



# TRANSFER AND ENTREPRENEUR CENTRE

## Transfer Voucher Process

### Application

1. Get the **forms package** either in German or English. The forms package consists of four forms: An **accompanying form**, a **declaration of consent**, a **declaration upon entry** and a **declaration upon exit**. (Please note that the accompanying form is the only form available in both languages, the forms provided by the European Union are only available in German.)
2. **Fill in the forms package** using your PC. We recommend using a standard PDF reader, e.g. PDF-XChange Viewer or Adobe Acrobat Reader DC.
3. **Print the completed forms package. Signatures** of you and your university teacher are required on the **accompanying form**. Your **signature** is also required on the **declaration of consent** and the **declaration upon entry**. The **declaration upon exit** has to be completed and signed at the end of the project.
4. **Submit the forms** to the Transfer an Entrepreneur Centre (TUGZ) appearing in person at best. Thus, questions might be answered and delays might be avoided.
5. The **TUGZ verifies the compliance with the requirements** and Gerald Böhm, head of the TUGZ, decides on the approval and the granting of the Transfer Vouchers.
6. You will be informed via e-mail. Receiving a positive answer you will **get delivered the original Transfer Voucher personally**.

### Completion

1. **Within six months after entering the project** you have to write a **report** (minimum 10 pages). Final theses and dissertations will be considered as a report automatically.
2. Signing the original Transfer Voucher your **cooperating company** and your **university teacher confirm a performance according to the rules**.
3. Bring the **signed original of your Transfer Voucher**, a **copy of your report** (also possible as a digital version on a flash drive or via e-mail) and the **completed and signed declaration upon exit** to the TUGZ. (Confidential information such as internal matters will not be saved, but have to be submitted to the TUGZ.)
4. Fill in our **online questionnaire** at <https://www.befragungen.ovgu.de/transfergutschein>. (You will find the number of your Transfer Voucher at the bottom of the voucher.)
5. After verifying the compliance with all formal requirements your **bonus** will be **authorised for payment**.
6. Six months after leaving the project the project management might request you to complete another questionnaire. Only a representative sample will be chosen for this survey.

You will be helped here

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