

Opportunity Week 2025 – Welcome!

1. Organizational Matters:

ProTrainU supports the individual departments at Ulm University in attracting new early-career researchers during the Opportunity Week. From Monday, July 14 to Friday, July 18, 2025, institutes can invite potential candidates interested in pursuing a PhD or accepting postdoc positions in Ulm.

ProTrainU will manage the overall program for the Opportunity Week and cover the costs for travel and accommodation. Each institute will be responsible for the academic integration of its guests. Additionally, ProTrainU will organize an excursion for Thursday, July 17.

2. Arrival

Guests are responsible for booking their own travel arrangements. Accommodation costs will be covered from Sunday, July 13, 2025, to Saturday, July 19, 2025. The costs for an earlier arrival and/or later departure will not be reimbursed.

Exception: The costs for an earlier arrival and/or later return journey can be covered if these serve an extended stay at the host institute of Ulm University.

Prerequisite: The extended stay has been applied for and agreed to in advance by the host institute at ProTrainU. Accommodation and meal costs incurred outside the Opportunity Week (July 13 - 19, 2025) must be borne by the guest or the institute.

In the case of a private extension of the stay, costs for an earlier arrival and/or later departure will **NOT** be reimbursed.

Via Airplane:

The maximum amount for the reimbursement of expenses related to both the outward and return flight is €1,500 in total. Any expenses that exceed this amount must be borne by the guest. It is generally only possible to book in economy class. The flight should be a direct route from your country of origin to Germany. Layovers are possible, but only if they are necessary for the itinerary and do not involve additional (overnight) stays. Ulm University is unable to provide coverage for layovers that are not directly associated with the trip to the event. For instance, a flight from Los Angeles to Paris with a one-week stay in Paris before the subsequent flight to Germany would be considered a vacation trip, and the resulting costs cannot be reimbursed.

Via Train:

Only 2nd class rail travel will be reimbursed.

Via Car:

If guests travel by car, ProTrainU will reimburse 30 cents per kilometer driven. Rental car costs are **not** covered.

3. Accommodation:

ProTrainU has reserved a contingent at the IBIS City Hotel at Neutorstraße 12 in Ulm. Guests must book by sending an email to H0800@accor.com with the subject "Opportunity Week" by April 14, 2025. Arrival is on Sunday, July 13, 2025, and departure is on Saturday, July 19, 2025.

The costs for the overnight stay at the IBIS City Hotel (overnight stay + breakfast from July 14 - 19) will be settled directly by ProTrainU with the hotel. The hotel costs a total of 480€ for six nights including breakfast. Further costs incurred for accommodation and meals will not be covered.

Contact details of the accommodation:

Ibis Ulm City
Neutorstraße 12
89073 Ulm / Deutschland

GPS:48.401819, 9.987249
Tel +49 731 96470
Fax +49 731 9647123
E-Mail: H0800@accor.com

4. Catering

Breakfast: ProTrainU will cover the cost of breakfast at the IBIS City Hotel from July 14 - 19. Other breakfast costs cannot be reimbursed.

Lunch: All guests will receive a meal voucher with a QR code on the first day, which they present at the cafeteria checkout throughout the week for lunch and a drink (Mon, Tue, Wed, Fri). ProTrainU will cover the costs and billing for lunches during the Opportunity Week (July 14 - 18, 2025). For the cultural excursion on July 17, 2025, guests will receive a packed lunch. Other costs incurred on this day, e.g. for an alternative lunch, will not be covered by ProTrainU.

Dinner: The costs for all dinners are to be paid by the guests themselves and cannot be settled via ProTrainU.

5. Travel Expense Accounting

No down payments or other advance payments will be granted. The costs will be reimbursed retrospectively. Important: All receipts must be submitted in their original form in order to be reimbursed. Guests should use the following form to submit their travel expense reports.

Travel Expense Report (German)

https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIII.abt1/3-1intern/Gaeste_Formulare/Reisekostenabrechnung_gaeste_04.2021_dt.pdf

Travel Expense Report (English)

https://www.uni-ulm.de/fileadmin/website_uni_ulm/zuv/zuv.dezIII.abt1/3-1intern/Gaeste_Formulare/Reisekostenabrechnung_gaeste_04_2021_en.pdf

The original travel expense report must be signed and submitted in a letter addressed to:

*Universität Ulm
Nachwuchsakademie ProTrainU
Graduate & Professional Training Centre
Frau Martina Riegg
Albert-Einstein-Allee 11
89081 Ulm*

- Guests must enclose the invoices for the outward and return flights, for the use of bus and/or train (long-distance travel), and tickets for local transport. If arriving by car, guests should indicate the number of kilometers driven (not miles).
- If an admission ticket for the cultural excursion has to be purchased, guests must enclose this with the travel expense report.
- The travel expense report must be submitted within 8 weeks after the Opportunity Week, no later than September 30, 2025. No reimbursement is possible after this date.

Contact for questions about your travel expense report:

Graduate & Professional Training Center (ProTrainU)
Frau Martina Riegg
Albert-Einstein-Allee 11
89081 Ulm
O25 | Raum 424

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