

## PhD Student Exchange

### Purpose

The coordination project provides dedicated travel funds for PhD student and PostDoc exchange, in particular for the common research areas for sample fabrication and theoretical methods to foster active collaborations between the SPP 2244 participants. It is meant to advance materials preparation and sample fabrication to a common level among the participating projects. Likewise, theoretical approaches will be jointly developed and/or shared, including model Hamiltonians, first principles methods and large-scale simulations.

### Financing

For each research stay (duration of 1-2 weeks) of PhD students within another group of the SPP 2244, the coordination project will cover the costs for travel and accommodation. The daily allowance is covered by the sending PI. Please keep travel costs modest (DB 2<sup>nd</sup> class, use saver tickets). The allowance for accommodation is up to 70€ per night. Please keep the total costs of each exchange below 1000€ to allow for as many PhD and PostDoc exchanges as possible.

### Procedure

Applications for a PhD exchange have to be sent via e-mail to the SPP office ([dfg-spp2244@tu-dresden.de](mailto:dfg-spp2244@tu-dresden.de)). Please include a maximum of one page stating:

- Who is traveling?
- Who is the sending and the hosting PI?
- What have you planned for the PhD exchange?
- A short work program and a budget estimation.

The documents needs to be signed by both PIs and the travelling PhD student. A template is provided below. The application is then sent to the Steering Committee to decide upon. We aim to keep this process as quick as possible.

Travel expense accounting is done after the exchange. The SPP Office will provide you with the necessary forms for the travel expense report (Reisekostenabrechnung). For this you will need proof of all payments regarding travel and accommodation. **Please make sure that all bills are on account of TU Dresden** as otherwise no reimbursement will be possible! The forms are then processed by the SPP Office.

For insurance reasons and for providing the daily allowance a travel authorization request (Dienstreiseantrag) (without claiming costs for travel and accommodation) shall be issued by the sending institution.