

### 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 organised abroad, 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 (Europe € 250; non-European countries- 1<sup>(1)</sup> € 580; non-European countries-2<sup>(2)</sup> € 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 the submission of a **Declaration of Acceptance** ("Annahmeerklärung") and receipt of all required documents (see Point 4.), 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

**Mag. Diana TSENOVA**

Email: [diana.tsenova@tuwien.ac.at](mailto:diana.tsenova@tuwien.ac.at)

Tel.: (01) 58801 41557

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<sup>(1)</sup> North America, Russia, Middle East, Africa

<sup>(2)</sup> Latin America, Southeast Asia, New Zealand, Australia