

School of Integrated Climate System Sciences (SICSS) Application Guidelines for Travel Support (MSc Program)

General information / Prerequisites

The *School of Integrated Climate System Sciences* (SICSS) explicitly encourages MSc students to join conferences, workshops or summer schools as an active participant (e.g. oral or poster presentation), to participate in field work or to arrange internships or other visits abroad.

SICSS may grant travel support if the applicant has achieved on average 30 CPs per completed semester. The applicant's average grade should be preferably better than 2.0.

The applicant has to ensure that his / her study plan at SICSS (e.g. exams) is not affected in any way by the travel. In particular, longer trips (internships, visits abroad) should be organized carefully, preferably during summer vacation in August / September. Trips to the home country will only be approved in exceptional cases with additional scientific justification. Studies abroad for a whole semester ('Auslandssemester') will not be financed by SICSS.

An application for travel support should be submitted at least three months prior to the activity applied for. In any case, the funding application needs to be approved prior to departure! **Otherwise SICSS takes no responsibility for emerging costs.**

Before submitting an application, check thoroughly for matching funds from other sources. Matching funds may increase the chances for approval!

Modus operandi

The application for travel funds must include:

1. detailed information on the event, on the host institution or scientists to be visited,
2. a letter of motivation incl. the applicant's contribution (abstract), letter of acceptance (conference, summer school) or an individual invitation incl. work plan approved by the host and SICSS lecturer (internship, visit abroad),
3. the up-to-date STiNE-transcript and a support letter by a SICSS lecturer,
4. a breakdown of costs for travel, accommodation, registration etc., incl. information on support from other sources.

After the event

Please get in touch with the SICSS office and provide a short summary as well as visual/digital documentation for a possible contribution to SICSS outreach. These could for example consist of photos, videos, posters, podcasts, blog/vlog entries from the event, or other suitable material as well as 1-3 short sentences about the event.

Questions or applications via e-mail to: ingo.harms@uni-hamburg.de
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