

Terms of Reference for the Mobility Programme within the AUT–BOKU 2030 Project

Who can apply

To develop cooperation between institutions (AUT, BOKU, VETMEDUNI), a mobility (internship) programme has been established for students, doctoral candidates, postdoctoral researchers, and academic and administrative staff of AUT, BOKU, and VETMEDUNI, for short-term visits (up to 6 months).

This programme aims to foster cooperation and knowledge transfer in research, teaching, and administration at all levels and in both directions (outgoing and incoming).

The project foresees the provision of scholarships (comparable to those offered within Erasmus mobility projects) and, as defined in the agreement, includes the following types of mobility:

I. Mobility (internships) serving project objectives/components: Teaching & Scientific Research

Beneficiary categories:

- a) Master's students – mainly for research purposes related to their thesis – up to one semester;
- b) PhD students – mainly for research and publication purposes related to their doctoral thesis – from 3 to 6 months;
- c) Postdoctoral researchers (PhD holders) – for research and publication purposes from 3 to 6 months;
- d) Short-term visits (1–2 weeks) of co-supervisors of Master's and PhD students from AUT to BOKU and VETMEDUNI;
- e) Short-term visits (1–2 weeks) of co-supervisors of Albanian Master's and PhD students from BOKU/VETMEDUNI to AUT for supervision of theses;
- f) Short visits (up to 1 week) of professors from BOKU/VETMEDUNI to participate in PhD defense committees or academic panels for awarding titles such as "Professor" and "Associate Professor";
- g) Short-term visits (1–2 weeks) of professors from BOKU and VETMEDUNI to AUT to deliver lectures in new or updated modules in Bachelor, Master, and PhD programmes identified as necessary by AUT;
- h) One-week visits of AUT academic staff to BOKU and VETMEDUNI for exchange of experience within the teaching component of the project.

II. Mobility serving project objectives/components: Management/Administration

- a) One-week visits of AUT managerial/administrative staff to BOKU and VETMEDUNI for exchange of experience in university management and administration.

The mobility programme is limited to BOKU and VETMEDUNI, Vienna.

1. Covered expenses

- Travel expenses

- Accommodation and living expenses
 - Local transportation costs during the visit, as foreseen in the project proposal
 - Direct research costs (e.g., laboratory materials) are **not covered**
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2. How to apply (Required documentation)

2.1 Master's students

(same procedure as Erasmus Student Mobility)

- Purpose of the visit and expected outcomes (list of modules or thesis topic)
 - Budget plan and timeline
 - Confirmation from the host institution
 - Confirmation from the sending institution
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2.2 Research activity

- A scientific proposal (maximum 4 pages) including:
 - (i) introduction, literature and rationale;
 - (ii) objectives;
 - (iii) work programme and planned activities;
 - (iv) expected results;
 - (v) detailed budget plan
 - Information on possible co-financing (to be included in the budget plan)
 - Invitation (confirmation) from the host professor at BOKU/VETMEDUNI confirming supervision and provision of necessary infrastructure during the stay
 - Confirmation from the supervising professor at AUT
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2.3 Teaching activity

- Description of the course to be delivered:
 - (i) list of topics;
 - (ii) course format (lectures, exercises, excursions);
 - (iii) supporting materials and assessment format
- How the proposed course relates to existing AUT programmes (Bachelor, Master, PhD)
- Budget plan
- Confirmation from the host institution (BOKU, VETMEDUNI)

- Confirmation from the sending institution (AUT)
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2.4 Administrative/management staff exchange

- Purpose of the visit and expected outcomes
 - Budget plan and timeline
 - Confirmation from the host institution (BOKU, VETMEDUNI)
 - Confirmation from the sending institution (AUT)
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3. Submission and reporting process

This is an **open call – no deadlines**. Applications can be submitted at any time to the AUT–BOKU 2030 Project Office, FBM Building (first floor), Rruga Pasi Vodica 1025, Tirana.

For the implementation of calls and selection procedures, a **Technical Secretariat** is established, responsible for collecting, verifying, and reviewing application documentation.

The Secretariat ensures that applications are complete, compliant with the criteria, and submitted properly.

It consists of representatives from the BOKU office, as well as the legal office and administration of AUT, ensuring a balanced, transparent, and well-documented process. After verification, applications are forwarded to the relevant evaluation bodies:

- Master student mobility → Erasmus Office of AUT
- Research mobility → Scientific Research Commission of AUT
- Teaching mobility → Study Commission of AUT
- Administrative staff mobility → Rectorate of AUT

These bodies assess formal criteria and evaluate the quality of proposals. After evaluation and interviews, decisions are sent to the Rectorate for final approval.

Applicants are notified within **3 months** to start the activity. If not started within 3 months, the approval expires.

The applicant must inform the Project Management Office of the start date so that up to **70% of the budget** can be transferred (for short visits or the first month).

After completion of mobility

A report must be submitted, including:

- Confirmation letter from the host supervisor

- Main results and recommendations
- Publications, presentations, articles, or posters produced
(for stays up to 6 months, at least one published article or proof of submission is required)
- Financial documentation

After approval of the report, the remaining funds are transferred and the activity is considered completed.

All documentation (application, approval, report, financial records) is archived for potential audit.

Note

Since all mobilities are funded by the **Albanian state budget** within this project, all provisions in this document will be included in a specific regulation to be approved by the Senate and the Board of AUT, in accordance with Albanian legislation on public funding management.