

Ernst Mach Grant for studying at an Austrian University of Applied Sciences - Application Guidelines FHWien der WKW

Information for partner institutions and their students.

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 the [grants.at website](#):

Important facts:

1. **Eligibility:** The following criteria have to be met in order to apply for the grant programme:
 - Study level: Master/graduate students or Bachelor/undergraduate students. **Bachelor students need to have successfully completed at least 4 semesters of studies** by the time of taking up the grant.
 - Maximum age: 35 years (born on or after October 1st, 1981).
 - Applicants must not have studied/pursued research/pursued academic work in Austria in the last six months before taking up the grant.
 - Language proficiency: applicants have to be proficient in the language of instruction. In case of FHWien of WKW that would be English OR German.
2. **Monthly grant rate:** 1.050 EUR
3. **Travel costs subsidy:** Recipients from non-European developing countries will also receive a travel costs subsidy up to 1.000 EUR upon presentation of original documents. Travel expenses to Austrian representative authorities outside the home country are also refundable.
4. **Application deadline: March 1st** for the following academic year (winter and summer semester!) There is only ONE application deadline for the whole academic year, including both winter semester (September – January) and summer semester (February – June).
5. Scholarship holders are **NOT allowed to take up paid work in Austria**.

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 der WKW University of Applied Sciences for Management & Communication. As students need to get an acceptance letter from FHWien before the

application deadline for the Ernst Mach Grant (1st of March) we offer a special nomination deadline for students who wish to apply for the grant. Please note that for all other students the nomination deadline is as usual the 15th of May.

Deadline for nominations of students that wish to apply for the Ernst Mach Grant: January 15th

Information needed for 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)

If you cannot stick to the deadline as your internal application deadline is later, please let us know and we will try to find a solution!

2. Application process at FHWien

For the grant application students need an **acceptance letter from FHWien**. That is why we introduced a separate application deadline for Ernst Mach applicants: students have to apply by the **31st of January** (the normal application deadline is the 31st of May). If you cannot stick to the deadline due to your internal application process, please let us know and we will try to find a solution!

Application process at FHWien:

- ✓ **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
- ✓ **Preliminary Course Selection:** A preliminary course selection has to be sent to ciem@fh-wien.ac.at. The available English Course Guide will be sent to the applicants after nomination.

3. Apply for Ernst Mach Grant

Please note: The grant is NOT offered by FHWien. We do not have any influence on the application process and allocation of the Ernst Mach Grant. The application is the responsibility of the students, this document should only be seen as support and additional information.

In order to apply students have to:

1. Register themselves on <https://www.scholarships.at/default.aspx> (see annex 1 for further information)
2. Apply online for the Ernst Mach Grant (see annex 2 for further information) The application itself consists of an online form with different areas (personal data, information about study purpose, etc.)

The following documents have to be uploaded with the online application at www.scholarships.at:

- ✓ A written **acceptance letter** from an Austrian university of applied sciences (students will get it from CIEM after successful application at FHWien (see above)
- ✓ A **written confirmation ("learning agreement")** from the home university for the recognition of study achievements (in order to assure the acknowledgement of the courses done in Austria for your studies back home)
- ✓ **Two letters of recommendation from professors or lecturers** (they should know students personally) Students should use the forms provided by scholarships.at (on the application page under views/downloads or via this [link](#))

Important criteria for the letters of recommendation:

- they must not be older than six months at the time of application
- the content of the two letters has to be different, it should be personal and not copy/paste
- they have to contain **letterhead, date of issue** and the **signature of the recommending person** as well as a **stamp of the issuing university/department**
- ✓ **Copy of the passport** (scan of the page with name and photo)
- ✓ **Copy of the highest university degree** (scan of the bachelor degree or if appropriate, a transcript of records). If the documents are neither in English nor German, also upload an English or German translation of the document. An officially certified translation is then not required.

Please make sure that all documents are in German or in English or provide adequate translations!

Selection procedure and criteria – IMPORTANT FOR ALL INTERESTED STUDENTS!

The selection process consists of the following stages:

1. Examination of the formal requirements
2. Examination of the application's general plausibility
3. Assessment and evaluation of the application by experts
4. Final decision by the BMWFW

What is assessed and evaluated by the experts?

- ✓ Why do you want to study in Austria?
- ✓ Why have you chosen this university of applied sciences?
- ✓ What exactly do you want to do during your study period in Austria?
- ✓ Which courses do you want to attend?
- ✓ Are your planned studies related to your planned future career?
- ✓ Prior studying history (duration and grades).

Some tips for applying students:

1. Only **complete applications** will be accepted and evaluated – the organization providing the grant programme is very strict about formal criteria, also late applications will not be considered (please mind that the deadline is according to central European time!!)
2. Since this is an **official application** please mind the **form of your data** input accordingly, you should ensure that the information you provide is comprehensive, coherent and understandable. You should also check your entries regarding spelling errors and completeness! Once you have finished your application, we kindly advise you to go through a **careful editing stage!** We also recommend that someone else goes through your application, especially if English is not your native language!
3. Please consider that your letters will also be evaluated by its **content** (especially your **study purpose**). Try to explain the experts that evaluate your application why you would **profit** from the experience of studying in Austria, especially at FHWien. Is there a **special relation to Austria**, do you have any **special interest/business ideas/research projects** etc. which would benefit from your stay in Vienna and what is the **added value** of your planned stay at FHWien? Try to answer those questions as concise as possible.

Contact at FHWien

CIEM – Center for International Education & Mobility
Währinger Gürtel 97, 1180 Vienna, Austria
Tel: +43 1 47677 5753, ciem@fh-wien.ac.at

Application Guidelines Ernst Mach – Annex 1: How to register

If you follow the link <https://www.scholarships.at/default.aspx>, you reach the following page, click at the button “Click here to register”.

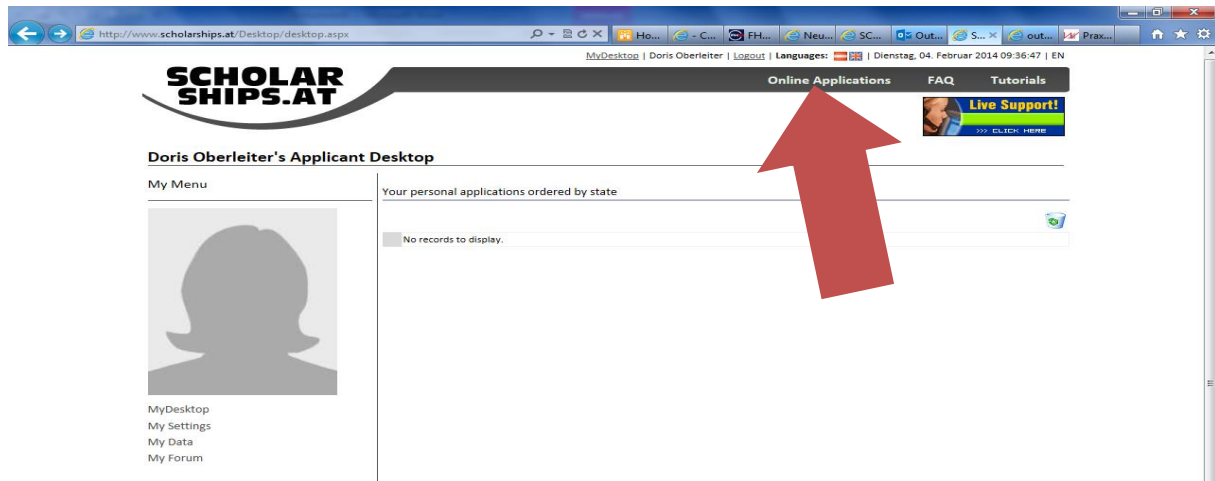


On the following page, you have to insert your name, surname, email address etc. You give yourself an ID (= User Name) and a password. As a “forum nickname” you can choose whatever. In the end you press SEND and you should be able to continue with the application

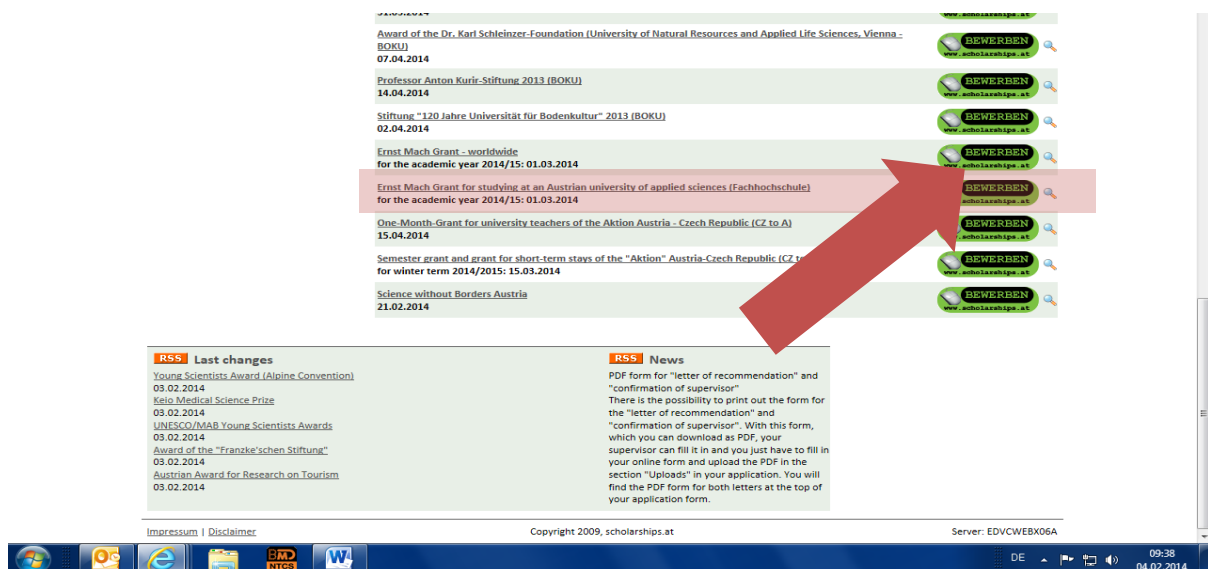


Application Guidelines Ernst Mach – Annex 2: How to apply

1. Press „Online Applications“



2. In the list that appears scroll down to „Ernst Mach Grant for studying at an Austrian university of applied sciences (Fachhochschule)“ – Please make sure to choose the correct grant programme, there is also another grant with a similar name!



3. For information about the grant click on the text, for applying on the green button.