1. Eligible beneficiaries
TU Wien has concluded bilateral agreements on cooperation in research and education with universities from different countries. International scientists visiting TU Wien in the framework of these agreements can receive from TU Wien a grant to cover their costs of stay in Vienna.

2. Application
A grant provided from the "Funds for University Partnerships" for the stay of an international visiting scientist at TU Wien can only be applied for by a 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 with representatives from a partner university.

4. Daily rate for the stay
For a stay up to 10 days, a single flat rate of € 100 per day is foreseen for all foreign visiting scientists.

5. Research grant
For a stay duration of more than 10 days, a pro rata grant can be applied for for a maximum duration up to one month. The full grant for one month amounts to € 1500.
From the 11th day onwards, a daily rate of € 25 will be paid.

6. Payment
For the payment/transfer of the grant, the guest must, after a prior appointment, personally submit the completed original application the International Office (Diana Tsenova).
Visitors from the SEPA area[1] 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.
GUIDELINES for the use of the grant for international visiting scientists at TU Wien financed from “Funds for University Partnerships”

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/partnerships-guests/

* The forms can be completed using Adobe Acrobat™.

11. Contact
Contact person for mobility grants in the International Office:

Diana TSENKOVA
Gusshausstrasse 28, 1040 Vienna
email: diana.tsenova@tuwien.ac.at
Tel.: (01) 58801 41557
Fax.: (01) 58801 941557

Counselling hours:
Tuesday 9.30 - 11.30 and 13.30 - 15.30
Thursday 9.30 - 11.30 and 13.30 - 15.30

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