

## Grants for AAU doctoral students in support of short-term foreign visits

If, within the context of your doctoral or PhD studies, it should be imperative that you conduct scientific work abroad, you have the option to apply for a KWA scholarship. The following instances will be considered:

- **research inquiries**
- **laboratory work**
- **field studies**
- **work in archives and libraries**
- **scientific collections**

### 1. Application requirements

- Degree student (doctoral degree) at Klagenfurt University
- Defined research project within the scope of the dissertation

### 2. Application documents

- Covering letter
- Description of the dissertation project as well as a statement explaining why the intended endeavour is necessary for the dissertation project
- Financial budget / presentation of costs, clearly indicating the amount requested up to a maximum sum of € 500.
- Letter of support from the supervisor

### 3. Assistance and eligible costs

Travel and accommodation costs up to a **maximum sum of € 500** are eligible for funding.

### 4. Criteria

- Quality of the dissertation project
- Purpose and relevance of the scientific work abroad

### 5. Deadlines for submission

Applications by regular mail and additionally by e-mail can be submitted to the Research Support Service at any time, but must be received no later than four weeks prior to the start of the foreign visit. Only complete applications shall be considered, without exception. The principle of competition applies, which means that even if all application requirements are met, there is no legal entitlement to financial support.

### 6. Final report and settlement:

Upon completion of the foreign visit, the applicant shall send a letter to the Research Support Service, requesting the (partial) reimbursement of the costs incurred, taking care to include original invoices. Proof of payment must be provided as follows:

- in the case of a credit card payment: copy of the credit card statement,
- in the case of a payment by debit card or bank transfer: copy of the bank statement,
- in the case of a payment in cash: confirmation of receipt by the beneficiary.

Moreover, the applicant shall produce a short report on the foreign visit within 4 weeks of her / his return.