Funds for active conference participation abroad for students

(Version 3, 13.02.2019)

Contact:

International Relations Office (IRO), building CA, ground floor

Ursula SCHOBER, Dr.phil.
T +43 1 25077-1107; M +43 664 60257-6709
F +43 1 25077-1197
Ursula.Schober@vetmeduni.ac.at; http://www.vetmeduni.ac.at/en/international/

Target group:

- Ordinary students at Vetmeduni Vienna from all study programmes, who have completed four semesters successfully, **except if**
  - currently employed by Vetmeduni Vienna (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 Vienna

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

Application requirements:

- The minimum length of stay is 5 days.
- Vetmeduni Vienna 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 Vienna
- 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
- Copy of the first page of the conference proceedings plus (a) page(s) detailing the conference presentation, where Vetmeduni Vienna is identified as the home university.
- Report about the subject-specific programme (undergraduates)
- Accounting form
- Original documents: Invoices, credit card statements, boarding passes

Frequently Asked Questions 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 along with a declaration of acceptance
- **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.