

Application form

for project, seminar, bachelor and master theses as well as internships.

Important: Together with this application form, applicants must submit a trilateral supervision agreement between student, project supervisor and industrial partner. Please send this form together with the supervision agreement to: biopartnerbw@uni-hohenheim.de

Students

Name	<input type="text"/>
First name	<input type="text"/>
Address	<input type="text"/>
Postcode/City	<input type="text"/>
Email	<input type="text"/>
Phone number	<input type="text"/>
Student (ID) number	<input type="text"/>
Project type	<input type="text"/>
Given ECTS for the project	<input type="text"/>

Timeline (**Important:** Only projects/internships lasting up to a maximum of 6 months are eligible for funding)

Start of project/internship (date)	<input type="text"/>
End of project/internship (date)	<input type="text"/>
Work in the company: Start (date)	<input type="text"/>
Work in the company: End (date)	<input type="text"/>
Hours per week in the company	<input type="text"/>

Product

Title of the (internship) thesis	<input type="text"/>
Material	<input type="text"/>

End product

Product application

Process description

Project description (200 words)
For what reason is the project being carried out? Please specifically address the bioeconomic relevance.

University

Name of the university

Faculty/Department/Institute

Name, first name of the supervisor

E-mail address of the supervisor

Partner company

Company name

Address

Postal code/City

Sector/Industry

Year of foundation of the company

Number of employees

Annual turnover

Name, first name of contact person

Contact person email address

Cost estimate

A realistic cost estimate is required. Please provide a brief description of the expenses for the project and a brief justification of why these expenses are necessary. Financial support will be provided through expense reimbursements. For this, students and companies can submit original invoices to biopartner@uni-hohenheim.de upon completion of the project or on a monthly basis and will then be reimbursed for their expenses.

The funding limit is € 5,000 per project including VAT.

Important:

Assets (not consumables) for more than 250€ net (tools, (IT) equipment, software licenses, laboratory equipment, protective clothing, machines, etc.), which are purchased with project funding, are the property of the University of Hohenheim. These assets are inventoried and must be returned to the University of Hohenheim immediately after the end of the project. It is possible that companies purchase the economic goods with their own funds and charge the students a rental fee certain amount of it over the duration of the project. Software may not be purchased independently, but is procured centrally through our computer center. For software licenses, we must receive an offer in writing in advance, based on which we will submit an application to the computer center. We may not reimburse software purchased independently.

Travel expenses can be reimbursed for the use of local public transport, 2nd class rail travel and travel by private car (0,30€/km or 0,35 €/km with valid reason: destination is difficult to reach, transporting bulky items, physical disabilities, etc.) or by bicycle, pedelec or e-bike (0.25 €/km).

All invoices must be submitted no later than 10. November 2023.

	Brief description/justification	EUR*
Travel expenses		
Personal protective equipment, protective clothing, work clothing		
Tools, (computer) equipment		
Investment and operating costs Machinery, technical equipment		
Loan of machines and instruments		
Laboratory and workshop equipment		
Software licenses, computer systems		
Work material		
Books & Publications		
Other		
Total		

* All cost data incl. VAT

Checklist

Here is a checklist of required documents for the application and after working at the company

For the application to BioPartnerBW	<p>Application form</p> <p>Trilateral supervision agreement with signatures of student, project supervisor at the university and project supervisor at the company. A template of the supervision agreement can be found on the homepage.</p>
Project promotion with the help of reimbursement of expenses	<p>Invoices and receipts for expenses already incurred by students and companies must be submitted to us in the original in order to receive reimbursement for expenses. Please submit the collected invoices with a numbered excel sheet to us after the end of the project, stating the reason for the expense as well as who will receive the expense reimbursement for it. We also need the address and bank details of the person or company to transfer the funds. Expense reimbursements can also be made on a monthly basis.</p>
After completion of the project	<p>Final thesis/project report</p> <p>If no Bachelor or Master thesis can be submitted 14 days after the end of the project, a project report must be submitted. In case of data protection conflicts, a confirmation of the supervisor about the successful completion of the thesis or internship can also be submitted.</p>