUM during the travel/stay in

I declare I have sufficient liability insurance in this regard.
TUM and its employees involved in the organization and execution of the trip are only liable for property damage and financial loss caused by intent or gross negligence. This limitation of liability does not apply to damages resulting from injury to life, body or health.

Otherwise, the statutory regulations apply with regard to accident and liability protection.

This agreement shall become effective upon signature on this document. It applies to claims for any legal reason.

☐ I have read and understood the text above.
☐ I expressly agree to the terms of my personal responsibility and the limitation of liability of TUM.

Munich,

Name (Matriculation number) Signature

In case of emergency the following person should be notified:

Name Telephone number

Address
Declaration of Acceptance of a Travel Allowance granted by the TUM Global and Alumni Office in connection with Academic Activities in Developing Countries

First and last name of the sponsored person: ____________________________________________
(in printed letters)

Private address:____________________________________________________________________

Bank: ____________________________________________________________________________

Account number: ___________________________ Sort code: ____________________________

IBAN: ___________________________ BIC: ___________________________

Date of birth: _____________________________________________________________________

Nationality: ______________________________________________________________________

Function/field of activity at the home university: _______________________________________

Name and country of the host institution: _____________________________________________

Stay abroad from - to (DD/MM/YY – DD/MM/YY) _______________________________________

I accept the mobility allowance in the maximum amount of 1,000.00 EURO, which will be provided to me from funds of the TUM Global & Alumni Office, and undertake:

• to submit an authorization for business travel prior to the start of the trip (only employees, in copy);
• to create a travel expenses report after the trip;
• to create a report about the activities in the target country after the trip;
• to use the allowance exclusively to cover the travel costs I incur within the framework of the planned stay abroad;
• to exclude any additional funding for this mobility from TUM or other institutions by submitting the form “Exclusion of double grant”;
• to inform my home university immediately in writing of any changes to the original version of my application;
• to take out appropriate insurance cover (health, travel, etc.) myself as the program does not include any insurance cover.

Furthermore, I understand that the stay is funded as follows:
For travel costs, the actual expenses are refundable up the abovementioned ceiling. The most reasonable travel rate (e.g. Economy flight) must be selected.

• I agree to repay the grant fully or in part, if I do not commence the stay abroad, if I prematurely terminate the stay abroad or if I violate the obligations mentioned herein.
• I agree that my experience report may be forwarded to interested third parties and published on the internet.

Place, date: _______________________________________________________________________

Signature of the sponsored person: _________________________________________________