

Joint Study Free Mover Funding for students

Scope of application	University
Subject area	Funding of stays abroad for students
Document type	Funding guideline
Applicable documents / regulations	Vetmeduni Curricula
Short description	The Joint Study Free Mover Funding supports the completion of compulsory courses and compulsory traineeships abroad.
Keywords	Funding, mobility, compulsory courses, compulsory traineeship, international
Version	12.0
Valid from 01.10.2024	Academic year 2024/25
Published in the bulletin ('Mitteilungsblatt')	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Review of legal content required	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

	Area	Name	Date
Responsible	IRO	Ursula Schober	10.07.2024
Formally checked	IRO	Michaela Pirker	10.07.2024
Content checked	IRO	Michaela Pirker	10.07.2024
Legally checked	NA	NA	NA
Decision	Vice-rectorate for teaching	Wolfgang Künzel	04.05.2004

Contents

1. Contact	3
2. Target group	3
3. Short description	3
4. General funding guidelines	4
5. Application requirements	4
6. Application documents (Mobility-Online)	5
7. Deadline for submission	5
8. Financing	5
9. After the stay abroad	6
10. FAQs regarding the funding process	6

1. Contact

International Relations Office (IRO), Building CA, ground floor

Mag.med.vet. Michaela PIRKER
T +43 1 25077-1128
F +43 1 25077-1197
international@vetmeduni.ac.at
www.vetmeduni.ac.at/internationaloffice

2. Target group

Regular students of the University of Veterinary Medicine, Vienna, who have not exceeded the statutory minimum study duration plus one semester per stage of study at the time of application.

3. Short description

The Joint Study Free Mover Funding supports the completion of the following compulsory courses and compulsory traineeships abroad:

- Diploma program Veterinary Medicine
 - Clinical Rotation I
 - Traineeship
- Bachelor program Biomedicin & Biotechnology
 - Practice
- Master program Comparative Biomedicine
 - Practice
 - Technology training
- Master program Precision Animal Health
 - Practice

This funding programme aims to:

- promote young scientists – internationally and networking
- promote the mobility of research associates

4. General funding guidelines

- **Mobility to the country or origin is NOT supported without exception!**
- If there is a way of funding the stay abroad according to Study Grant Act (Studienbeihilfengesetz) or by another mobility program (e.g. ERASMUS+), this funding opportunity must be utilized. A Joint Study Free Mover funding is not possible in this case.
- **The receipt of an additional funding is subject to reporting!**
- Study / traineeship abroad is not based on cooperation agreements and must be arranged by the students independently.
- **Clinical Rotation I – Livestock** and/or **Clinical Rotation I – Companion Animals** can only be completed at suitable host institutions and only on condition that the **minimum length** of stay is five weeks (Livestock) or 9 weeks (Companion Animals), respectively.
- **Traineeships, practice and technology training** may be completed at any suitable, foreign institution after consultation.
- Applications that are **incomplete**, not complying with the funding guidelines or **not timely submitted** will be ignored.
- The maximum funding period depends on the field of study
 - diploma program Veterinary Medicine: a maximum of 8 weeks per calendar year, or up to 12 weeks during the entire degree program
 - bachelor program Biomedicine and Biotechnology: a maximum of 8 weeks
 - master program Comparative Biomedicine: a maximum of 8 weeks
 - master program Precision Animal Health: a maximum of 8 weeks
- There is no legal entitlement to the award of funding

5. Application requirements

The minimum duration of study abroad is 2 weeks.

- Diploma program Veterinary Medicine
 - Clinical Rotation I: successful completion of General Propaedeutics (LE+ EX) and Special Propaedeutics I and II as well as completion of partial diploma examination "Diseases" of the second diploma examination.
 - Traineeships: completion of each given total exam (see Item 3.14 of the curriculum)
- Bachelor program Biomedicine & Biotechnology
 - practice is to be completed in the 3rd year and comprises a total of 12 weeks (2 x 6 weeks or 8 + 4 weeks)
- Master program Comparative Biomedicine
 - practices and technology training are to be completed in the 3rd semester and comprise 8 weeks and 2 weeks, respectively

- Master program Precision Animal Health
 - practices should be completed during the lecture-free period. It is recommended to complete the practices after the 2nd and 3rd semesters.

6. Application documents (Mobility-Online)

- Application form, duly filled in at Mobility-Online
- Written invitation (Letter of Acceptance) of the host institution with as detailed as possible description of the exchange program, a list of learning outcomes and specifying the exact dates of the exchange period
- advance notice of approval (Vorausbescheid) of the Vice-Rector for Study Affairs and Clinical Veterinary Medicine – AFTER positive review of the application requirements (see above)

7. Deadline for submission

Ongoing, but **no later than 2 months before** the start of the planned stay abroad

8. Financing

The extent of funding will be determined basically and primarily in accordance with available resources.

The flat amount of funding per applicant for living expenses is

- in Europe: from € 470.00 to € 520.00 per month (depending on the country)
- outside Europe: € 700.00 per month

The single travel allowance per applicant is

- in Europe: € 150,00
- outside Europe: € 700.00

There is a reporting obligation for the beneficiary regarding unforeseen or unavoidable events (e.g. illness, pregnancy, non-compliance with the legal requirements of study or similar), which lead to a shift of the starting date or premature termination of the stay abroad.

Refund: Ignoring of this reporting obligation (see above) or spending the money not according to the funding purpose, especially in violation of mandatory reporting, there is an obligation to pay back the funding. The amount of the repayment is decided on a case to case basis and may include a partial amount or the total amount of received funding.

9. After the stay abroad

The following documents must be uploaded to Mobility-Online within two months:

- Official and detailed confirmation about the duration and content of the stay abroad by the host institution (forms the basis for the recognition decision by the Vice-Rector for Study Affairs and Clinical Veterinary Medicine).
- Report (according to the template Joint Study Free Mover Report)

10. FAQs regarding the funding process

How is the funding decision made?

- Verification of completeness and fulfilment of the formal criteria (general funding regulations, application requirements) in the International Relations Office (IRO)
- Decision within one month of application

When and how are beneficiaries informed of the decision?

Immediately after the decision is made, a written notice of award or rejection will be sent through e-mail by the IRO via Mobility-Online.

How will the funding be transferred?

- The payment is made in two instalments: (75%) before the start of the stay abroad, but only after receiving the statement of acceptance and compliance with the legal requirements of study (see Application Requirements).
- As soon as possible after submission of the required documents and recognition of foreign academic performance by the Vice-Rector for Study Affairs and Clinical Veterinary Medicine (see After the stay abroad), the residual amount of funding (25%) is transferred to the student's account by the finance department of the University of Veterinary Medicine, Vienna.