

## Registration

### Cost Coverage for Individual Career Coaching

We require the information below for your application to cover the costs of individual career coaching sessions.

Send the completed and signed form to [nadine.civilotti@kit.edu](mailto:nadine.civilotti@kit.edu) by April 15, 2024. Once your application has been processed, you will receive feedback from us by email in early to mid-May 2024.

#### Personal Details

Form of Address	
Surname, First Name	
I am a	<input type="checkbox"/> Postdoc <input type="checkbox"/> Doctoral Researcher <input type="checkbox"/> Other
Email Address	
Telephone	
Institute	

Please describe briefly your motivation for a coaching.

**Do you have an initial idea of which coach you would like to work with and to what extent you would like to use coaching (period and number of sessions)? If so, please indicate your ideas below.**

If you are accepted for funding, you will receive a list of possible coaching providers for your guidance together with the funding approval. Coaches ideally should, but do not have to, be selected from this list.

### **Participation Requirements**

The following conditions must be agreed to in order for funding to be granted.

In the event of funding, I undertake to

- request a quote from the coach I wish to commission and submit it to KHYS (nadine.civilotti@kit.edu) before the coaching begins. The offer must be submitted by July 1, 2024 at the latest and must state the hourly rate of the coach and the planned scope of the coaching.
- forward the information on invoicing to the coach commissioned by me in a timely manner so that the coach can invoice the KIT on time. (This information will be made available to you with the funding approval).
- send a list of the coaching sessions that have taken place (name of coach, date and duration of the sessions) to KHYS by email no later than seven days after the last coaching session. This information is necessary for invoice verification.

I have taken note that the coverage of costs can only be granted for invoices submitted by the deadline of November 4, 2024 and will not exceed EUR 650 plus any applicable VAT. You as the sponsored person are responsible for ensuring that the invoice is submitted on time.

Furthermore, I have taken note that the coverage of costs can only be granted for coaching sessions that take place as long as I am carrying out a postdoc activity at KIT (respectively for doctoral researchers: as long as I am a doctoral candidate at KIT).

I agree to the participation requirements

I hereby confirm that I have read and understood the [privacy policy](#) for the career coaching as of December 7, 2023.

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**Place, Date**

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**Signature**