

# Congress Expense Fund 2025|1

**Please note: The German version is the only legally binding text. For the rights of the data subject, please see the German paragraph below ("Rechte der betroffenen Personen").**

## 1. Objectives

With this fund, the Equal Opportunity Office supports congress trips or exhibition participations that contribute to the qualification and career development of women and/or TIN\* persons at the Bauhaus-Universität Weimar.

Funding is available for conference fees, accommodation and travel costs. Funds for meals and per diem are excluded from funding.

The promotion of women and/or TIN\* persons through the fund is anchored in the equal opportunity plan of the Bauhaus-Universität Weimar, as is the diversity-sensitive orientation of the equal opportunity work, which aims at equal opportunities for all genders and the reduction of discrimination based on gender.

The Equal Opportunity Officer and the Advisory Board for Equal Opportunity Advisory Board at Bauhaus-Universität Weimar have defined the funding criteria in consultation with the Presidium.

## 2. Target group und subjects of funding

This fund can be used by female and/or TIN\* students, doctoral students, as well as scientific and artistic-design employees of the Bauhaus-Universität Weimar to support their scientific or artistic-design activities or in the context of their studies, their doctoral or post-doctoral project.

Only **one application per person** can be submitted in the respective funding lines.

### We support sustainable travel.

Flight costs for trips with less than 1.000 km distance can only be funded if one-way travel time is min. 12 hours (acc. the Thuringian Travel Expenses Act as well as resolution of universities directorate per 17.02.2021). In justified exceptional cases, the Commission will decide on the funding of air travel costs.

Funding may be provided for:

**I. a congress or event participation in Germany or abroad or participation in online conferences with own contribution (submitted and accepted piece of work, lecture, poster presentation, paper).**

max. funding amount: 500 €

**II. Participation in a congress or event in Germany or abroad or participation in online conferences without own contribution, if this serves the applicant's own qualification work or professional development.**

max. funding amount: 200 €

**Funding depends on the approval of the budget. There is no guarantee for funding.**

### **3. Application procedure**

Please fill the online-application form and PDF-forms

(<https://www.uni-weimar.de/en/university/structure/central-university-facilities/equal-opportunity-office/internal-funding-programmes/congress-expense-fund/funding-application-for-congress-expenses/>) and upload the necessary additional documents in one single PDF document:

The application must include the following:

#### ***Application form***

- I. Description of the congress or event
- II. Financing plan and timetable

#### ***Additional documents***

- III. Curriculum Vitae (please do not attach a photo)
- IV. Confirmation of status
  - a. Students: confirmation of student status
  - b. Doctoral students: admission letter by the faculty's graduation board of the Bauhaus-Universität Weimar
- V. Statement by the supervisor or supervising professor
  - a. brief statement by the supervisor or supervising professor or academic employee of the Bauhaus-Universität Weimar (with a confirmation of the responsible holder of the professional chair)

*(a) only:*

- **Confirmation of active participation** in the event, e.g. letter of confirmation/extract of the conference program

#### **4. Application deadlines**

**May 31, 2025** for congress and event participation taking place **between May 31, 2025 and May 31, 2026**.

#### **5. Award procedure**

After the respective deadline, all submitted applications are reviewed by the Equal Opportunity Officer and Equal Opportunity Council. Together they select projects according to the listed criteria and recommend funding, for which approval from the Presidium has to be required. All applicants are notified of the decision in written form.

#### **Further notes:**

The quality of the project as well as the relevance for the academic and artistic career are important criteria. Furthermore, selection criteria include the contribution's timelines, socio-political relevance, contributions to university life or policy, potential impact on other students' work or on life in the greater Weimar area. In addition to performance-based criteria, social factors (e.g., care obligations) will be considered as well.

#### **Moreover, the following formal selection-criteria apply:**

- Late applications will not be considered.
- Incomplete applications will not be considered; however, applicants may submit missing parts *before* the deadline expires.
- Already completed conference participations do not qualify for funding, i.e., applicants can only be reimbursed for costs that incur *after* the application deadline.
- To be able to support as many women as possible, the jury will prioritize applications from women who have not yet received funding from the Congress Expense Fund in the past. Nevertheless, women who have already received funding may apply.

#### **6. Disclosure and reporting**

The funded trips to congresses or participation in exhibitions are announced publicly to the university community.

A final report must be submitted (presentation and significance of the project).

The report must be submitted promptly after completion of the project, at the latest by **May 31, 2026**. Please use our online form for this purpose. You will receive the link to the form in the confirmation letter.

#### **7. Project realization**

During trips to congresses or participation in exhibitions, applicants are obliged to expend funding in accordance with their submitted finance plan and timetable. Employees have to hand in the business trip application in advance to the trip. The management policies of the university apply.

#### **8. Notice**

In order to secure the rights of the data subjects, please use the university e-mail account for transfer data or transfer encrypted data only (password protected PDF, gigamove, owncloud, encrypted ZIP etc.). Separate communication channels should be used to transmit the password that is needed for decoding.

If you have any questions concerning the application procedure, please do not hesitate to ask:  
[gleichstellungsbuero@uni-weimar.de](mailto:gleichstellungsbuero@uni-weimar.de), Tel. 03643/58 42 42.

We also offer an online consultation on May 15, 2025, 11 am: <https://meeting.uni-weimar.de/b/mir-1co-xiv-clf>. Please check our website for more information.

We look forward to receiving your application!



Tina Meinhardt, Equal Opportunity Officer

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