

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

Application to **TUM Global & Alumni Office, Scholarships Team**

Applicant:

Department/chair:

Email and telephone:

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

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

<p>First and last name of the sponsored person: _____ (in printed letters)</p> <p>Private address: _____</p> <p>TaxID: _____</p> <p>Bank: _____</p> <p>IBAN: _____ BIC: _____</p> <p>Date of birth: _____</p> <p>Nationality: _____</p> <p>Function/field of activity at the home university: _____</p> <p>Name and country of the host institution: _____</p> <p>Stay abroad from - to (DD/MM/YY – DD/MM/YY) _____</p>
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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: _____

Declaration on tax confidentiality by the payee

First name, last name:

Birth date:

Address:

German tax identification number:

I hereby declare

- that I release the financial and granting authorities from the obligation to maintain tax secrecy towards the granting and prosecuting authorities, insofar as my data is to be verified/controlled, which is or was of importance for the proceedings there (§ 30 section 4 no. 3 German Tax Code);
- that I consent to the transfer of data by the granting authorities to the tax authorities insofar as this data is relevant for taxation (§ 93 German Tax Code);
- that I consent to the processing of my personal data for the control purposes of the tax authorities by the Technical University of Munich (art. 7 GDPR).

Place

Date

Signature

***Explanation:**

The 11-digit tax identification number (Steuer-ID) is issued by the Federal Central Tax Office (Bundeszentralamt für Steuern – BZSt). You can find it, for example, on your annual income tax statement (Lohnsteuerbescheinigung) or your most recent tax assessment notice. It is also possible to request the number from the BZSt or your local registration authority (Meldebehörde). For data protection reasons, the number is only sent by postal mail.

Foreign nationals receive their tax identification number (Tax Identification Number or TIN) from the BZSt after registering their residence at the local registration office (Einwohnermeldeamt). If you are a foreign national who is not registered in Germany, please contact the responsible tax office (Finanzamt), which will request the tax ID on your behalf from the BZSt.

Please note: Without a valid tax ID, TUM is not permitted to issue scholarship payments.

Technische Universität München | Arcisstraße 21 | 80333 München

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
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In case of emergency the following person should be notified:

Name	Telephone number
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Address