

Funds for participation in a subject-specific course for students

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Contact

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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 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 Vienna

General funding guidelines:

- **PLEASE NOTE** that any other available mobility programme that could be used to fund a stay abroad (e.g. CEEPUS) 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.

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 Vienna
- 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 cost of the course (Undergraduates)
 - Travel and accommodation costs (Graduates)

After 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
- Receipts (in the original): 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.