

Traineeship / Secondment fellowship request

QMat can help to fund some internships in external laboratories. Please fill this document and send it with the others requested documents to qmat-students@unistra.fr and the QMat project manager to submit your project.

Requested documents:

- Traineeship / Secondment fellowship request
- Invitation letter signed by the supervisor

STUDENT

Last name _____ First name _____
 Program: M1 _____ M2 _____ PhD _____

HOST LABORATORY

Host laboratory name _____
 City _____ Country _____
 Last name and first name of the supervisor _____
 Supervisor contact _____
 Training duration _____ Date: from _____ to _____

BUDGET

Please, provide a realistic budget estimate.

Check expenses concerned by the request.

The fellowship cannot exceed 1500€ (exceptionally 2000€).

	Type	Budget (€)
	Registration	
	Housing	
	Local transport	
	Transport (to reach the destination and come back)	
	Other* (please specify) :	
	<i>*food costs cannot be reimbursed</i>	

TRAINEESHIP

Traineeship title

Cover letter with scientific motivation (about 20 lines)

Recommendations

In order to avoid administrative mistakes and facilitate the refund :

- Keep carefully all the original justificatives / invoices (train tickets, subway tickets, etc.).
- Give all justificatives / invoices ranked by type and date numerically to QMat project manager as soon as you return.
- Only reasonable expenses will be reimbursed (for example 2nd class train not 1st class).

Be aware: if you want to use a car to reach your destination, the car has to be registered with your name.