

## **GTC Funding Line "Strategic Funding "**

### **Student conference**

### **Call for Proposals**

#### **Objective**

The measures of the funding line "Strategic Funding" aim to specifically sharpen the profile and further develop teaching at Johannes Gutenberg University Mainz (JGU) beyond individual project funding.

Student conferences are not tied to a specific format and are planned and organized by students on their own initiative and responsibility, both in terms of content and organization. They offer participants the opportunity to share and deepen their knowledge, making them not only a part of scientific or artistic work but also a valuable aspect of student learning. In addition to subject-specific exchange, participants gain initial conference and publication experience and demonstrate skills in self-organization. The applying students have access to financial resources of up to 2,500 € for organizing and conducting the conference. Student conferences may not take place within the framework of a course ("Lehrveranstaltung").

#### **Funding Objectives / Selection Criteria**

Criteria that will be given special consideration when evaluating the applications are:

- The conference is planned by students independently and responsibly, both in terms of content and organization.
- The content of the funded conference benefits not only the participants. The conference enriches the teaching in the subject in a sustainable way, for example by creating materials (e.g. a reader or videos) with the conference presentations and making them available to interested students and instructors.

#### **Expenses eligible for Funding**

The following additional personnel and material costs incurred within the framework of the project are eligible for funding:

- Fees ("Honorar") for Speakers (generally applicable only for external personnel and if the payment of fees is a frequent practice in the relevant context)
- Travel expenses for Speakers
- Student assistants to support the organization of the conference
- Materials (brochures, flyers, posters)
- Publications

Funding may not be used for representation expenses (e.g. catering of gifts).

### Eligibility

All students enrolled at JGU are eligible to apply, with the exception of doctoral candidates. Follow-up applications are possible in justified exceptional cases.

The organization of the conference must be coordinated in advance with the respective faculty or school as well as the relevant student council.

### Application and Approval

- Application Deadline:
  - December 1; decisions on funding are made mid to late January.
  - May 15; decisions on funding are made mid to late June.
- Please use the application form for student conferences (available at [Student Conferences | Gutenberg Teaching Council](#)).
- You must also provide approval
  - from your department head
  - from your faculty dean or school rector and
  - from your student council ("Fachschaftsrat")with your application. A paper version is not required.
- Applications not fully submitted to the GTC mailbox by the deadline cannot be considered.
- The "Strategic Funding Committee" of the GTC decides on the applications.
- Approved funds are allocated to the general faculty or departmental budget. The GTC does not provide positions for staff, etc., but only funding.

### Project Documentation and Reporting

- The GTC aims to support a broad dialogue about teaching to as wide an audience as possible at JGU. Therefore, funded projects are required to submit a video (maximum 5 minutes) within six weeks after the end of funding that reports on goals, results (insights gained), and potential broad impact of the project. This video may be used by the GTC for communication purposes.
- Our websites provide information on previously funded GTC student conferences, including the videos mentioned above. The list is searchable by keywords and full text. Use this as inspiration and to network with past leaders of GTC student conferences.
- A brief report on the use of funds and project activities must be submitted within six weeks after the end of the funding. The proper use of funds must be confirmed with a signature by your supervisor. Please submit the report in both paper form with the signature of your supervisor and by email (without a signature).

## Contact

- For general questions about the funding instruments, please contact the GTC office (glk@uni-mainz.de, Tanja Meyer, Phone: 39-27240).
- Questions regarding the calculation of costs or, in the event of approval, regarding billing formalities or personnel-related matters can best be answered by the responsible staff members in your department or the caseworkers in the Finance Department ([www.verwaltung.finanzen.uni-mainz.de/](http://www.verwaltung.finanzen.uni-mainz.de/)) or the Personnel Department ([www.verwaltung.personal.uni-mainz.de/](http://www.verwaltung.personal.uni-mainz.de/)).
- Please seek advice for your application from the institutions you wish to collaborate with as part of your project (e.g., Center for Audiovisual Production (ZAP)).
- GTC funding in University Medical Center: Please clarify billing formalities or personnel-related matters with the responsible contacts from the Department of Research and Teaching ("Ressort Forschung und Lehre") or the Personnel Service Center ("Servicecenter Personal").