GUIDELINES for the provision of a grant from “Funds for PhD students participating in conferences”

1. Eligible persons

Students in the dissertation-phase ("Early Stage Researchers"), whose home university is TU Wien:

- PhD students who are not employed by TU Wien,
- PhD students who are employed by TU Wien (i.e. in Doctoral Schools, University Assistants, Project Assistants).

Visiting students are not eligible for funding.

2. Eligible activities

The grant can be used for participation in international scientific conferences, at which an own contribution (e.g. poster, paper etc.) is to be presented.

3. Application

Applications must be submitted through TISS-Mobility Services (tab "Education"). Applications have always to be submitted in advance. You cannot apply for funding retrospectively. Only one conference can be applied for in each application round.

Note:
- You can only apply if you are logged in to TISS.
- Software requirements: When applying in TISS, please make sure that you are using Mozilla Firefox or Google Chrome. Other browsers do not usually support data uploads in the Mobility Service.

4. Required supporting documents

- Justification of participation with reference to the research work,
- Justified endorsement from the dissertation supervisor,
- Invitation to the conference and proof of acceptance of your contribution,
- Proof of payment of the conference fee (in justified cases, this may be provided later).

5. Application deadlines

15 January, 15 March, 15 June, 15 October

6. Selection of candidates

Ranking and pre-selection by faculty representatives. Final selection by the rectorate.

7. Reimbursement of costs

- Travel allowance (EU € 250; non EU-1 \(^{(1)}\) € 580; non-EU-2 \(^{(2)}\) € 870),
- Accommodation allowance (up to max. 10 days: € 50 per day),
- Conference fee (according to the invoice).

In the case of project assistants, co-financing from project funds (min. 30%) is mandatory.
8. Payment modalities

After submission of a Declaration of Acceptance ("Annahmeerklärung"), the approved amount is transferred in advance as a grant. The form can be downloaded from: https://www.tuwien.at/en/studies/international/studying-abroad/application-forms/conference-participations-phd-students/

9. After your return

The following documentation must be submitted to the International Office within 3 months from your return, otherwise the grant will have to be repaid:

- Confirmation of the participation and presented contribution,
- Short report.

10. Contact in the International Office

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Tel.: (01) 58801 41557

(1) North America, Russia, Middle East, Africa
(2) South America, Southeast Asia, New Zealand, Australia