

## **Guidelines**

University Foundation for Real Estate Management Hans Vielberth

### **I. Application requirements**

Requests for funding can be filed by professors and assistant professors of the **IRE|BS** Institute only.

### **II. Application period**

Requests for funding have to be filed with the Foundation via the University of Regensburg, Referat I/2, until November 15<sup>th</sup> for the following year. The board of directors of the Foundation can grant funds during the fiscal year for reasonable exceptions.

### **III. Supported projects**

According to the Foundation's aims the following projects should be supported:

- Development and support of Real Estate Management
- Advancement of the international acclaim of the Institute for Real Estate Management
- Establishment of an appropriate presentable field for the Institute
- Acquisition of national and international supporters
- Support for special programs of study in Real Estate Management (further education for post-graduates in particular)

This should be implemented in particular with:

- Realization of / Participation in international symposia, conferences and other academic events
- Realization of / Participation in exhibitions
- Seminars, tutorials, workshops, etc.
- Marketing activity

### **IV. Allowances**

For international and German participants of symposia the following allowances can be granted:

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|--|------------|
| 1. Daily allowances including accommodation*                             | 110,00 €   |
| 2. Plane tickets/travel expenses, reimbursement of low-priced rates only |            |
| 3. By car, reimbursement up to tax-deductable amount (no rental cars)    |            |
| 4. Additional expenses max. 10 % of granted funds                        |            |
| 5. Lectures and colloquia - maximum                                      | 4.000,00 € |

Members of the **IRE|BS** Institute, who want to participate in academic events, can receive the following allowances:

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|---|----------|
| 1. Daily allowances to tax-deductable amount                                      |          |
| 2. Plane tickets, train tickets, etc., reimbursement of low-priced rates only     |          |
| 3. Expenses of accommodation for professors; max. per day                         | 120,00 € |
| 4. Expenses of accommodation for students, graduates, postgraduates, max. per day | 80,00 €  |
| 5. Attendance fees (possible lowest rate)   |          |

These allowances are maximum rates. Lower rates should be given preference. The board of directors of the Foundation can allow rates exceeding the maximum for reasonable exceptions.

#### **V. Honorariums**

Honorariums can be granted up to 500,00 € per visiting scholar and stay. Different rules apply to teaching assignments of one month or longer by arrangement.

#### **VI. Duration of stay**

Due to high travel expenses, the stay of the visiting scholar at the University of Regensburg and of members of the IRE|BS Institute elsewhere should be of the most effective benefit. The stay should be designed to provide opportunities for scholarly exchange with students, graduates, postgraduates as well as with the inviting professor.

Scholarly visits requiring high travel expenses should at least have a duration of one week to guarantee a fruitful and extensive scholarly cooperation. A stay of only one or two days of a professor visiting from the United States, for example, cannot be supported.

#### **VII. Appropriation of funds**

The granted funds have to be requested at the University with the appropriate form, in accordance with the date of the academic event. Allocation of the grants has to be accounted for by December 31<sup>st</sup>, otherwise the funds will be collected by the Foundation. It is possible to apply for an extension of the time period.

- \* **stays with a duration of 20 days or longer are limited to a maximum of 2.000 € in daily allowances.**