**DAAD APPLICATION FOR FIELD RESEARCH**

**Please submit at least 8 weeks before the planned departure**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | Click here to enter text. | First Name | Click here to enter text. |
| Personal ref. no. | 91...... | University | Click here to enter text. |
| Course | Click here to enter text. | | |

**I intend to carry out my field research within the following time frame**

|  |  |  |
| --- | --- | --- |
| From Click here to enter text.. | | Till Click here to enter text. |
| Country / City | Click here to enter text. | |

**I herewith declare that for the duration of my field research:**

I will give up my apartment  Yes  No  Subleased

My family will accompany me  Yes  No  Not applicable

**Field Research – Important to know!**

The DAAD will provide a lump sum towards the travel expenses for the field research. We expect a brief report of your field research (max. 2 pages) together with your boarding passes/flight tickets immediately after your return. Please inform the DAAD, your course director and your supervisor about any changes in the duration of your field research. Otherwise we reserve the right to deduct the travel allowance from your next instalment. Please submit your application completely in one pdf at least 8 weeks before your planned departure by email, to make sure that you receive the travel allowance prior to your departure. The complete application includes:

|  |  |  |  |
| --- | --- | --- | --- |
| Title and brief description of the  master thesis (max 1 page) including the relevance of the field research | Yes | **Two time** schedules 1) for the complete master thesis period and 2) a detailed work plan for the field research | Yes |
| Invitation and consent of super-  vision from the host institution (if not possible, please explain) | Yes | I apply for travel allowance | Yes |

After completion of your documents please sign and forward this application (including all relevant documents) to your course director, supervisor of master thesis and to your course coordinator for signature **on each page**. **Without these signatures the application is void**.

**Date and signature applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled in by course director, supervisor and coordinator:**

**Mit Ihrer Unterschrift auf diesem Antrag, inkl. aktuellem Datum** bestätigen Sie, dass der Arbeits- und Zeitplan für die Feldforschung realistisch und die Sinnhaftigkeit des Vorhabens gegeben ist. Es wird bestätigt, dass der Stipendiat seine Regelstudienzeit dadurch nicht überschreitet. **Der Studiengangsleiter (und ggf. Betreuer der Masterarbeit) prüfen bitte den kompletten Antrag inhaltlich und zeichnen alle einzureichenden Dokumente, inkl. Datum, gegen. Die Koordinatoren prüfen bitte den Antrag auf Vollständigkeit.**

**Datum, Name und Unterschrift Studiengangsleiter**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Datum, Name und Unterschrift Betreuer Abschlussarbeit**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Datum, Name und Unterschrift Koordinator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_