

**Faculty of Business & Law  
International Affairs**

**Application Form – Visiting Professor**

Please fill out the following application form as thoroughly as possible, to ensure we find the best possible placement for your stay with us in Frankfurt.

<b>Date of request</b> (dd.mm.yy)			
<b>Your Contact Information</b>	Title:	First Name:	Last Name:
	Gender: (M/F/D)	Phone:	E-Mail:
	University:		Department/Faculty:
	Position:		
	Website where we can view your academic profile:		
<b>Purpose of your visit</b>	<input type="checkbox"/> Visiting Professor <input type="checkbox"/> Visiting Researcher <input type="checkbox"/> Other		
<b>Timeframe of your visit</b>	<i>Please provide at least one, at best 2+ proposed dates for your visit, keeping in mind the lecture periods in Frankfurt:</i>		
<b>Please Note:</b> 8 teaching hours per week. It is possible to repurpose up to 2 hours per week to research. <b>Duration:</b> 7 weeks in either one or two periods - CW 16-23 – 15.04 – 07.06.2024 <b>OR</b> CW 24-30: 10.06 – 26.07.2024			
<b>Please attach your updated CV and letter of motivation to your application, together with the following information:</b> Teaching experience, max. 1 page • Proposed research topic/area (if applicable), max. 1 page			
<b>Here you can find the contact information of our faculty members, grouped according to areas of academic expertise:</b> <a href="https://www.frankfurt-university.de/en/about-us/faculty-3-business-and-law/academic-subject-areas/">https://www.frankfurt-university.de/en/about-us/faculty-3-business-and-law/academic-subject-areas/</a>			

Additional Information that could help you to organize your visit to Frankfurt:

**Academic Calendar:**

**Summer Semester 2024:** Lectures begin April 15, 2024 and end July 19, 2024

**Winter Semester 2024-2025:** Lectures begin October 15, 2024 and end February 14, 2025

**Summer Semester 2025:** Lectures begin April 7, 2025 and end July 11, 2025

**Winter Semester 2025-2026:** Lectures begin October 13, 2025 and end January 30, 2026

**Housing in Frankfurt:** <https://www.frankfurt-university.de/en/studies/international-office/incomings/counseling-and-support-services-for-international-students/housing-and-accommodation/>

**Contact person:** Marion Kosmalla

Telefon: +49 69 / 1533 3842

E-mail: [kosmalla@io.fra-uas.de](mailto:kosmalla@io.fra-uas.de)

**Information regarding Visas:**

[https://www2.daad.de/medien/deutschland/stipendien/formulare/immigration\\_and\\_residence\\_january\\_2017.pdf](https://www2.daad.de/medien/deutschland/stipendien/formulare/immigration_and_residence_january_2017.pdf)

**About the Faculty of Business and Law:**

<https://www.frankfurt-university.de/en/about-us/faculty-3-business-and-law/the-faculty/core-values/>

**Funding:**

Candidates from the US may be eligible for funding from the DAAD (German Academic Exchange Service): <https://www.daad.org/en/find-funding/faculty/visiting-professorship/>

Candidates from the EU may apply for ERASMUS funding, when your institution has an Erasmus Agreement with Frankfurt University of Applied Sciences:

<https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/teaching-opportunities-for-staff/higher-education-teaching-staff>