

Mainz University of Applied Sciences Global Guest Lecturer Program Application Form

Please send all application documents to the following mail address: iah@hs-mainz.de

I. Contact at Mainz University of Applied Sciences

Surname

Name

Chair / Professorship / Function

University Department

Phone

E-mail

II. Visiting Lecturer

Surname

Name

University & Department / Subject

Address

Phone

E-Mail

III. Project Summary and Objectives

Please note

Visa arrangements, flight, hotel bookings and health insurance are the responsibility of each guest lecturer him-/herself.

We therefore kindly ask you to consult with the I@H team before you plan your trip to Mainz to find out how much the travel and accommodation allowance is.

Period of stay

Defined goal of the visit

E.g. establishing contacts, giving a guest lecture (in tandem), initiating a COIL project
(max. 2000 characters)

Working plan

Please describe briefly the intended activities in teaching during the visit at Mainz University of Applied Sciences
(max. 2000 characters)

IV. Cost Estimate

Please do only complete this section of the form if you have knowledge of the following information:

Accommodation

Travel costs

(flight, train, public transport)

Total costs

Important note for travel during the pandemic:

Please note that in case travel to Germany is restricted or prohibited due to the coronavirus SARS-CoV-2/ COVID-19 we cannot cover any refund costs if you have to cancel your flight.

This means that you as a guest lecturer are responsible for booking your flight and accommodation accordingly in order to be reimbursed by the airline/insurance company or similar. Travel cancellation insurance may be required if airlines do not offer a refund.

Please familiarize yourself with the regulations that apply to international travellers who are entering Germany by checking [travel information offered by the Federal Foreign Office and the RKI](#) to ensure safe and efficient travels.

Declaration of consent (mandatory)

I agree that my data will be collected, processed and used by Mainz University of Applied Sciences for the purposes of the administration of my stay.

I have taken notice that the information on this form will be stored electronically and used by the "Internationalization @ Home" Office in accordance with the Data Protection Act (DSGVO).

I have taken notice that I can revoke my consent at any time without any adverse consequences. I will send any notice of cancellation to Mainz University of Applied Sciences. E-Mail: iah@hs-mainz.de In the event of cancellation, my data will be deleted upon receipt of my notice.

Guest Lecturer:

Date, Signature

Noted by Mainz University of Applied Sciences Department

Head of I@H

Date, Signature

Mainz University of Applied Sciences
Professor

Date, Signature