



APPLICATION GUIDELINES ASEA-UNINET

Call 2023-2024

Project period

October 1st, 2023 to September 30th, 2024

www.asea-uninet.org

I. GENERAL GUIDELINES

- All universities involved in the project must be ASEA-UNINET (full) members or candidate members (henceforth member universities).
- All project participants in receipt of funding must be employees of the Austrian or ASEAN (or Pakistan) member university/universities at the time when the project is carried out. Categories of persons eligible for funding: doctoral students and researchers (clinical traineeship projects are exempt from this restriction).
- The following university employees of an Austrian member university are eligible to submit a project application:
 - a. holders of a professorship or a post-doctoral university teaching qualification (“Habilitation”)
 - b. members of the rectorate
 - c. heads of organisational units with responsibilities in research, development and fostering of the arts or in teaching.
- Other university members are eligible to apply under the following condition: They must enclose a short letter of recommendation with their application. This letter of recommendation is to be issued either by a member of the rectorate of the applicant university (group b) or by a member of group a or c of the assigned organisational unit.
- Maximum of 2 projects per eligible applicant may be submitted (in exceptional and very well-justified cases also more – decision by the coordinator plus board member). If a request is re-submitted for projects that could not be carried out due to COVID-19, then the number of submissions increases to a maximum of 4 projects per eligible applicant. Clinical traineeship projects are exempt from these restrictions.
- Maximum of 6 funded mobilities per project (in well-justified cases also more – decision by the coordinator plus board member). Clinical traineeship projects are exempt from this restriction.
- Both the *initiation* of a cooperation project as well as the *execution* of a cooperation project can receive funding, although the type and extent of funding may differ significantly (see this guideline). For example, an *initiation* of a cooperation project could entail the start of a cooperation with a member university and may be loosely defined.

- Funded duration of stay:
 - a. *Initiation* of cooperation projects (only researchers are eligible for funding, no doctoral students): up to 7 working days (per mobility)
 - b. *Implementation* of cooperation projects (researchers and doctoral students are eligible for funding; clinical traineeships are exempt from this rule): The minimum duration of stay per mobility is 1 week (shorter stays must be argued convincingly and approved by the board), maximum duration of stay: 3 months.
- Short trips serving exclusively for the purpose of holding lectures or attending congresses will not be supported.
- Ad clinical traineeships: Application (as before) in the course of the project call. The duration of a clinical traineeship within the framework of ASEA-UNINET must be four weeks. Pro-rata funding for shorter stays is NOT possible. To be eligible for funding the clinical trainee must register with the OeAD via SCHOLARSHIPS.AT.
- The minimum teaching extent in case of project proposals consisting only of a visiting lecturing stay is 1 lecture unit per week throughout the semester (i.e. 14 lecture units of 45 minutes each for a semester), an official confirmation is required. The extent of the postgraduate teaching must be specified in the form of ECTS credits.
- If more than one Austrian member university is involved in a project, each member university must submit a separate application (including a reference to the partner application).
- The project applications must be submitted to the OeAD via the online tool SCHOLARSHIPS.AT. After the OeAD has checked that the formal requirements have been met the applications will be released to the ASEA-UNINET coordinator of the relevant university and the "experts" named by the coordinator.
- The coordinator of the applying Austrian ASEA-UNINET member university / the Austrian candidate member university is responsible for checking the content of the project proposals. In the compulsory "collective application" to be signed by him/her he/she will specify which of the submitted projects should be funded by ASEA-UNINET and in what amount. The collective application must be prepared after expiry of the deadline for the submission of (individual) project applications within the period specified in the call.
- The pro-rata funding amounts granted (travel expenses, scholarship rates, material costs) may be altered ("virementfähig") as long as the total amount granted remains the same.
- For projects that cannot be carried out/completed by the end of September 2024 for exceptional reasons, the consumption period can be extended up to the end of December 2024 at the latest. Requirement: Informal application by e-mail to barbara.karahan@oead.at AND approval by the ASEA-UNINET National Coordinator (application deadline: end of September 2024).
- One report per project carried out is mandatory. This report will be published in the ASEA-UNINET's annual report and possibly in excerpts on the websites of the OeAD and of ASEA-UNINET.

II. OUTGOING FUNDING (from Austria to the ASEAN partner country or Pakistan)

A. Transcontinental travel costs:

- a) Transcontinental airfares (including airport taxes) according to the Travel Expenses Regulation (cheapest fare)*
- b) Airport transfer
Domestic: public transport, trains (taxis only in exceptional cases and with good reason and justification)
Abroad: public transport, trains; taxis: maximum of EUR 35.-
- c) Taxis within Southeast Asian cities/towns (only against submission of receipts)

B. Inner-Asian travel costs:

Flights, train tickets, etc. (if required; cheapest fares)*

C. Visa costs:

The costs will be assumed.

D. Vaccinations:

Assumption of the costs only for vaccinations **prescribed** by the WHO for the target country / region (see: [Deutsche Gesellschaft für Tropenmedizin und Internationale Gesundheit e.V. \(dtg.org\)](http://dtg.org))

**Total amount of possible travel allowance per mobility (A + B + C + D):
maximum of EUR 1,500.-**

- No travel expenses for Outgoing for Iran

** Only the costs for the cheapest acceptable means of transport will be accepted as travel expenses (travel times in long-distance buses and trains of up to 15 hours for doctoral students and up to 7 hours for researchers are deemed acceptable).*

E. Scholarship rates:

Initiation of cooperation projects (Duration max. 7 working days per mobility): only if based on reciprocity (written declaration of intent is required).

Implementation of cooperation projects (Duration max. 3 months per mobility): only in case that the Austrian and/or foreign institution is unable to provide funding / to assume the costs.

Scholarship rate for doctoral students:

EUR 1,250.-/month up to 12 working days EUR 100.-/working day, thereafter the full scholarship amount

Scholarship rate for researchers:

EUR 1,400.-/month up to 14 working days EUR 100.-/working day, thereafter the full scholarship amount

- No scholarships for outgoings to Iran

F. Funding material costs:

Only if absolutely necessary to achieve the project objectives!

Initiation of cooperation projects: maximum of EUR 1,500.- per project

Implementation of cooperation projects: maximum of EUR 3,000.- per project

G. Clinical traineeships of students:

Funding exclusively for students of the ASEA-UNINET medical universities in Austria, the medical faculty of the JKU and the University of Veterinary Medicine.

(One-off) scholarship for clinical trainees: EUR 750.- for a four-week stay

III. INCOMING FUNDING (from the ASEAN partner country or Pakistan to Austria)

Due to the *Federal Minister of Education, Science and Research's Special Guidelines for the funding programme 'Measures for Internationalisation'* it is no longer possible to subsidise travel costs for incoming mobility (see: Special Guidelines (SRL), 2019, pp. 14-15).

Scholarship rates:

Scholarship rate for doctoral students:

EUR 1,250.-/month up to 12 working days EUR 100.-/working day, thereafter the full scholarship amount

Scholarship rate for researchers:

EUR 1,400.-/month up to 14 working days EUR 100.-/working day, thereafter the full scholarship amount

- No scholarships for incomings from Iran