Guideline for the Awarding of Grants from Funds of the Mobility Fund

As of: September 2026

Preamble

The Mobility Fund of the University of Münster enables excellent and particularly committed enrolled students to participate actively in conferences and to undertake research stays in Germany and abroad. Stays outside the University of Münster are subsidised. The following guideline regulates the modalities and criteria for the allocation of these funds.

§ 1 Purpose of funding

The University of Münster awards the above-mentioned third-party funds from the Mobility Fund established for this purpose through the Zukunftslabor as grants in the form of scholarships to students of the University of Münster for conference participation and research stays in accordance with this guideline.

§ 2 Type and scope of funding

The following may be funded:

- Active conference participation in Germany and abroad
- Research stays with research groups in Germany and abroad

Funds awarded by the University of Münster are provided as grants of up to EUR 500.00 (research stays with research groups in Germany and abroad as well as active conference participation abroad) or up to EUR 300.00 (active conference participation in Germany).

Payment of awarded funds is made to the recipient's account only after submission of an experience report and a signed and stamped confirmation of stay/participation from the respective host institution/event organiser. All documents must be received by the Zukunftslabor within one month after the end of the stay/after the conference participation has taken place; otherwise the claim to funding expires. Unless otherwise agreed with the Zukunftslabor prior to the trip, the travel period/date specified in the application form applies for this purpose. No default interest is paid on late payment of awarded funds. In individual cases, part of the funding may be paid out before the planned stay as part of a hardship review (upon request).

This is a scholarship within the meaning of Section 3 No. 44 of the German Income Tax Act (EStG), i.e. funds granted by the University of Münster as a public-law corporation for the purpose defined in this guideline in accordance with Section 1 of this guideline.

In principle and subject to sufficient availability of funds, two stays per person per degree programme are eligible for funding. A maximum of 3 persons may be funded simultaneously per conference.

A parallel application to other funding bodies should be avoided if, in the event of funding, a grant from the Mobility Fund would lead to over-financing of the project. In the case of planned complementary funding of the stay, an application to other funding bodies is possible. In this case, the supplementary funding requirement for the planned stay to be covered by the Mobility Fund must be stated in the application form. If you receive further funding, please enclose the corresponding confirmation from the funding body with your application.

§ 3 Conditions for funding, funding decision

Funding is open to excellent and particularly committed enrolled students of the University of Münster who wish to participate actively in a conference as part of their studies or their thesis, or to undertake a research stay in Germany or abroad. A stay or conference participation at the University of Münster cannot be funded.

Projects involving animal experiments requiring approval are not eligible for funding.

Applications are submitted by sending the application forms to **zukunftslabor@uni-muenster.de**. In addition, the following documents must be submitted:

a) Current certificate of enrolment of the student
b) For research stays: confirmation of acceptance by the host research group for the duration of the research stay
c) For active conference participation: confirmation of acceptance of the active contribution

Funds are awarded on a rolling basis. There is no entitlement to funding.

The granting of funding on the basis of this guideline is subject to the availability of third-party funds from the Mobility Fund.

The funding decision is made by the Zukunftslabor based on the fit with the funding criteria set out in this guideline. The essential basis for the decision is the fit with the funding criteria set out in the guideline.

§ 4 Obligations of the recipients

By accepting the grant, the funded person undertakes to make sufficient efforts to carry out the stay.

Any mandatory changes to the requested period or changed conditions of the stay to be funded must be notified to the Zukunftslabor before the trip.

In the case of supplementary partial financing by the funded person's institute or department, the provisions of the State Travel Expenses Act (Landesreisekostengesetz – LRKG) and, for international travel, additionally the Foreign Travel Cost Reimbursement Regulation (Auslandskostenerstattungsverordnung – AKEVO) must be observed. Funding from the Mobility Fund is considered a third-party grant. Recipients are obliged to state this grant in any travel expense accounting.

The scholarship does not establish an employment relationship; it is not remuneration within the meaning of Section 14 of Book IV of the German Social Code (SGB IV). It is therefore not subject to social insurance contributions and is tax-exempt under Section 3 No. 44 EStG. The provisions of the Capital Formation Act (Vermögensbildungsgesetz), the Savings Premium Act (Sparprämiengesetz) and the Housing Construction Premium Act (Wohnungsbauprämiengesetz) do not apply.

The funded person is obliged to report on their experiences within three months after the stay in a format of their own choosing and to feed these experiences back to the University of Münster in a way that is beneficial for other students.

The funded person is obliged to submit a written short report to the Zukunftslabor within one month after the end of the stay, describing the experiences and objectives achieved through the conference participation or research stay.

§ 5 Withdrawal and revocation, revocation clause

The approval notice may be annulled under the conditions of Sections 48 ff. of the Administrative Procedure Act for the State of North Rhine-Westphalia (Verwaltungsverfahrensgesetz NRW).

The approval notice may be revoked at any time, in whole or in part, also with effect for the past, and the funding may be reclaimed if facts reveal that:

- the funded person has not made sufficient efforts to carry out the stay and to present their own experiences in accordance with Section 4(5),
- the funded stay was not undertaken for reasons for which the funded person is responsible,
- a travel warning exists for the planned destination country,
- the funded person used the funding contrary to the purpose restriction in Section 2(1) or violated the requirements of Section 4(1).

Overpayments of the scholarship must be repaid without delay. The funded person may not assert the objection of loss of enrichment against this justified claim of the University of Münster.

§ 6 Entry into force

This guideline enters into force on 1 September 2026.