

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 Education and Internationalisation) and the BMBWF (Austrian Federal Ministry of Education, Science and Research) 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 program 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](https://www.grants.at):

Important facts:

- (1) Eligibility: The following criteria have to be met in order to apply for the grant program:
 - o 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.
 - o Maximum age: 35 years (born on or after 1 October 1988).
 - o Applicants must not have studied/pursued research/pursued academic work in Austria in the last six months before taking up the grant.
 - o 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: 1.250 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.
- (4) Application deadline: 1 February 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

Please be aware that the application process is extensive. We recommend starting as early as possible.



Application process at home institution

Exchange students should be selected by the home institution and nominated as regular exchange students 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 (1 February) we offer a special application deadline for students who wish to apply for the grant.

As soon as you have selected your candidates, please send us the following information to ista@fh-wien.ac.at.

- Full name of the student
- Semester(s), for which the student is nominated

After receiving your information we will send you the link to our online registration platform.

Application process at FHWien der WKW

For the grant application students need an acceptance letter from FHWien, which can only be issued after a successful application. That is why we introduced a separate application deadline at FHWien for Ernst Mach applicants: **15 January**.

Application process at FHWien:

- ✓ Complete online application: A link to the online application will be sent by ISTA directly to the students' email address after nomination.

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 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 ISTA after successful application at FHWien (see above).
- ✓ A written confirmation (“learning agreement”) from the home university for the recognition of study achievements (that the exams passed in Austria will be recognized by the home university)
 - they have to contain the official letterhead, date of issue, name, contact details and signature of the responsible person at the home institution and the stamp of the university/department
 - The learning agreement must include the number of ECTS/credits that are recognized at the home university.
- ✓ Two letters of recommendation from university lecturers (they should know students personally): For these letters of recommendation no specific form is required.
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 the official letterhead, date of issue, name and signature of the person recommending the applicant and the stamp of the university / department
- ✓ Scan of the passport (page with name and photo)
- ✓ Scan of the current Transcript of Records (ToR)
 - Bachelor students: current Transcript of Records, not older than 6 months
 - Master students: Scan of the highest university degree (bachelor’s degree) AND current Transcript of Records, not older than 6 months
 - If the documents are neither in English nor German, also upload an English or German translation of the document. An officially certified translation is not required.

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

IMPORTANT!

All documents like the letter of recommendation or the learning agreement, must contain the official letterhead, date of issue, name and signature of the person issuing it and the stamp of the university / department.

If your university/department does not provide a stamp, the document must include an official letterhead, date of issue, name and signature of the person recommending the applicant.

If the document has no official letterhead, it must provide the stamp of the university/department and date of issue, name and signature of the person issuing it. More information in the [FAQs](#).

If there is neither a letterhead nor a stamp on the document, it will be declared invalid when your application is checked formally.

Original documents must be original. For example, do not copy the official letterhead of your home university.

on other documents you provide. It must be possible to recognize the authenticity of every document.

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 BMFWF

What is assessed and evaluated by the experts?

- ✓ Why do you want to study in Austria?
- ✓ Why have you chosen FHWien der WKW?
- ✓ What exactly do you want to work on 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:

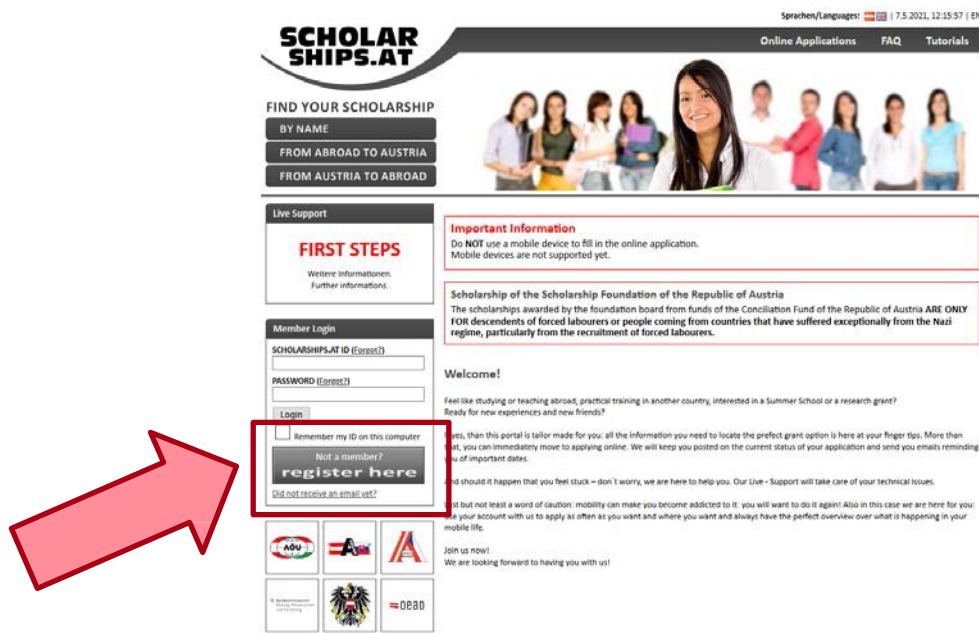
1. Only complete applications will be accepted and evaluated – the organization providing the grant program is very strict about formal criteria, also late applications will not be considered (please mind that the deadline is according to central European time!!)
2. Since this is an official application please mind the form of your data entry, 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

ISTA – International Student Affairs
Währinger Gürtel 97, 1180 Vienna, Austria
ista@fh-wien.ac.at

APPLICATION GUIDELINES ERNST MACH – ANNEX 1: HOW TO REGISTER

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



The screenshot shows the homepage of SCHOLARSHIPS.AT. At the top right, there are links for 'Online Applications', 'FAQ', and 'Tutorials'. The main navigation area includes 'FIND YOUR SCHOLARSHIP' with buttons for 'BY NAME', 'FROM ABROAD TO AUSTRIA', and 'FROM AUSTRIA TO ABROAD'. Below this is a 'Live Support' section with 'FIRST STEPS' and 'Important Information'. A 'Member Login' section contains fields for 'SCHOLARSHIPS.AT ID' and 'PASSWORD', with a 'Login' button. A red arrow points to a 'register here' button located below the login fields. The page also features a 'Welcome!' message and a 'Join us now!' section with logos for AOU, A, and DBB.

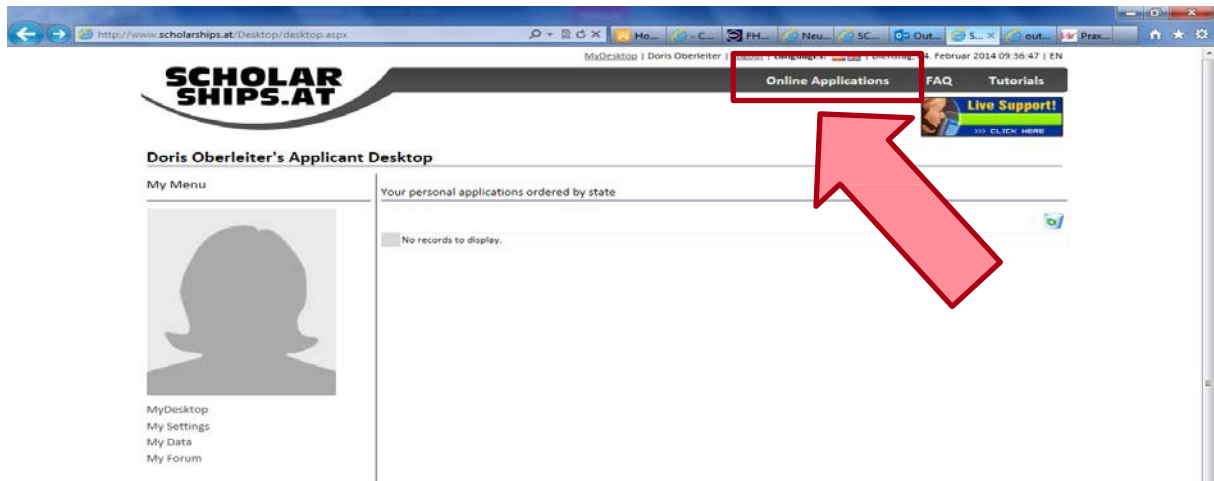
On the following page, you have to enter your name, surname, email address etc. You may create an ID (= User Name) and a password. As a “forum nickname” you may use a name of your choice. As a last step, you press SEND and you will be able to continue with the application.



The screenshot shows the registration page on SCHOLARSHIPS.AT. The 'Registration' section includes the following fields: 'first name', 'surname / family name', 'e-mail address', 'reenter your e-mail address', 'SCHOLARSHIPS.AT ID', and 'password'. A note specifies: 'The new password must be at least 8 characters long, contain 1 capital letter, 1 number and 1 special character (!@#\$%^&*~)!@#_'. Below the password field is a 'password strength' indicator showing 'insufficient' to 'very secure'. There are 'cancel' and 'send' buttons at the bottom of the registration form. The page also features a 'Support' section with 'FIRST STEPS' and a 'Member Login' section. At the bottom, there are logos for AOU, A, and DBB, and an 'RSS' section with 'Last changes' and 'News'.




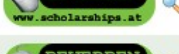
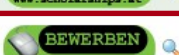

APPLICATION GUIDELINES ERNST MACH – ANNEX 2: HOW TO APPLY

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 program, 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.

From abroad to Austria

Aktion Austria - Slovakia: grant for short term stays (SK to A) : anytime	
Ernst Mach - ASEA-UNINET Short-term Research Grant Applications are accepted on a rolling basis without deadline. The application has to be submitted 2 to 9 months prior to the planned stay. Once an application has been rejected, it is possible to re-apply for this grant with a revised application after a period of six months.: anytime	
Ernst Mach Follow-up Grant (non-European developing countries) 01.02.2024	
Ernst Mach Grant - ASEA-UNINET 01.03.2024	
Ernst Mach Grant - worldwide 01.02.2024	
Ernst Mach Grant for studying at an Austrian university of applied sciences (Fachhochschule) 01.02.2024	
Follow-up grant of the Aktion Austria-Hungary (H to A) 15.12.2023	