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## FHWien Application Guidelines for Ernst Mach applicants from partner institutions

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Information for partner institutions of FHWien regarding exchange students wishing to apply for the Ernst Mach Grant.

### General Information

The OeAD (Austrian Agency for International Cooperation in Education and Research) and the BMWF (Austrian Federal Ministry of Education and Science) award the *Ernst Mach Grant for studying at an Austrian University of Applied Sciences* to selected students based on the results of the assessment procedure. The programme is open for applicants from non-EU countries going on exchange to an Austrian University of Applied Sciences for one or two semesters (max. 10 months). Note: An extension of stay is not possible and grants are only awarded to students once. For further information please refer to: [http://www.oead.at/welcome\\_to\\_austria/grants\\_scholarships/international\\_cooperation\\_mobility\\_grants\\_scholarships/ernst\\_mach\\_grant/EN/](http://www.oead.at/welcome_to_austria/grants_scholarships/international_cooperation_mobility_grants_scholarships/ernst_mach_grant/EN/)

### Application process



#### 1. Application process at home institution

Exchange students should be selected by the home institution and nominated as regular exchange students to the respective Coordinator Mobility at FHWien University of Applied Sciences of WKW. Please note that this special nomination deadline is only valid for exchange students who plan on applying to the Ernst Mach Grant.

#### Deadline for Nominations: January 15<sup>th</sup>

Information needed with nomination:

- ✓ Full name of the student
- ✓ Email address, Date of Birth, Nationality
- ✓ Field of study at home institution
- ✓ Level of studies at home institution (BA or MA)

#### 2. Apply to FHWien as an exchange student

Special **application deadline** for Ernst Mach applicants at FHWien: **January 20<sup>th</sup>** for the following academic year (winter and summer semester!)

Students, who wish to apply for Ernst Mach grant, have to hand in their application at OeAD until March 1<sup>st</sup>. Therefore they already need an acceptance letter from FHWien. Hence, we introduced a separate application deadline for Ernst Mach applicants.

Application process at FHWien (to be completed until January 20<sup>th</sup>):

- ✓ Complete online application: A link to the online application will be sent by CIEM directly to the students' email address after nomination.
- ✓ Transcript of Records: signed and stamped by the home institution; has to be sent to [ciem@fh-wien.ac.at](mailto:ciem@fh-wien.ac.at)
- ✓ Motivational Letter
- ✓ Preliminary Course Selection: A preliminary course selection has to be sent to [ciem@fh-wien.ac.at](mailto:ciem@fh-wien.ac.at). The available English Course Guide will be sent to the applicants after nomination.

More information for exchange students can be found in our online Welcome Guide for Incoming students: [http://en.fh-wien.ac.at/fileadmin/user\\_upload/CIEM/Incoming\\_Students/Welcome-Folder\\_2012\\_Web.pdf](http://en.fh-wien.ac.at/fileadmin/user_upload/CIEM/Incoming_Students/Welcome-Folder_2012_Web.pdf)

### 3. Apply for Ernst Mach Grant

**Deadline: March 1<sup>st</sup>** for the following academic year (winter and summer semester!)

The application for the Ernst Mach Grant is the responsibility of the student. Note, applying students will also have to upload an acceptance letter from FHWien. For further information please refer to [www.grants.at](http://www.grants.at)

### REMEMBER

- ✓ Late applications will NOT be considered.
- ✓ There is only ONE application deadline for the whole academic year, including both winter semester (September – January) and summer semester (February – June).
- ✓ The grant is awarded to successful candidates only once, no re-applications are considered.
- ✓ CIEM does not have any influence on the application process and allocation of the Ernst Mach Grant. Any related questions should be directed to the person in charge at OeAD.

### Contact person at FHWien

Doris Oberleiter (Coordinator Mobility)  
Währinger Gürtel 97, 1180 Vienna, Austria  
Tel: +43 1 47677 5753, [doris.oberleiter@fh-wien.ac.at](mailto:doris.oberleiter@fh-wien.ac.at)