

Promoting the participation of doctoral students in courses, seminars and conferences

Starting in the summer semester of 2015, the student representative section responsible for doctoral degrees (ÖH Klagenfurt) and the AAU Vice-Rectorate for Research jointly provide grants dedicated specifically to doctoral students who wish to attend events at other universities during the course of their doctoral studies.

Students can apply for funding up to a **maximum sum of € 100 per person** to assist with their participation at the following types of events in Austria and abroad:

- **Courses**
- **Seminars**
- **Conferences**

As a general principle, the grants are intended to assist with participation in relevant courses, which are an essential element of the respective academic education of the doctoral students (dissertation).

1. Application requirements

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

2. Application documents

- Brief covering letter
- Description of the dissertation project (Abstract) as well as a statement explaining why the intended course participation is necessary
- Presentation of costs, clearly indicating the amount requested

3. Assistance and eligible costs

- 50% of participation and travel costs up to a maximum sum of 100 Euro p.p. for rail or air travel; costs of travelling by car will be reimbursed in accordance with the Rules of Conduct of the Student Union at Klagenfurt University dated 28.01.2013 (mileage for driver: 0.30 Euro; per passenger 0.05 Euro, to be paid to the driver). The reimbursement of costs incurred by travelling by car is only permissible, if there are compelling business or personal reasons for using a private motor vehicle. The reasons for travelling by private vehicle must be stated at the time of application.

4. Criteria

- Purpose and relevance of participating in the respective course in relation to the dissertation project.

5. Application deadlines

Applications may be submitted at any time, but must be received no later than two weeks prior to the start of travel. 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

Following the attendance at the event, the applicant shall send a letter to the Doc.Service (doc.service@aau.at), requesting the (partial) reimbursement of the costs incurred and taking care to include the confirmation of participation, original invoices, and proof of payment (for instance, credit card statement).