

- Any faculty member employed in a teaching capacity may propose a visiting scholar under this programme
 - Minimum of each stay: **10 days**
 - A **public guest lecture** of minimus **45 minutes** about the research project is obligatory.
 - The inviting Chair is supposed to write a **report** about the visit and to send it to the Dean's office at the end of the stay.
 - Remuneration for teaching assignment is capped at EUR 1,500 per visiting scholar, with an additional EUR 500 for guests from EU member states or EUR 750 (non-EU) paid as a travel allowance on top of the remuneration. This funding can be combined with funds from other sources, such as programmes from the German Academic Exchange Service (DAAD), other subsidising programmes and/or external funds from third parties. The Remuneration is paid after the visit and after the agreed accomplishment of the research project or guest lecture.
 - Only one request per inviting party per semester is admissible.
 - The Chair making the invitation is generally responsible for looking after the visiting scholar during their stay at the University. Support for accommodation and further organisation offers the **Welcome Centre** of the University of Passau (**E-Mail: researchmobility@uni-passau.de**).
 - The inviting chair should send the visiting scholars funding request form **twice** to the Dean's office by 15th of July for invitations for the subsequent winter semester or 15th of January for visits taking place in the subsequent summer semester.
 - We recommend to take out a **travel cancellation insurance**.
 - Please send questions to dekanat@phil.uni-passau.de.
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