

GUIDELINES FOR MOBILITY GRANTS

FOR FH CAMPUS 02 STUDENTS

1. FH CAMPUS 02 study abroad is a financial measure that is meant to help defray the costs of stays abroad (e.g. study abroad, internship, summer schools, FH CAMPUS 02 Language Trip, FH CAMPUS 02 Study Trip) and amounts to **a maximum of EUR 300 twice per Bachelor student**. Master students are awarded a grant of a maximum of EUR 300, if they have not yet exhausted the EUR 600 during the Bachelor's.
2. In the event of a no-show or cancellation of the stay abroad without prior written notice giving its reasons for doing so, FH CAMPUS 02 reserves the right to reclaim the awarded grant.
3. Regarding studies abroad, internships and summer schools, students are required to write an informal request addressed to the Executive Board of FH CAMPUS 02, Körblergasse 126, A-8010 Graz and is to be submitted to the International Office in form of a letter. The design of the request can be chosen freely, however the following information must be included:
 - Letterhead with email address, telephone number and replacement identification number
 - Country, name + address of the host institution/company
 - Duration of the stay and cost estimation incl. arrival and departure costs
 - Degree programme and personal benefits
 - Bank details (name of the bank, IBAN and BICSWIFT)
4. This request is to be submitted to the International Office by the following deadlines:
 - Internships and studies abroad: 1 February (SS), 1 July (WS)
 - Summer schools: 1 July

Unfortunately, incomplete and late requests cannot be considered.

5. Students are expected to send a copy of the confirmation of participation or confirmation of stay abroad signed by the host institution/company as well as a selection of photos (300 dpi resolution/size max 500 KB) to the International Office via email **the latest two months after completing the stay abroad**/returning to Austria. In addition, an **experience report** is to be filled out **online** (link is sent via email).
6. There is no legal claim to apply for a grant.

The FH CAMPUS 02 Executive Board reserves the right to revoke and/or amend this special rule.



Kristina Edlinger-Ploder
Principal/Executive Board



Erich Brugger
Executive Board