

Instructions for application for financial support for scientific training, conference visits and research trips - 2020

General requirements:

- The PhD program in Health Sciences (PhD HS) supports conference and course visits as well as research trips for its PhD students.
- A brief description of the relevance of the course/conference for the PhD project has to be submitted along with an overview on the expected costs.
- The application must be submitted at least four weeks before the event – retrospective applications will not be considered.
- The reimbursement regulations of the University of Lucerne apply. The PhD HS program, however, does **not** reimburse costs for meals.

Application Procedure:

1. Agreement with 1st supervisor regarding the conference or course participation by signing the application.
2. The application must be submitted four weeks prior to the event to phd_health@unilu.ch.
3. The PhD HS office decides if the costs will be covered either in part or in full, depending on the budget and amount of costs.
4. Payments are made by the PhD students. All receipts have to be kept and handed in with the reimbursement form. No reimbursements can be made without receipts.
5. Reimbursement is only possible by using the official expense form of the University of Lucerne. Please use a separate form for each currency. The original receipts must be attached to DIN-4 sheets (separated by currency). Please use always the current expense form as provided.
6. Please send the reimbursement form and the original receipts to the PhD HS office:

PhD program in Health Sciences
Department of Health Sciences and Medicine
University of Lucerne
Frohburgstrasse 3
Postbox 4466
6002 Lucerne
7. The PhD HS covers costs up to the authorized sum.