

**Promoting active conference participation by doctoral students
who are not currently employed by Alpen-Adria Universität Klagenfurt**

To enhance the international research activities of young scientists, funding is made available to promote active conference participation within the framework of the doctoral degree. In this context, “active conference participation” is understood to mean the presentation of a paper or a poster, or it may involve the responsibility of moderating or chairing a workshop, a session, or the like.

1. Application requirements and criteria for approval

- Degree student (doctoral degree) at Alpen-Adria Universität Klagenfurt who is not currently employed by Alpen-Adria Universität Klagenfurt
- Active participation (see above) at the conference
- The conference is related to the dissertation project in terms of subject matter
- The intended endeavour at the conference has a direct relevance for the dissertation

2. Application documents

- Covering letter
- Description of the dissertation project (incl. a statement explaining why the participation at the conference is relevant for the dissertation project, as well as an explanation/documentary evidence describing the precise type of active participation at the conference)
- Financial budget/presentation of costs, clearly indicating the amount requested up to a maximum sum of € 350.
- Letter of support from the supervisor including a statement about the progress of the dissertation project to date

3. Assistance and eligible costs

Travel and accommodation costs as well as conference fees up to a **maximum sum of € 350** are eligible for funding.

4. Deadlines for submission

Applications can be submitted by e-mail to the Research Support Service, for the attention of the Doc.Service team (doc.service@aau.at), at any time.

Only complete applications shall be considered, without exception. Applications must be received no later than four weeks before the date of the conference. The principle of competition applies, which means that even if all application requirements are met, there is no legal entitlement to financial support.

5. Final report and settlement

Within four weeks following the participation at the conference, the applicant shall send a letter to the Doc.Service (doc.service@aau.at), including a short substantive report about his/her participation at the conference and 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.