

# 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

If you have interest in a research stay abroad, talk to your supervisor for approval. Your supervisor can also help you to find suitable research groups. Once you find a place, get in contact 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 [“Dienstreisantrag-Inland \(travel authorisation request\)”](#) which needs to be signed by your superior. In case of travelling abroad, you need to fill out the form [„Dienstreisantrag-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 travel costs

You can reimburse your costs for flight or train tickets as well as taxi fares to get from the airport to the accommodation or hotel costs for short stays. For long stays abroad you should either rent an apartment or book an Airbnb as hotel rooms are too expensive. The Graduate Schools support you financially according to the official DFG guidelines (=Auslandszuschlag).

After your trip, please 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.

The Managing Director helps you throughout the reimbursement process.