Salzburg University
of Applied Sciences

Ernst Mach Grant – Process 2024/2025

1. Application Ernst Mach Grant			
No.	**Task**	**Responsible person / entity**	**Deadline**
1	Nomination for the Ernst Mach Grant via Email to tina.gsenger@fh-salzburg.ac.at	Sending University/Student (Free mover)	January 15th, 2024 (we recommend earlier)
2	Email the nominated student. (Which documents are necessary for a letter of acceptance from the Salzburg University of Applied Sciences?)	International Office (Tina Gsenger/*Ernst Mach Grant*)	asap
3	Email to Tina Gsenger **(Document package 1*)**	student	no later than mid-January
4	Letter of Acceptance (if student is accepted) via Emai to student	International Office (Tina Gsenger)	asap (before February 1st 2024)
5	**Online Ernst Mach Application (Document package 2**)**	student	February 1st 2024 (Austrian time)

Dear student, please note that you need a Letter of Acceptance from us for the Ernst Mach application. As it may take some time to check the documents, it is best to send them to us (tina.gsenger@fh-salzburg.ac.at) as soon as possible. After applying for the Ernst Mach scholarship, you also need to apply to the FH Salzburg as an exchange student (Incoming Application).

*DOCUMENT PACKAGE 1

	(necessary to issue your Letter of Acceptance):	✓
1	a provisional Learning Agreement/list of courses the student would like to take	
2	last 2 transcript of records	
3	**Please note:** Exchange students interested in the degree programmes "Design & Product Management" or "MultiMediaArt" must **additionally submit a portfolio**!	

Technology
Health
Media

** DOCUMENT PACKAGE 2

	(necessary for you to be able to apply for the Ernst Mach scholarship):	✓
1	**Two <u>letters of recommendation</u> by university lecturers** -they must contain the <u>letterhead, date and signature</u> of the person recommending the applicant -the <u>stamp of the university</u> / department -must <u>not be older than six months</u> at the time of application	
2	Confirmation from your <u>home university</u> that the courses completed at FH Salzburg will be recognized by your home university (at least 15 ECTS) -(e.g. a Learning Agreement) - with stamp of the university and signature **OR** -template "confirmation courses/exams recognized by home university" (including stamp, letter head of home university, signature and date)	
3	<u>Confirmation of Acceptance/Letter of Acceptance</u> (from FH Salzburg)	
4	Scan of valid <u>passport</u> (page with the name and photo)	
5	Scan of a previous and <u>current Transcript of Records from your study cycle</u> with logo of the home institution to prove that it is official and if possible, please include a stamp or seal from the home institution (*to prove at least 4 semesters are completed bevor going abroad*)	

<u>Reasons why applications were rejected for formal reasons:</u>

• The wrong ERNST MACH grant program was chosen – make sure to select the one for Universities of Applied Sciences

• The application form was not completely filled

• Documents were missing (eg. Transcript of Records)

• Recommendation letter did not contain the students' name / University stamp or letter head

• Recommendation letter was not dated or signed, did not wear the official letterhead of the home university

• Academic transcript not in English language, or not signed and stamped

• Duration of studies in the application form differed from acceptance letter

• Documents were **not dated/signed/stamped** accordingly.

• Passport was missing or not valid

• No evidence that classes taken in Austria will count towards your degree back home (*Learning Agreement OR letter or recognition*)

• Application form was filled, but not submitted