

## **Konstanz Research School (KRS)**

### **Allocation of funds for scientific retreats for doctoral researchers (part of the Doctoral Fund)**

#### **Guidelines**

##### **1) Definition and aims**

A (scientific) retreat for doctoral researchers is a meeting of a scientific group (here: doctoral researchers) lasting one or more days outside of the daily work routine, with focus on scientific exchange. The aim is to generate ideas or plan the future in a special atmosphere and thus promote networking and interaction in everyday scientific life.

##### **2) Funding**

The total costs of the retreat can be covered up to a maximum of € 5,000. The planning and cost calculation for retreats is carried out under the aspect of economic efficiency and economy.

##### **3) Participants**

Seven doctoral researchers (other (supervising) persons are not included) have to participate as a minimum in the retreat.

A list of participants is mandatory for the application and accounting.

##### **4) External trainer / moderator**

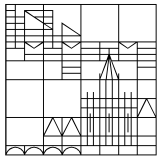
Fee costs up to € 1,300/day plus VAT, plus travel expenses of the trainer / moderator.

##### **5) Hospitality**

The budgetary principle of economy and thrift applies to the use of taxpayers' money. Expenses must be adequately related to the respective occasion (appropriateness) and limited to the minimum. See also the guidelines of the rectorate:

<https://dokumente.uni-konstanz.de/share/s/yrplvC7USrG73ORV8Yi6Jg>

The costs for break catering, meals and drinks (mineral water, coffee, tea) may not exceed a total of € 50 gross per person per working day.



## 6) Venue

Conference flat rate: up to € 50/person (in this case the costs for break catering and drinks, if necessary also main meals (see above food/hospitality) are included)

Or

Room rental (incl. equipment, drinks, coffee)

- o For 7 - 15 participants: up to € 250/day
- o For 16 - 25 participants: up to € 500/day
- o From 26 participants: up to € 1000/day

These are guidelines to help you obtain quotations.

You must obtain three comparative offers for the application.

Applicants are advised to check whether suitable (also external) rooms of the university (incl. Bischofsvilla) can be used for the retreat. If external non-university rooms are chosen, a justification is required.

## 7) Possible rooms / conference venues at the University of Konstanz and around

- Bischofsvilla (belongs to the external rooms of the University of Konstanz, note: no hybrid option)
- Villa Rheinburg (HTWG)
- Freiräume (KN)
- Naturfreundehaus (Allensbach)
- Kloster Hegne (Hegne)

Further information can also be found here:

<https://www.uni-konstanz.de/zentrale-veranstaltungen-und-tagungsservices/veranstaltungsorganisation/tagungsorte-in-der-umgebung/>

## 8) Travel and accommodation costs

Retreats outside the premises of the University of Konstanz are subject to the State Travel Costs Act (Landesreisekostengesetz).

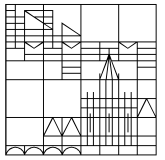
Accommodation costs: up to a guideline value of 95€/person/night. Higher accommodation costs require a separate justification.

Travel costs: up to the amount of the costs of the most economic class of transport. (see State Travel Costs Act as of 01.01.2022).

Applicants are advised to check whether the retreat can take place on site at university premises.

For events taking place outside the University, please submit a business trip application in advance to the responsible administrator in the Finance and Controlling Department.

Richtlinien zur Vergabe von Mitteln für Scientific Retreats für Promovierende (im Rahmen des Doctoral Fund)



Contact: Dominik Huppert: [dominik.huppert@uni-konstanz.de](mailto:dominik.huppert@uni-konstanz.de)

For doctoral researchers who are not employed by the university: Please submit the business trip application without travel allowance.

### **9) Notes for the settlement of accounts**

Please note: Cost subsidies approved by the Doctoral Fund for your retreat will not be transferred to you in advance but can only be reimbursed after you have submitted your invoices to the relevant departments.

Please submit your travel expenses (travel and accommodation costs) to the Human Resources Department / Travel Expenses Section.

Contact: Manuel Wenger: [manuel.wenger@uni-konstanz.de](mailto:manuel.wenger@uni-konstanz.de)

Invoices for costs of the retreat not related to individual persons (room rental, trainers, conference flat rate, etc.) should be submitted to the responsible person in the Finance and Controlling Department.

Contact: Dominik Huppert: [dominik.huppert@uni-konstanz.de](mailto:dominik.huppert@uni-konstanz.de)

For reimbursements in connection with catering and representation expenses, please use the [reimbursement form](#).

For any questions please contact: [konstanzresearchschool@uni-konstanz.de](mailto:konstanzresearchschool@uni-konstanz.de)