

Guidelines for scholarships of the University of Innsbruck

General

- The applicants should be in Austria until they receive the decision regarding their application.
- The applicants must be enrolled as **regular students** at the University of Innsbruck. Only students of the University of Innsbruck who are **under the age of 35** can apply for these scholarships. **IMPORTANT:** There is no age limit for habilitation projects!
- There is **no** legal entitlement to a scholarship.
- The complete application documents must be submitted either **in person** or **via e-mail** to [Christina Plattner](#).
- If the foreign research facility is **less than 200km** (as the crow flies) from Innsbruck or your hometown, the scholarship **amount will be halved!**
 - The distance from your hometown is calculated for research stays in the home country.
- Scholarships **cannot** be paid retroactively.
- Students with child(ren) or special needs such as disabilities, chronic diseases etc. have the opportunity to apply for a special grant from the International Relations Office. For further information regarding the amount of the grant and the required documents, please contact [Christina Plattner](#).

KWA Scholarship

- The foreign research institution (university, institution, ..) **does not have to be a partner university** of the University of Innsbruck.
- The diploma/ master thesis or dissertation **must have a thematic relation** to the host university/ country.
- If the duration of the research stay is less than one month, the **scholarship rate will be adjusted** accordingly. (e.g. the scholarship rate for research stays outside Europe is € 600,- for one month or 4 weeks, if the stay abroad lasts only 2 weeks, the scholarship rate is reduced to € 300,-)
- The **minimum duration** of stay is 1 week.
- Prerequisite: The diploma/ master thesis and dissertation **must be registered** at the University of Innsbruck.

- **Proof of language proficiency** must be provided (can also be confirmed by the supervisor).
- The research stay/ project **must be approved** by the supervisor.
- You need a **second recommendation letter** from another Univ.-Prof. of the University of Innsbruck!
- The **invitation letter** (PDF/ Word-document, picture, etc.) of the host institution must be an official document with signature and stamp – e-mails cannot be accepted!
- Should further scholarships be obtained from other institutions (**BAföG, Studienbeihilfe Südtirol, Bildungskarenz etc.**) a confirmation (including the amount of funding) must be submitted. The “Scholarship Council” (Auslandsstipendienrat) decides if there is overfunding.

Students employed at UIBK

- Since October 2021, all official and study-relevant journeys of employees are subject of the Rectorate’s guidelines on climate-friendly travel. For further details, please refer to the corresponding article in [Uniwiki](#). If the climate contribution for air travel of employees is billed via the International Relations Office, the funding for the affected person is increased by a maximum of € 50,- per stay abroad (to finance the climate contribution). If the climate contribution exceeds €50,- the difference will be deducted from the awarded scholarship and used to finance the climate contribution.
- An Exemption (Leave of Absence) must be requested for the duration of the stay abroad. More information can be found in [Uniwiki](#).
- Upon completion of the stay abroad, the following documents must be submitted (in **original by post or in person**) to Mrs. [Nina Pascone](#), International Relations Office:
 - [TRAVEL EXPENSES FOR LEAVE OR SERVICE](#)
 - Authorisation of the exemption (e.g. printout of VIS-Online)
 - Invoices in original form (Invoice for flight/train journey incl. Boarding Tickets or Train Tickets, invoices for overnight costs) in the amount of the awarded scholarship incl. payment confirmation (credit card bill, transfer confirmation).