

## Funds for participation in a subject-specific course 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 participation in a subject-specific course for academic staff)

### Brief description

This funding programme supports participation in a subject-specific course (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 student mobility
- establish and expand international cooperation
- increase the international visibility of Vetmeduni

## General funding guidelines

**ATTENTION:** If the stay abroad can be financed through any other available mobility programme (e.g. CEEPUS), 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, 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.

## Application documents

- Completed application form
- Outline of the course programme
- Official written confirmation of acceptance for course participation (also possible in e-mail form)
- Letter of reference from the thesis supervisor (template)
- 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 subject-specific course

## 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 and course 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
- Report of experiences (1 A4 page, according to template)
- 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.