

## Grant for short-term, study related courses abroad

- Type of grant:** Grant for specialised courses and winter/summer schools (with curriculum and selection procedure) for the acquisition of academic methods and practices which not only complement the student's study programme in Austria, but also aid in creating future job prospects. Language courses will not be funded (**exception: language courses organised by the University of Salzburg!**)
- Duration of grant:** Minimum 1 week, maximum 3 months.
- Issuing authority:** University of Salzburg
- Application requirements:**
- Regular, registered student at the University of Salzburg;
  - Candidates must have the centre of their vital interests in Austria and cannot already be carrying out research abroad when applying.
- Other important details:**
- Course or tuition fees will not be funded.
  - Applicants employed by the University of Salzburg, who will continue to receive their wage whilst on leave, will only receive 50% of the maximum monthly grant, as stated, if their salary exceeds €730 per month (net.).
- Selection process:** Candidates will be selected by a commission authority at the university.
- Grant details:** Only grants (no full scholarships) will be awarded to subsidise travel and living expenses. The sum of the grant will be calculated on the basis of destination country (from the student grants act – Studienförderungsgesetz) and the applicant's financial plan. Alongside the grant, a one-time travel subsidy of up to €700 will be issued. A [table](#) with the subsidies for living travel grants by destination country can be found on our website. Should the successful candidate receive financial aid towards living expenses from another institution or organisation, this will be taken into account when awarding the sum of the grant.
- Submission point:** International Relations Office, Sigmund-Haffner-Gasse 18, 2nd Floor, 5020 Salzburg.
- Submission deadline(s):**
- 15th November
  - 1st February
  - 1st April
  - 1st June

## **Please be aware!**

Applications for the grant must be fully completed and handed in on time. Late or incomplete applications will not be considered!

The approval must be submitted before the start of the mobility at the latest. Any delayed approvals will not be considered, even if the other requirements had previously been met.

Grants are awarded within the framework of a private sector administration, based on the student's application. There is no legal entitlement to the grant.

### **Application documents:**

- [Application form](#) – grant for study abroad general (1x);
- 2 written references from course leaders at the University of Salzburg;
- A tabular CV (Curriculum Vitae) (1x);
- Letter of motivation backed up by academic reason (1x);
- Printout of Transcript (PLUSonline) (1x);
- Diploma certificate (if necessary) (1x copy);
- Proof of foreign languages, if necessary for the study period abroad (1x);
- Confirmation of acceptance;
- Financial plan (see application form).

### **IMPORTANT INFORMATION:**

A report (maximum 5 pages), as well as a confirmation of stay from the host institution (certificate), is to be submitted after completion of the mobility to the International Relations Offices. The report must contain information regarding the duration of stay at the host institution, details of the course of study, as well as a description of practical experience obtained during the placement abroad.

**Should the report or the confirmation of attendance certificate not be submitted within two months after the completion of the excursion, the grant must be fully repaid.**

**We will happily provide you with more information – please contact:**

**Dott.ssa Elona Memisha-Schnappinger**

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