



FH Salzburg

Dear applicants for the ERNST MACH grant,

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 10-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. 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. Previously, applications have been rejected for formal reasons because of not having chosen the correct grant program.

Personal data: Please be sure to provide your full and correct names (as displayed in your passport), 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 fully recognised by the home university is required. You must provide proof that the classes you take here will be counted towards your degree in your home country. A Learning Agreement, signed by the home university, would serve for this purpose as well. Please do take care that all required documents are duly signed and stamped by the home university. Previously, applications have been rejected for formal reasons because stamps or signatures were missing.

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. Please bear in mind, that 15 ECTS are the bare minimum to receive your grant – a normal semester work load at **FH SALZBURG** consists of 30 ECTS. We recommend choosing more than the minimum amount, to guarantee successful completion of 15 ECTS and positive assessment by academic evaluators.

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. 16th). Be aware that the date format used in Austria is day.month.year – this format is also used in this document.

Semester dates: We offer our Welcome Days before semester start:

Fall term 2022-2023:

Starting date:

- Welcome Days will be beginning of September 2022
- The classes of the fall term 2022-23 start in September/October 2022.

Ending date of fall term 2022-23: February, 2023. If you leave before Christmas, please contact us.

Spring term 2023:

Starting date:

- Welcome Days will be February middle of February, 2023
- The classes of the spring term 2023 start in February/March, 2023

Ending date of spring term 2023 is 30th July, 2023

Fall term 2022-23 AND spring term 2023 (entire academic year):

Starting date:

- Welcome Days will be beginning of September, 2022
- The classes of the fall term 2022-23 start in September/October 2022.

Ending date of spring term 2023 is 30th July, 2023

General Information for Incoming Students: <https://www.fh-salzburg.ac.at/internationales/incoming-students/information/>

Visa: <https://oead.at/en/to-austria/entry-and-residence/>

Please note, that you will only receive your grant payments for the period you actually attend classes at FH SALZBURG – if you decide to leave early or arrive late, you will not receive payments for that period.

Intended Study Visit - WHAT: There are about 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 assistance: 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, please let me know. 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. They must contain your full name, your university's official letterhead

and must be duly dated, 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 grant application 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 SALZBURG which will be sent to you in pdf-format.

Upload fields: - please upload the requested files – passport, highest university degree (if applying for a Master program), 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 2022, 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 you cannot change it anymore.

General information and selection procedure: First, all incomplete applications will be tossed. The formal check is very strict.

Reasons why applications were rejected for formal reasons:

- 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
- Recommendation letter did not contain the students' name
- 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
- Application form was filled, but not submitted

Afterwards, independent evaluators will revise the remaining applications. The **final selection** will be carried out most probably by the **end of June 2022** by the grant selection board. As FH SALZBURG is not a member of this board, we do not have any means to influence their decisions. They will notify you by e-mail first. The success rate depends on the number of applicants – in total, per country and per academic field. 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 OeAD. I sincerely wish you good luck with the application!

Kind regards,

Tina Gsenger, BSc, MA

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