

ANNOUNCEMENT OF NEED-BASED SCHOLARSHIPS by the Rector of Academic Affairs for the year 2019 (2nd tranche)

Students enrolled in regular studies at the Universität Klagenfurt are eligible to apply for financial assistance **towards the cost of producing academic thesis** (Diploma, Master's or Doctoral thesis) (**need-based scholarships between € 750 and € 3600**). The purpose of these scholarships is to provide financial support to students to assist with costs associated with the production of academic thesis, incurred, for instance, during time spent abroad (travel and accommodation costs, participation at scientific conferences), by engaging in exhaustive literature research or by conducting empirical surveys, which are required for the thesis.

Support does not extend to the costs associated with physically producing the work (e.g. typing costs, printing and binding costs), expenditure on general means of production (e.g. office materials, PC, laptop, printer, paper, Dictaphone), the cost of meals (e.g. during time spent abroad), or travel expenses incurred by using a privately owned vehicle (no eligibility to receive the official mileage rate). Travel costs are calculated exclusively on the basis of the price of a second class rail ticket.

Students who meet the eligibility criteria and submit the documentary evidence as outlined below, are invited to apply for a need-based scholarship.

Application requirements (§ 66 StudFG - Austrian Student Grant Act):

- **Regular degree student status** at the Universität Klagenfurt
- **Austrian citizenship, citizenship of an EEA member state or persons treated as equal:**
 - **Third-country nationals** are treated as equal, if they have lived in Austria "legally and without interruption" for a sufficiently long period (submission of permanent residence card).
 - **Stateless persons** must have been subject to unlimited income tax liability in Austria together with one parent for a period of at least five years prior to the commencement of studies in order to be treated as equal (Evidence: official registration form and a social insurance data sheet or documentary proof from the tax office).
 - **Refugees** must provide proof of their legal status as refugee in order to be treated as equal (passport, notification of asylum decision).
- **Application:** Submission of a description of the unfinished academic thesis (Diploma, Master's or Doctoral thesis) together with a time schedule and a financial plan including a specified cost estimate for the completion.
Please note:
 - When planning your project and the related costs please pay attention to the deadline for the submission of the final report.
 - The active supervisory arrangement for the academic thesis must already be in place before the application for a need-based scholarship is submitted. Applications by doctoral students require a formally approved dissertation proposal (DISS1).
- **Assessment:** Submission of an assessment by the supervisor concerning the statement of costs and indicating whether the student is expected to complete the academic thesis within the scheduled time and with above average success, based on the past academic performance.
- **Evidence of the favourable academic achievements to date:** General confirmation of academic results relating to all examinations taken.
- **Compliance with the eligibility period (§ 18 StudFG):**
 - In principle, the eligibility period comprises the **prescribed study period plus one additional semester (tolerance semester)**, which is required for the completion of Diploma examinations, Master's examinations, teacher qualification examinations or other examinations concluding a degree (e.g. oral defence) or a stage of studies.
 - For students who have completed the first diploma examination of their diploma degree within the prescribed study period, the eligibility period within this degree programme is extended by one additional semester during the second stage of studies.
 - In the event of a transfer to the new curriculum, the study period applicable in the old curriculum is duly considered when calculating the eligibility period.

Extension of the eligibility period on good reasons (§ 19 StudFG):

The eligibility period shall be extended, if the student can prove that exceeding the prescribed study period was due to good reasons. Professional activity is not a valid criterion for extension.

What are good reasons?

- illness of the student, certified by a specialist medical practitioner,
- pregnancy of the student,
- care and education of a child under the age of six years,
- officially determined degree of disability of at least 50 %,
- any unforeseen or unavoidable event, if the student is not at fault, or it is only a case of a minor oversight,
- completion of a military service, a community service, a voluntary social year, a memorial service, a peace and social service abroad, or similar, as well as
- participation in official university-run mobility programmes.

➤ **Final report:** The applicant is obliged to submit a report detailing the proper use of the need-based scholarship together with original invoices equalling the amount of the scholarship provided no later than three months after completion and submission of the academic thesis in question. In any case the report must be submitted within 1 year in the case of Diploma and Master's thesis respectively within 2 years in the case of Doctoral thesis. **25 % of the approved scholarship will be retained until the submission of the final report incl. invoices.**

The following documents must be attached to the application:

- description of the academic thesis,
- time schedule and financing plan including a specified cost estimate,
- assessment by the supervisor concerning the intended academic thesis, the scheduled time, the cost estimate and the academic performance,
- current confirmation of enrolment form (Studienblatt),
- general confirmation of favourable academic results relating to all examinations taken (can be printed via the student online portal),
- if applicable, proof of equal treatment in accordance with § 4 StudFG (for stateless persons and refugees),
- if applicable, proof concerning possible study period delays in accordance with § 19 StudFG (when the prescribed study period is exceeded).

Incomplete applications or applications with missing documents cannot be taken into account when awarding scholarships.

At the end of the submission deadline, no further applications can be accepted, without exception. The submission of missing documents is possible up to one week after the end of the submission deadline.

All applicants will be informed about the scholarship decision (accepted/rejected) by electronic means.

The **award of a need-based scholarship** is determined according to the funds allocated by the Federal Ministry. According to § 67 StudFG, there is no legal claim to the granting of a scholarship, even if the application conditions are met.

The application form and further information can be found online:

<https://www.aau.at/en/study/student-life/scholarships-grants/support-grant/>

Application period:

Tuesday, 1st October up to and including Monday, 28th October 2019

Submission office:

Office of Academic Affairs, Mag. Ulrike Eder-Jele, Room: Z.1.07a,
☎ 0463 2700-1006, ✉ ulrike.eder@aau.at

Application forms will be accepted exclusively during the indicated period

at the following times:

**Monday, Wednesday and Thursday from 9.00 to 12.00 hrs.,
Thursday from 14.00 to 16.00 hrs.**