

Funds for research activities abroad for students

Scope of application	University
Subject area	Funding of stays abroad for students
Document type	Funding guideline
Applicable documents / regulations	Currently none
Short description	This funding programme supports research activities (laboratory work, field research, scientific collections) abroad under the supervision of or in cooperation with international representatives of the field.
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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 research activities abroad for academic staff)
- Incomings

3. Brief description

This funding programme supports research activities (laboratory work, field research, scientific collections) abroad under the supervision of or in cooperation with international representatives of the field.

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

4. General funding guidelines

ATTENTION: If the stay abroad can be financed through any other available mobility programme (e.g. ERASMUS+, Marshall Plan Scholarship), 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. The funds can be consumed in consecutive years.

The maximum funding period depends on the study program and the ECTS credits awarded for the thesis:

- Diploma thesis work Veterinary medicine (20 ECTS Credits): 3,5 months
- BSc thesis work Biomedicine and Biotechnology (20 ECTS Credits): 3,5 months
- BSc thesis work Equine sciences (12 ECTS Credits): 2 months

- MSc thesis work Comparative Biomedicine (30 ECTS Credits): 5 months
- MSc thesis work Human-Animal Interactions (30 ECTS Credits): 5 months
- MSc thesis work Precision Animal Health (30 ECTS Credits): 5 months
- Doctoral thesis work Veterinary Medicine: 8 months

The beneficiaries are required to carry out their research activities on a regular basis and to be present at the research site. There is no legal entitlement to the award of funding. Economic budget (use of special rates, budget accommodation, etc.) should be factored into the specification of costs. Environmentally friendly travelling is recommended.

5. Application requirements

- The minimum length of stay is 5 days.
- Thesis topic must be approved/registered at Student Services Office

6. Application documents (Mobility-Online)

- Completed application form
- Letter of motivation (approx. 1-2 A4 pages), including a description of the proposed research project
- Screenshot of the fully signed Form: 'Bekanntgabe des Themas ...'
- Two (2) letters of reference from the thesis supervisors (template in Mobility-Online)
- CV (EUROPASS format)
- Current confirmation of registration at Vetmeduni
- Transcript of records
- Official written confirmation of supervision and/or letter of acceptance/invitation of the host institution, including a clear indication of the start/end dates (also possible in e-mail form)
- Specification of costs

7. Deadline for submission

Ongoing, but **no later than 1 month before** the start of the beginning of the subject-specific course

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

- € 500.00 for accommodation per month (€ 125.00 per week)
- € 1.000,00 for travel costs (depending on specification of costs)

Back payment: In case of misuse of funding, especially violation of reporting duty, already received funds must be paid back. The amount of the back payment is decided on a case-to-case basis and can reach from a partial amount to the entire funding sum already received.

9. After the stay abroad

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

- Official confirmation of the stay abroad by the guest institution (including a clear indication of the start/end dates)
- 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 (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 via Mobility-Online.

How are subsidies paid?

In the case of pre-financing by the applicant, payment (instruction) will be made in two instalments: 2/3 before the start of the stay abroad period, however, only after receipt of the declaration of acceptance ('Annahmeerklärung').

At the earliest possible moment following clearance (see After the stay abroad) the remaining 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.