

VISITING LECTURER'S PROGRAMME GUIDELINES

- Candidates can be proposed by professors of the Faculty of Arts and Humanities of the University of Passau.
 - Minimum duration of stay: **12 consecutive calendar days**.
 - Minimum scope of the course: **1–2 contact teaching hours per week**; students must be given the opportunity to sit an examination and gain ECTS credits.
 - Maximum grant amount: **€1,750 per visiting lecturer + travel allowance of €500 (if travelling from an EU Member State) or €750 (if travelling from a country outside the EU)**. This can be combined with funding from other sources, e.g. DAAD programmes or external funds from other donor organisations. Payments are made by bank transfer at the end of the stay, after teaching has been completed as agreed.
 - A maximum of one application per applicant per semester is initially eligible for funding.
 - **Application deadlines: 15 March** for the following summer semester, **15 September** for the following winter semester. Applications are processed in order of receipt.
 - The hosting chair is primarily responsible for the supervision of the guest. The **Welcome Centre of the University (e-mail address: researchmobility@uni-passau.de)** will help you find accommodation and apply for ZIM user account, arrange for Stud.IP access and a CampusCard.
 - The Dean's Office of the Faculty of Arts and Humanities is responsible for the application (funding request form), contractual matters and handing over the key to the international visitors' office.
 - Applications should be submitted in **duplicate** before the deadline.
 - Any changes, e.g. to the duration of stay stated in the application, must be reported to the Dean's Office immediately.
 - Please send the completed **profile template** in English, complete with a picture of the visiting lecturer as well as the course details (title, date and time, venue and Stud.IP code) by e-mail to the Dean's Office by **15 October** for the winter semester or **15 April** for the summer semester. Please obtain the guest's permission for the use of his/her picture in advance. The profile sheets will be used for PR purposes.
 - It is strongly recommended that the visiting lecturer takes out his / her own **trip cancellation insurance**.
 - If you have any further questions please contact the **Dean's Office of the Faculty of Arts and Humanities, dekanat@phil.uni-passau.de**.
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