



## Information on how to apply for individual study concepts and for their retroactive financial support

Dear Students,

according to ministerial directives, state study grants must be used to improve study conditions. And according to the LMU by-law on study grants, every Department has a Study-Grant Commission where representatives of the Student Unions, Faculty and other Department employees, the Women's Representatives, or their respective substitutes, discuss details of how the grants should be earmarked. Their suggestions are then forwarded to the Dean. The Commission has decided to continue financial aid for individual study programs for Students in their final semesters.

Financial support is possible for individual-study concepts such as internships, working on Bachelor's or Master's theses, conference participation, research projects, workshops and other study-related activities in Germany and abroad. The Commission, however, has limited the budget for all applications.

Please be aware of the following points when applying for aid:

- The application form „Antrag auf Befürwortung einer individuellen Studiengestaltung“ (pdf Antrag auf Befürwortung) should be submitted before the beginning of individual study, but may also be submitted retroactively, at the Dean's office. Please arrange an appointment at the Dean's Office to submit your application (F 5.026. Tel. 2180-7000, [Dekanat@cup.uni-muenchen.de](mailto:Dekanat@cup.uni-muenchen.de))
- A full-time professor at the Faculty for Chemistry and Pharmacy must approve and sign your application (see page 3 of the application form).
- Upon completing your individual-study period, please make an appointment with the Dean's Office to arrange your reimbursement. Receipts submitted should include items such as bills, Invoices (for bank transfers, a bank statement), and, especially, travel and housing costs and, if applicable, visa expenses. (The cost of living, Tickets for local transport such as subway tickets, additional health insurance, etc. will not be reimbursed.)  
**Important:** Your receipts must prove that your expenses were paid for by you and NOT by other persons or institutions.

Please submit the following for reimbursement:

- An official confirmation on the letterhead of the institution where your studies (internship, etc.) took place, including your name, the exact dates of your program and its exact purpose, signed by the director of your program (professor, manager, et al.)
  - Original boarding passes (if possible), Train tickets with invoices (proof that you paid for the tickets).
  - Confirmation of housing expenses and their duration (bank statement, receipt, rental contract, legible confirmation from landlord) proving that you paid those expenses personally.  
**Note:** Financial aid for housing will be reimbursed up to a sum of €600 per month.
- Without exception, financial aid will be given after the completion of the individual study program only after all receipts will have been submitted.
  - First-class tickets and luxury housing will not be reimbursed.
  - We ask that you apply for financial aid from other organizations/programs such as Auslands-Bafög, ERASMUS, PROSA, DAAD, various foundations). In many cases, it is possible to split various costs (transport, housing) with other grant sources to achieve the best level of support.

If you have any questions, please contact the Dean's Office ([dekanat@cup.uni-muenchen.de](mailto:dekanat@cup.uni-muenchen.de))