

Funds for participation in a virtual workshop / online training for students

Scope of application	University
Subject area	Funding of virtual mobility for students
Document type	Funding guideline
Applicable documents / regulations	Currently none
Short description	This funding programme supports participation in a virtual workshop / online training (including Summer School) to learn methods related to their own thesis research in an international setting.
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Contents

1. Funding agency	3
2. Target group	3
3. Brief description	3
4. General funding guidelines	3
5. Application requirements	3
6. Application documents (Mobility-Online)	4
7. Deadline for submission	4
8. Financing	4
9. After the online event	4
10. FAQs regarding the funding process	5

1. Funding agency

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

2. 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 participation in a subject-specific course for academic staff)

3. Brief description

This funding programme supports participation in a virtual workshop / online training (including Summer School) to learn methods related to their own thesis research in an international setting.

This funding programme aims to:

- promote future scientists – internationally and networking
- promote digital competence
- promote virtual mobility to create network contacts
- establish and expand international cooperation
- increase the international visibility of Vetmeduni

4. General funding guidelines

ATTENTION: If the stay abroad can be financed through any other available mobility programme (e.g. CEEPUS III), this way of financing must be used. **The receipt of any additional funding must be reported! The IRO takes additional funding into consideration when determining the amount of funding to be granted.** 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) should be factored into the specification of costs.

5. Application requirements

No minimum duration

6. Application documents (Mobility-Online)

- Completed application form
- Description of virtual course schedule or online training event (programme)
- Official written confirmation of acceptance for course participation (also possible in e-mail form)
- Letter of reference from the thesis supervisor (template in Mobility-Online), if applicable
- Current confirmation of registration at Vetmeduni
- Transcript of records
- Specification of costs

7. Deadline for submission

Ongoing, but **no later than 1 month before** the start of the beginning of the planned participation

8. Financing

The extent of funding will be determined in accordance with available resources. The maximum amount of funding per applicant and calendar year is € 400.00. Payment (allocation) is made after the stay abroad and only upon presentation of receipts (in original).

The following receipts are eligible:

- Registration / participation fees

9. After the online event

The following documents must be uploaded to Mobility-Online within two months:

- Official confirmation of participation
- Report of experiences (1 A4 page, according to template)

After verification of the completeness of the supporting documents by the International Relations Office, following accounting documents must be submitted to the International Relations Office within one month:

- Original documents: Invoices, credit card statements, train tickets, boarding passes

In the case of prefinancing by the organisational unit, the following accounting documents must be submitted to the International Relations Office within one month:

- Form for internal cost allocation ('Interne Leistungsverrechnung/Umbuchung')
- Documents: Invoices, credit card statements of the organisational unit

10.FAQs regarding the funding process

Who makes decisions regarding the granting of funding?

- Verification of completeness 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, International Affairs and Sustainability (VRRIS) 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 via Mobility-Online.

How are subsidies paid?

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

In the case of pre-financing by the organisational unit, the internal cost allocation / rebooking takes place via the finance department.