

Universität Bayreuth, Campus Kulmbach, 95326 Kulmbach

**Equal Opportunities
Representative**

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

tina.hartelmess@uni-bayreuth.de

Kulmbach, 13.02.2024

Guest Lecture Grants for Female or Diverse Guests Faculty 7

Application Deadline: 30 April 2024

Thanks to the University's Women's Advancement Award in 2023, we are able to award a grant once a semester to invite a female or diverse guest lecturer to Faculty 7 to give a professional lecture and additionally provide insights into the career paths and specific requirements and challenges of female and diverse academics.

In this way, we want to enable the students of Faculty 7, the student groups (AltPro, Student Council etc.) and the mid-level faculty members to organise lectures themselves that fall within their area of interest and also provide exciting insights into the careers of female and diverse scientists.

What requirements do I/ we need to apply?

- You are a student or mid-level faculty member at Faculty 7
- You intend to organise a lecture for all faculty members on campus in Kulmbach or online, consisting of an open lecture by a female or diverse guest lecturer and a (possibly closed) part for female and diverse participants of the faculty, dealing with career paths in science.

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 title and a brief description of the content of the planned lecture as well as information on the subject and research area of the invited person
 - The planned date, time and duration and the exact target group of the lecture (if applicable, programme-specific, subject group-specific etc.)

- Details of the guest lecturer (short CV, university etc.)
- Details of the organisers and their motivation (including your name, study programme, semester)
- Describe how the target group will benefit from the guest lecture in terms of expertise and exchange of experience

Please also attach the following:

- *Letter of intent* from the guest lecturer
- *Cost plan* (estimated travel and accommodation costs as well as expense allowance for lecture) with cost estimates for train/bus/flight tickets, accommodation (screenshots or attachments)

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:

In towns with a population of up to 299,999 (as in Kulmbach), accommodation costs of up to 90 €/night are reimbursed without further examination; The University of Bayreuth will receive preferential rates at the Taste Hotel Kulmbach should the guest speaker require overnight accommodation.

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 Christina Peter and Telma Portillo and the mid-level representative Silvia Wiegel. The committee will timely decide on the applications received.

Applications can be submitted in *German or English*.

Please note that you should also factor in the cost of promotional materials for the lecture as well as the time required for such measures. If several applications are received, a decision will be made based on the convincingness of the description of the benefits of the guest lecture for the target groups.

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 guest lecturers. Depending on the number of applications received, several applications may be granted in individual cases.