

## 1. Eligible beneficiaries

Staff members of international universities which have not concluded a valid partnership agreement with TU Wien, may receive for their visits at TU Wien aimed at initiating or continuing research and academic cooperation a grant to cover their costs of stay in Vienna and possibly also their travel costs<sup>[1]</sup>.

## 2. Application

A grant from the "Funds for International Relationships" provided for the stay of an international visiting scientist at TU Wien can only be applied for by **TU Wien staff (except for project assistants, lectors)**.

A written application for funding must be submitted to the International Office between 6 months and 3 weeks before the expected arrival of the guest. Applications can only be made for the current budget year (exception: it is possible to submit an application in December for the following January). Please use the relevant **application form** for this.

There is no legal entitlement to this funding.

## 3. Eligible activities

The funding is primarily foreseen for the initiation and realisation of research and academic cooperation.

A maximum of 2 visitors from the same university can be funded for the same period.

**Each applicant from TU Wien can apply for a maximum of € 3500 per budget year** to fund foreign visiting scientists at TU Wien!

## 4. Daily rate for the stay

For a stay duration up to 10 days, a grant of € 100 per day is foreseen for all foreign visiting scientists. If the stay is longer than 10 days, a grant of € 25 per day is foreseen from the 11<sup>th</sup> day onwards.

It is possible to apply for a grant for a maximum duration of stay up to one month (30 days). The full grant for one month amounts to € 1500.

## 5. Travel costs

Travel costs can only be reimbursed for visitors from Central and Eastern Europe<sup>[1]</sup>

## 6. Payment

For the payment/transfer, the visitor must contact the International Office (Diana Tsenova) and submit the completed **original application**. For the reimbursement of travel costs, **travel receipts** (train and plane tickets, booking invoices, etc.) must be provided on arrangement.

Visitors from the SEPA area<sup>[2]</sup> are paid by bank transfer. All other visitors are paid in cash at the bursar's office. For cash payments exceeding € 500, informing the bursar's office 1 day in advance is recommended. If the payment is not collected by the visitor in person, written authorisation from the visitor must be provided.

## 7. Short report

Based on the provision of the grant, the applicant is obliged to produce a **short written report** about the visit, and to submit it directly to the International Office within 14 days after the departure of the visiting scientist.

## 8. Additional financing requests

In the case of additional financing commitments from other parties (dean's office, FWF, etc.), the International Office must be informed, and may ask for partial repayment. Furthermore, any changes to details provided by the applicant, especially changes to the duration of stay or the cancellation of the trip abroad, must be communicated to the International Office immediately.

## 9. Cancellation of trips

**Please note that neither cancellation fees for unstarted journeys nor cancellation insurance can be financed from this budget!**

## 10. Forms

-  Application\*
-  Report\*

The respective forms can be downloaded from <https://www.tuwien.at/en/studies/international/teaching-abroad-and-funding-programmes/mobility-grants-of-tu-wien/international-relationships-guests/>

\* *The forms can be completed using Adobe Acrobat™.*

## 11. Contact

Contact person for mobility grants in the International Office:

**Diana TSENOVA**

Gusshausstrasse 28, 1040 Vienna  
email: [diana.tsenova@tuwien.ac.at](mailto:diana.tsenova@tuwien.ac.at)  
Tel.: (01) 58801 41557

Counselling hours:

Tuesday 9.30 - 11.30 and 13.30 - 15.30  
Thursday 9.30 - 11.30 and 13.30 - 15.30

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[1] Albania, Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, FYR Macedonia, Hungary, Latvia, Lithuania, Moldova, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Ukraine.

[2] Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Germany, Estonia, Finland, France, Greece, Great Britain, Hungary Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland.