

SOP FOR THE FECAVA STUDENT TRAVEL SCHOLARSHIP

The FECAVA Student Scholarship (FSTS) wants to enable veterinary students at European vet schools to enjoy the experience of visiting an international veterinary congress and to get an early introduction to FECAVA and the FECAVA activities.

These standard operating procedures (SOP) are outlining the conditions of the scholarship, the application process and the timeline of the scholarship.

The FSTS is open to up to ten veterinary students of FECAVA countries in their final years at university (applicants have to be students at the time of congress).

The Scholarship programme will be promoted by FECAVA, their national member associations and by the International Veterinary Student Association (IVSA).

Successful candidates will receive a free student delegate registration for the forthcoming FECAVA EuroCongress, tickets to the social events and 300 Euros to help with travel and accommodation expenses. FECAVA agrees to pay for both the registration, the social tickets and for the above-mentioned funds.

There can be no more than two successful candidates from the same country (depending on the location of the vet faculty).

Applicants have to submit their CV, proof of their student status at a European veterinary faculty, a few images of themselves potentially to be used by FECAVA and IVSA for further promotion of the scholarship and a formless application in English to IVSA at least four months before a FECAVA EuroCongress (exact deadline to be announced annually by FECAVA and IVSA).

The scholarship will be administered as part of a cooperation between IVSA and FECAVA, with both organisations advertising the scholarship. IVSA agrees to collect all applications and to provide the FECAVA Board with a shortlist of 20 students (if there are more than 20 applications) within 2 weeks after the above-mentioned deadline. The FECAVA

Board will select the 10 successful candidates plus two reserve candidates not later than three months before a FECAVA EuroCongress. There will be no reply to unsuccessful candidates. The decisions of IVSA and of the FECAVA Board will be final and no reason will be given why a candidate has been successful or not.

IVSA will inform the successful candidates as soon as a decision has been reached and FECAVA will inform the EuroCongress organisers about the names of the successful students.

Once informed about their selection, successful candidates will get instructions how to register on the congress website. To receive their financial support candidates have to present themselves in person at the FECAVA stand at the EuroCongress and they have to send their account details to the FECAVA head office. Furthermore, students have to make themselves available for photos and short interviews during the congress and they have to submit an article for their university to report about their visit at the congress (this article can be in the national language of the candidate). A copy of these articles has to be forwarded to FECAVA for the potential future promotion of the scholarship.

Once these requirements have been met, the FECAVA secretariat will transfer the funds to the student's account.

All students have to agree that their images and any statements can be used by FECAVA, by the local congress organiser, by the sponsor of the scholarship and by IVSA.

Students are responsible for their own travel, visa and accommodation arrangement and are travelling at their own risk. Neither FECAVA nor the local organiser nor IVSA can be held responsible for any injuries, losses or any other misadventures in connection to their journey to the venue or their participation at a FECAVA EuroCongress.



TIMELINE (exact dates to be announced annually):

Not less than 4 months before congress:

- The scholarship is promoted by both FECAVA and IVSA and students are to submit their applications to IVSA.

Not less than 3 months before congress:

- IVSA to prepare a shortlist of 20 students and to submit the list to the FECAVA Board. The FECAVA Board to choose 10 students for the scholarship plus 2 reserve scholarship winners. Successful students to be informed by IVSA. FECAVA to inform the secretariat and the congress organiser to arrange student registrations.

Before congress:

- Students to register as instructed.

At congress:

- Students to attend in person at the FECAVA stand at the congress trade exhibition.
- Students to make themselves available for photos and interviews.

Not later than 3 months after congress:

- Students to submit to the FECAVA secretariat an article that was written to report about their visit at the FECAVA EuroCongress together with receipts for their expenses (travel, accommodation, subsistence expenses)

Not later than 4 months after congress:

- FECAVA to transfer the financial support funds to students' accounts.

The scholarship can be withdrawn by FECAVA at any time.

