

Universität Bayreuth, Campus Kulmbach, 95326 Kulmbach

**Equal Opportunities
Representative**

University of Bayreuth
Faculty 7 / Campus Kulmbach
Fritz-Hornschuch-Str. 13
95326 Kulmbach

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Conference Grants for Female and Diverse Student Assistants of Faculty 7

Application Deadline: 31 October 2025

Having been awarded the University's Women's Advancement Award in 2023, we are able to offer grants once a semester for the conference participation of female and diverse student assistants. This way, we want to enable successful students to enter scientific exchange as early as possible, to network and to gain initial experience in the presentation of scientific findings at national and international conferences.

What requirements do I need to apply?

- You are female or diverse.
- You are employed as a student assistant at one of the professorships of Faculty 7 for the period in which the conference takes place.
- You successfully applied for a poster contribution/oral presentation at a scientific conference and have been accepted.

What documents do I need to submit?

- A *maximum 1-page letter of motivation* (line spacing 1.3, font size 12 pt, Times New Roman or comparable font) stating:
 - the reason for the letter of motivation (application for a conference grant) & date,
 - your name, study programme, semester
 - professorship as well as the exact period for which you are employed as a student assistant,
 - state the conference and its time frame and briefly explain what kind of research/ results you will be presenting there, how you are involved and from which project they originate.
 - Describe how you will benefit from attending the conference.

Please also attach the following:

- *Letter of acceptance* of your poster/presentation
- *Timetable* (departure, return journey) and *cost plan* (estimated conference fees, travel and accommodation costs) with cost estimates for train/bus/flight tickets or petrol, accommodation (attached as screenshots or booking confirmations)

Please note that private connecting journeys or previous stays complicate the settlement of costs and should be avoided. It should also be noted that second class and economy tickets should be selected for train journeys and only economy for flights. In addition, the regulations of the Bavarian Travel Expenses Act apply to all costs, including accommodation costs. The following applies to accommodation costs:

Domestic: In towns with a population of up to 299,999, accommodation costs of up to 90 euros/night are reimbursed without further examination; in towns with a population of more than 300,000, up to 120 €/night. If the accommodation costs exceed these maximum prices, you must justify the necessity separately.

Abroad: Country-specific lists are available at the deanery for overnight allowances abroad.

The complete application documents must be sent as *one pdf document* by the deadline to the following e-mail address: tina.bartelmess@uni-bayreuth.de.

The committee consists of the equal opportunity representative of Faculty 7, Jun.-Prof. Dr Tina Bartelmeß, the student representatives Lena Haupenthal and Ayesha Jahangeer, and the mid-level representative Silvia Wiegel. The committee will timely decide on the applications received.

Applications can be submitted in *German or English*.

If several applications are received, a decision will be made based on the convincingness of the description of the benefits of conference participation, urgency, and progress in the scientific career. Therefore, please be sure to state how you will benefit scientifically from participating in the conference and how you are involved in the project whose results you will present at the conference.

So far, we assume that a maximum of 1 grant per semester will be awarded, which should not exceed an amount of 500 € for national and 1,000 € for international conferences. Depending on the number of applications received, several applications may be granted in individual cases.