

## MOBILITY FELLOWSHIPS

Outgoing mobility for researchers in the framework of Strategic Partnerships with

The Hebrew University of Jerusalem  
The University of Chicago  
Kyoto University  
Fudan University  
Peking University

### Aims:

- Intensifying networks of researchers of the University of Vienna with their respective colleagues at Strategic Partner universities
- Fostering internationalization of the scientific staff of the University of Vienna
- Special emphasis on the promotion of young researchers
- Support for joint research projects and acquisition of international research grants with the Strategic Partner Universities of the University of Vienna

### Target-groups:

- PhD (doctoral) students
- Post-Docs
- Tenure Track Professors, Assistant and Associate Professors and ao. Univ.-Prof.
- Full Professors

Senior Scientists may participate in the program if they have existing research collaboration with colleagues at the respective Strategic Partner University.

### Preconditions:

- Existing personal contacts with scientists at the respective Strategic Partner University
- Concrete plans for a joint research project with at least one colleague at the respective Strategic Partner University
- Invitation by at least one colleague of the respective Strategic Partner University
- Employment at the University of Vienna in one of the above mentioned staff groups
- Consent of the superior concerning the leave

### Length of stay:

Mobility fellowships are awarded for stays of at least 3 weeks (21 days of stay) and a maximum length of stay of 12 weeks (84 days of stay).

### Scholarship:

The grant consists of a daily allowance (currently 80€ per day of stay) and a lump sum for travel expenses, based on the destination of the Mobility Fellowship.

The grant will be awarded in addition to the regular salary.

### Payment:

Beneficiaries will receive two installments on their salary account. The first installment will be 75% of the total scholarship (for their days of stay plus the contribution to the travel expenses). Grantees receive an advanced payment approx. 8 weeks before departure date<sup>1</sup> on their salary account. Please note that payments cannot

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<sup>1</sup> For mobilities starting close to the respective deadline, this time limit may be different.

be processed before the Application of Leave of Absence (standard form of the University of Vienna), signed by the legally responsible person, is submitted to the International Office.

The second installment – 25% of the total scholarship grant – will be paid after the mobility, **upon submission of eligible receipts (!)** and a written report on the results of the mobility (3 weeks after the mobility).

### **Travel billing:**

After the mobility, grantees will be asked to submit the original receipts to the International Office. It is strictly advised to **collect all eligible receipts, bills**, etc. as set out below in this section.

Expenses will be calculated towards the awarded grant. Expenses exceeding the awarded scholarship cannot be refunded.

Please note that **eligible costs** (exempt from taxation) are:

- Travel (flights, public transportation, taxi (if necessary), car rental (if necessary), etc.)
- Accommodation (hotels, apartments, etc.)
- Equipment (if necessary)

Please note that costs for food (or other goods of daily use) are ineligible costs in this respect and will be subject to tax if you want to use your fellowship to cover such costs!

If you are unsure about eligibility of costs, please contact the International Office at your earliest convenience.

Please note that in case the sum of eligible costs (exempt from taxation) is lower than the awarded scholarship, the remaining amount will be subject to taxation and will be added to your salary.

### **Application deadlines:**

Each year on April 30 and October 31

### **Funding period:**

For the deadline in April: July 1 to Jun 30 of the subsequent year

For the deadline in October: January 1 to December 31 of the subsequent year

### **Application:**

The application is an online process. To start the application process, click on the [application link on the website of the International Office](#). For an instruction on the online application process, please follow the “Guide to apply for Mobility Fellowships in Mobility Online” on the same website.

The following annexes need to be included to the application:

- Application of Leave of Absence (PA/F7) signed by Head of Sub-Unit and Head of Organizational Unit
- Letter of recommendation of at least one colleague (PhD or above) of the respective academic field at the respective Strategic Partner University

Please be aware, that applications for mobilities for ongoing or already completed mobilities are not eligible!

### **Selection criteria:**

Grants will be awarded to the most suitable applicants on the following criteria:

- Eligibility of the application
- Excellent publication record according to discipline, career level and qualification
- The aims of the proposed mobility are most suited to fostering, or sustainably supplementing collaboration with the respective Strategic Partner University

### **Selection of beneficiaries:**

Grantees will be selected by the Vice-Rector for Research and International Affairs, four weeks after the respective deadline. The Vice-Rector may base his decision on the expertise of external reviewers.

All applicants will receive a notification e-mail within a week after the selection process.

### **Travel organisation**

Please note that grantees have to organize travel preparations on time and by themselves. The International Office does not offer services for housing and preparations for visa applications (e.g. J1 visa at the University of Chicago).

### **Contact:**

For questions or further information, please contact:

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