



## Funding for doctoral students: Doctoral Study Fund

This is an application for funding from the Doctoral Study Fund.

Funding for expenses related to the doctoral project

- Please read the **information sheet** carefully and enclose **Application Form 1**

To be submitted via the following e-mail address: [doktorat@ABPU.at](mailto:doktorat@ABPU.at)

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*To be filled in by the co-ordinator of the Doctoral Programmes*

**Received on**

**Signature**

**Checked on**

**Signature**

**Decision of the Director of the Doctoral Programmes:**

**Approved on**

**Rejected on**

**Signature**

**Application Form 1**

**Application for financial support within the framework of the Doctoral Study Fund**

**Name:**

**Email:**

**Telephone number**

**Title of the doctoral project**

**First supervisor at ABPU**

**Applicant's bank account details**

Name:

Account details within the EU:

IBAN:

Account details in countries outside the EU:

IBAN:

SWIFT:

BIC:

Name of the bank

Country:

**Detailed list of expenses (please attach one receipt per expense) and a brief explanation of how the expenses are related to the doctoral project.**

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**Statement of the head of the doctoral programmes:**

The need for funding is confirmed/denied.

Justification:

**Approval of the disbursement by the head of the doctoral programmes:**

Disbursement of eligible expenses from the Doctoral Study Fund in the amount of **EUR**..... is approved | is not approved

..... date

..... signature of the Head of the Doctoral Programmes

**Statement by the person responsible for the budget:**

Formal check:

With the date of ..... the financial viability

is given

is not given

The payment in the amount of EUR ..... is confirmed.

Signature of the person responsible for the budget

## Information sheet

### b-grants – Doctoral Study Fund

#### Funding for doctoral students: Doctoral Study Fund

The Vice-Rectorate for Research supports doctoral students at the ABPU with an individual Doctoral Study Fund to provide them with financial support and thus increase the quality of their studies. Doctoral students can apply for funding for their expenses for their doctorate per full calendar year, which are awarded after proof of expenses has been provided. Material costs must have been incurred in the same calendar year. The material costs must be purpose-oriented, i.e. they must be material expenses arising from the doctoral studies.

Restrictions for doctoral students in their first year of study:

- In the first three months after commencement of studies (October to December of the first year of study), no material expenses can be claimed.
- If the studies are discontinued in the first year of study, any amounts already reimbursed must be repaid to the Anton Bruckner Private University.

#### Conditions of eligibility

- In principle, material expenses incurred must be submitted in a bundle. There are two deadlines for partial submissions: by May 31 and by November 30 of the respective calendar year. Submissions after the deadlines can only be considered in exceptional cases.
- Approved funds can only be reimbursed retrospectively and on receipt; a one-off amount is reimbursed. The expenditure must have been demonstrably incurred - this evidence must be provided in the form of debit slips (= bank statements). Non-relevant data can be blacked out.
- The tables below show examples of costs eligible for reimbursement, whereby a distinction is made between different types of material expenses. The colours in the tables indicate different types of reimbursement. The green table indicates straightforward procurement; for the yellow table, please note the details of the purchase procedure and the footnote; for expenses that fall into the blue table and are to be reimbursed, please contact the finance department in advance.

The ABPU understands eligible expenses in the context of the doctorate to be:

Purpose	Explanatory notes
Travel expenses and accommodation costs for field trips, conferences, festivals, symposia, or other necessary travel related to the doctoral studies.	Accommodation costs in the city vicinity may amount to a maximum of 100 or 150 euros per night. (Travel for the purpose of teaching at the ABPU is excluded).
Travel expenses for the final examination (“disputation”) at the ABPU	Prerequisite is a positively reviewed dissertation
Conference fees from congresses, symposia, etc.	
Printing costs of all kinds (e.g., for poster presentations or other material)	This concerns printing costs incurred in direct connection with the doctoral project
Tickets for concerts, national parks, museums, or similar in the context of primary and secondary research	
Costs for the use or establishment of an archive, or a data platform (e.g., web space)	
Software purchase or licence fees for software	Required for artistic projects (e.g., Reaper, DaVinci Resolve Studio, etc.) or for written research (e.g., Microsoft Word package or MaxQDA).
Space rental for the implementation of the project	Excluded from this is the renting of a room in one's own home
Travel costs and expenses of musicians, dancers, etc.	These are travel costs or expenses of artists that are necessary for the implementation of an art project within the framework of the doctoral project.  Note: Fees fall under third-party services and are included in the blue table.

Purpose	Explanatory notes
Acquisition of literature, CDs, DVDs or similar items	Acquisitions of this kind are the property of the ABPU (library) <sup>1</sup> . However, they are exclusively available to the doctoral student during the project and may also be edited and annotated.

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<sup>1</sup> Exceptions to this rule are archival materials or archival records that are made available to the doctoral candidate for exclusive use or for which the doctoral candidate commits to exclusive use upon acquisition. A refund is possible in this case by stating the corresponding obligation (= enclosure of the declaration).

	<p>Procedure: Purchase by the student on receipt, submission for cataloguing in the library, after registration there a permanent loan is made to the student until the end of their doctoral studies. The purchase receipts can be submitted and refunded after cataloguing.</p> <p>If the doctoral student wishes to use the acquisition beyond their project, it can be purchased at partial value after completion of the doctorate.</p>
Consumables: adapters, cables, etc.	<p>Purchase by the students on receipt. Becomes the property of the student.</p> <p>Attention: Please clarify with the finance department of the Bruckner University before purchasing whether it is a consumable or a fixed asset (see also next column).</p>
Purchase or rental of equipment for installations/compositions, or realisation of audio-visual projects	<p>The purchase of fixed assets (i.e. all purchases that are to be available to the university for a longer period of time and are not consumables) must be made via the APBU. The costs will be deducted from the individual funding. Please contact the Finance Department (<a href="mailto:finanzen@bruckneruni.at">finanzen@bruckneruni.at</a>) in good time for the purchase.</p> <p>All purchases are then the property of the ABPU but are exclusively available to the doctoral student during the doctoral programme.</p> <p>If the doctoral student wishes to use the acquisition beyond the end of the programme, it can be purchased at partial value after completion of the doctorate.</p>
Instrument rental, purchase, or accessories for instruments.	
Purchase or rent of equipment for documentation or audio/film recordings	

Purpose	Explanatory notes
<ul style="list-style-type: none"> <li>• Translation and proofreading</li> <li>• Transcription of interviews</li> <li>• Instrument building in the framework of the doctoral project</li> <li>• Honoraria for musicians (rehearsals, concerts, recordings)</li> <li>• Commissions for compositions</li> <li>• Commissions for media documentation of the (artistic) projects (camera and recording team, as well as the subsequent editing)</li> </ul>	<p>The contracting of work and services and the use of third-party services that are to be reimbursed must always be agreed in advance with the ABPU.</p>

### **Submission deadlines**

Submissions are possible as a collective entry until 31 May and no later than 30 November each year.

### **Funding application**

The funding application must be submitted in electronic form (as a pdf). Documents to be submitted:

- Short cover letter
- Completed form for funding from the individual Doctoral Study Fund
- Expense receipt, e.g. in the form of invoices, travel tickets, etc. (in the original or as scan). The expenditure must have been demonstrably incurred. Proof of this must be provided in the form of debit slips (= bank statements). Non-relevant data can be blacked out.

The application form for b-grants Doctoral Study Fund is available in pdf format on the ABPU Doctoral Programmes website under "Scholarships -> Doctoral Study Fund" and serves as the sole template.

### **Selection criteria**

The funding application will be evaluated according to the following criteria:

- The requested funding must be directly related to the doctoral project.
- Expenses to be reimbursed must be supported by receipts. Moreover, the expenditure must have been demonstrably incurred - this evidence must be provided in the form of debit slips (= bank statements). Non-relevant data can be blacked out.
- Expenses must not pay for own work performed.

The maximum annual funding amount and the maximum total funding amount of the individual Doctoral Study Fund may not be exceeded; however, reimbursement of parts of an expenditure may be requested until the maximum annual funding amount is reached.

### **Notice of funding**

The head of the doctoral programmes decides on the award of a funding grant, provided that the application meets the basic requirements of the funding pool.