

# Graduate School Life Science Engineering



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

## Guidelines for your research stay abroad

The Graduate School LSE offers each student a mobility allowance for a research stay abroad of up to three months. This can be an excellent opportunity for you to learn new techniques and network with international colleagues in your field of research.

The following guidelines will help you to prepare everything necessary for your research stay abroad.

### 1. Select a laboratory

Discuss with your direct supervisor to find suitable research groups. Once you find a place, get in contact with the research group leader and ask for a confirmation for your stay. After that, you get in touch with the managing director, Julia Detzer.

### 2. Authorisation of business trips

For travelling in Germany, you need to fill out the form "[Dienstreiseantrag-Inland \(travel authorisation request\)](#)" which needs to be signed by your superior. In case of travelling abroad, you need to fill out the form "[„Dienstreiseantrag-Ausland“](#)", which also needs to be signed by the dean. **Without a signed travel application, you cannot reimburse your travel costs!** Please be aware that you can claim the day before and after your research stay as business travel days.

**IMPORTANT:** for trips abroad longer than 7 days you need to apply for A1 (except for Austria and France you always need to apply for A1)

### 3. Travel reimbursement of flight tickets

You can reimburse the costs for flight tickets directly after booking. Fill out the "[Auszahlung unbar – Reisekosten](#)" and send it to the managing director of the GS LSE ([julia.detzer@tu-darmstadt.de](mailto:julia.detzer@tu-darmstadt.de)) together with the online tickets **AND** your signed travel application form.

### 4. Costs for board and lodging

For long stays abroad you should either rent an apartment or book an Air b'n'b as hotel rooms are too expensive. The Graduate Schools supports you financially according to the official DFG guidelines (= Auslandszuschlag). You will receive daily allowance depending on the country. To calculate your personal mobility allowance, visit this website:

[https://www.dfg.de/foerderung/programme/koordinierte\\_programme/graduierntenkollegs/zahlen\\_fakten/auslandszuschlaege/index.jsp#results](https://www.dfg.de/foerderung/programme/koordinierte_programme/graduierntenkollegs/zahlen_fakten/auslandszuschlaege/index.jsp#results)

And enter **1365** in the column „Stipendiengrundbetrag“, select the country and click on „Berechnung durchführen“ (= calculate). Print this page as pdf. You will need this for the reimbursement. Fill out the "[Auszahlung unbar](#)" document and send it together with the calculated daily rate **AND** your signed travel application to Julia Detzer via mail (or house post).

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## 5. Reimbursement of other costs

You can reimburse other costs, such as train tickets, taxi fares to get from the airport to the accommodation or hotel costs for short stays etc. after your trip. Fill out the document "[Auszahlung unbar – Reisekosten](#)", attach all the original receipts **AND** your signed travel application and send it via house post to Julia Detzer (Merckstraße 25, 64283 Darmstadt).