The Technical Doctoral School of IT and Design

Niels Jernes Vej 10

DK-9220 Aalborg

Denmark

**Financial Support to Study Abroad**

General guidelines

 Applications for a financial support in connection with conference presentations and courses should be submitted to the relevant department. The Doctoral School only supports studies abroad with a duration of min. 1 month and max. 6 months.

Applications for a financial support in connection with studies abroad should be submitted to The Doctoral School. The application form must be duly filled out and signed by both the applicant and the supervisor. By signing the application, the supervisor annotates the application with a positive recommendation. Please note that the application should be submitted well in advance and no later than **one month prior to the commencement** of studies abroad.

The support covers air transportation, tuition fees and subsistence allowance. Subsistence allowance amounts to DKK 3000 (Europe), DKK 3500 (Overseas) pr. month. For accompanying spouse/child(ren) an additional amount of DKK 1000 and DKK 500 pr. month pr. child is paid. The allowance for the spouse will only be granted if you have child(ren) accompanying you on your study abroad.

|  |  |
| --- | --- |
| Applicant’s name |            |
| Social security no. (cpr. nr.) |       |
| Address at Aalborg University  |          |
| Telephone at Aalborg University |            |
| E-mail |            |
| Private address |       |
| Private telephone number |       |
| Enrollment date AAU |       |
| Supervisor |       |
| Institution abroad |       |
| Study period (abroad) |       |

Budget

**Expenditures:**

|  |  |
| --- | --- |
| Travel expenditures, specify nature |       |
| Fees, specify nature |       |
| Other expenditures |       |
| Subsistence allowance: DKK 3000 (Europe) and DKK 3500 (Overseas). Please state the number of months you are abroad as well as the total subsistence allowance |       |

|  |  |
| --- | --- |
| Expenditures in total |       |
|  |  |

The applicant has previously received financial support from the Doctoral School:

Yes [ ]  No [ ]

Signatures

Date PhD student

Date Supervisor