

## Funds for active conference participation abroad for students

### Funding agency

International Relations Office (IRO), Building CA, ground floor  
[international@vetmeduni.ac.at](mailto:international@vetmeduni.ac.at)  
[www.vetmeduni.ac.at/internationaloffice](http://www.vetmeduni.ac.at/internationaloffice)

### Target group

Ordinary students at Vetmeduni from all study programmes, who have completed four semesters successfully, **except if**

- currently employed by Vetmeduni (see Funds for active conference participation abroad for academic staff)
- co-registered students

### Brief description

This funding programme supports the presentation (poster, oral presentation) of own research findings (thesis) abroad before international expert audiences and helps to place the discussion in a broad, international context.

This funding programme aims to:

- promote future scientists – internationally and networking
- promote student mobility
- establish and expand international cooperation
- increase the international visibility of Vetmeduni

### General funding guidelines

One (1) grant may be awarded per applicant per calendar year. There is no legal entitlement to the award of funding. Economic budgeting (use of special rates, budget accommodation, etc.) should be factored into the specification of costs; Green travel is recommended.

## Application requirements

- The minimum length of stay is 5 days.
- Vetmeduni must be visibly identified as the home university in the conference presentation.
- The minimum length of the conference activity is
  - for undergraduates: 2 days plus subject-specific programme
  - for postgraduates: 3 days

## Application documents

- Completed application form
- Summary of the conference presentation
- Official written confirmation of acceptance of conference contribution (also possible in e-mail form)
- Letter of reference from the thesis supervisor (template)
- Description of the subject-specific programme (for undergraduates)
- Current confirmation of registration at Vetmeduni
- Transcript of records
- Specification of costs

## Deadline for submission

Ongoing, but **at least 1 month before the beginning** of the conference

## Financing

The extent of funding will be determined in accordance with available resources.

The maximum amount of funding per applicant and calendar year is € 800.00.

Payment (allocation) is made after the stay abroad and only upon presentation of receipts (in original).

The following receipts are eligible:

- Travel, accommodation costs plus conference registration fees (undergraduates)
- Travel and accommodation costs (graduates)

## After the stay abroad

**The following documents must be presented to the International Relations Office (IRO) within two months:**

- Official confirmation of participation
- Screenshot of the first page of the conference proceedings plus (a) page(s) detailing the conference presentation, where Vetmeduni is identified as the home university
- Report about the subject-specific programme (undergraduates)
- Accounting form
- Original documents: Invoices, credit card statements, train tickets, boarding passes

## FAQs regarding the funding process

### **Who makes decisions regarding the granting of funding?**

- Verification of completion and compliance with formal criteria (general funding guidelines, application requirements) in the International Relations Office (IRO)
- Presentation of the application and decision by the IRO and the Vice-Rector for Research and International Relations (VRFI) within a month following submission of the application

### **When and how are beneficiaries informed of the decision?**

Immediately after the decision is made, a written notice of award or rejection will be sent through e-mail by the IRO.

### **How are subsidies paid?**

At the earliest possible moment following clearance (see **After the stay abroad**) the funding is transferred to the indicated account via the financial department.