

# Funds for residents' training abroad

Scope of application	University
Subject area	Funding of stays abroad for residents
Document type	Funding guideline
Applicable documents / regulations	Currently none
Short description	This funding programme supports the training of residents abroad within the scope of a residency programme, in agreement with the residency supervisor and in cooperation with international diplomates / subject representatives.
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## 1. 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)

## 2. Target group

Residents who have active employment status at the Vetmeduni

## 3. Brief description

This funding programme supports the training of residents abroad within the scope of a residency programme, in agreement with the residency supervisor and in cooperation with international diplomates / subject representatives.

This funding programme aims to:

- increase the international visibility of Vetmeduni
- promote young scientists – internationally and networking
- promote the mobility of research associates
- create network contacts
- establish and expand international cooperation

## 4. General funding guidelines

Without exception, compulsory externships will not be supported, because their financing must be covered by the organisational unit as part of the residency training contract. **ATTENTION:** If the training period abroad can be financed through any other available mobility programme (e.g. ERASMUS+), 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 during the entire residency programme. There is no legal entitlement to the award of funding. Economic budgeting (use of special rates, budget accommodations, etc.) should be factored into the specification of costs. Green travel is recommended.

## 5. Application requirements

- The minimum length of stay is 5 days.

## 6. Application documents (Mobility-Online)

- Application form
- Letter of motivation (approx. 1-2 A4 pages), including a description of the proposed stay abroad
- Invitation from the host organisation (original correspondence with time specifications)
- the supervisor's endorsement plus statement of the Residency Advisory Board
- Screenshot of approved exemption ('Freistellung')
- Specification of costs

## 7. Deadline for submission

Ongoing, but **no later than 1 month before** the start of the planned stay abroad

## 8. Financing

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

The following receipts are eligible:

- Travel and accommodation costs

## 9. After the stay abroad

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

- Official confirmation of stay abroad from the guest institution (specification of time period)
- Report of experiences and results (1-2 A4 pages, according to template)
- By request: public presentation

**After verification of the completeness of the supporting documents by the International Relations Office, following accounting documents must be submitted to the Human Resources Department within three months:**

- Form: Travel cost subsidy in connection with an approved exemption ('Reisekostenzuschuss im Zusammenhang mit einer Freistellung')
- OR
- Form: Business trip accounting ('Dienstreise-Abrechnung')
- Original documents: Invoices, credit card statements, train tickets, boarding passes

**In the case of co-financing by the organisational unit, the following accounting documents must be submitted to the International Relations Office within three months:**

- 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 Teaching, teaching innovations and clinical affairs (VRLK) 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 course of salary payment.

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