

Dear students,

I hope this message finds you well!

With this document I am responding to some frequently asked questions concerning the Ernst Mach grant application. Please bear in mind that the grant is given by the ministry, not by our university - therefore I might be unfamiliar with all the exact details of the grant application form. The information I give in this e-mail should be correct and accurate though because of our 6-year experience with the grant and because of the information we get from the OeAD and the ministry. All this refers to the online application at the portal [www.scholarships.at](http://www.scholarships.at). You will need to register there to submit your application. This message is sent to all interested/applying students and the university advisors.

**Grant name in English:** "Ernst Mach Grant for studying at an Austrian University of Applied Sciences (Fachhochschule)" - **in German:** "Ernst Mach Stipendium zum Studium an einer österreichischen Fachhochschule"

There are about 3 different Ernst Mach grants, you have to select this one. All others do not apply.

**Personal data:** Please be sure to provide your full and correct names, e-mail address and home address.

**Confirmation of home university:** A confirmation of the home university stating that the exams passed in Austria will be recognised by the home university is required. Please do take care that all required documents are duly signed and stamped by the home university.

**15 ECTS/semester:** Scholarship holders have to pass exams corresponding to at least 15 ECTS credits per semester. If the scholarship has been awarded for a period that is longer than one semester, the scholarship will only continue if at least 15 ECTS have been gained in the first semester.

**Starting date/ending date:** It depends for which period you are applying. The period of the Ernst Mach Grant always requires a clear starting and ending date either at the beginning of a month, or in the middle of a month (i.e. 16<sup>th</sup>).

*Period Fall term 2015 - 2016:* If you plan to attend the German Intensive Course (planned 07.09. – 25.09.2015) put 1 September 2015 as starting date.

If you participate in the "Orientation Program only" (21.09. – 25.09.2015) put 16 September 2015 as starting date.

Ending date of fall term 2015-16 (29.01.2016): Please put 31 January 2016 as ending date.

*Period Spring term 2016:* If you plan to attend the German Intensive Course (08.02. – 26.02.2016) put 1 February 2016 as starting date.

If you participate in the "Orientation Program only" (22.02. – 26.02.2016) put 16 February 2016 as starting date.

Ending date of spring term 2016 (01.07.2016): Please put 30 June 2016 as ending date.

*Period Fall term 2015-16 AND spring term 2016 (entire academic year):* If you plan to attend the German Intensive Course (planned 07.09. – 25.09.2015) put 1 September 2015 as starting date. If you participate in the "Orientation Program only" (21.09. – 25.09.2015) put 16 September 2015 as starting date. Put 30 June 2016 as ending date.

**Intended Study Visit - WHAT:** There are again five text fields with a maximum amount of 2000 (each) characters. Give a complete, positive detailed picture of your objectives.

**Explanation fields (free text):** there are many free text fields that ask you to explain what you plan to do, how you plan to do it, your personal abilities and so on. Avoid spelling and typing errors. Try to give a coherent, complete picture of what you plan and how this fits into your career and personal objectives. Show your motivation, be professional and positive. Do not apologize for anything (for not having German skills for example, or similar). Explain your best sides and your highest aims.

**Personal recommendation:** I always strongly recommend getting help from students of your university who got the grant in the past, they could be a great help. If there are no former Ernst Mach beneficiaries at your university, we strongly recommend joining our Facebook group "FH JOANNEUM University of Applied Sciences, Student Exchange" that could be a valuable resource. We actively ask current ERNST MACH scholarship holders to assist new applicants, so you should definitely be able to find someone assisting you.

**Letters of Recommendation:** they should be written in English by 2 different academic lecturers (professors) of your home university, duly signed and stamped. The letters should not be written by assistants or administrative staff. If the letter contains all the information which is required in the form, you do not need to fill everything into the form again. Just fill in the supervisor's name, function, e-mail address, University, city, country and that there is an existing co-operation between our institutions.

**Confirmation of academic supervisor:** This refers to the acceptance letter from FH JOANNEUM which will be sent to you in pdf format.

**Upload fields:** - please upload the requested files – passport, highest university degree, confirmation of the home university that courses will be recognized, letters of recommendation, confirmation of supervisor (the letter we send you). Again – please make sure that all provided documents are duly signed and stamped by your home university!

**Application deadline:** the online portal closes for Ernst Mach Applications on 1 March 2015, 23:59, Austrian time. Please be aware of time differences between our countries. Try to complete and submit the application early enough - as the deadline comes closer, the server could be busy and not respond fast enough. It is not sufficient to just complete the application - you actually have to submit it (press an extra button). Until you submit it, you can still edit it. After submitting it you cannot change it anymore.

**General information:** The final selection will be carried out most probably by the end of May 2015. You will then be notified by e-mail first. The success rate depends on the number of applicants - last semester it was about 40 percent. The more applicants, the lower the success rate. If you manage to get the grant, you will directly get assistance with accommodation and visa from the OAD.

I sincerely wish you very good luck with the application!

Kind regards,

Anita Galler

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