

Directive Issued by the Rectorate
Regarding the Reimbursement of Tuition Fees
to Students from Third Countries
to Encourage Outstanding Academic Achievements

Preamble

The Alpen-Adria-Universität Klagenfurt endeavours to further the development of all students, including foreign students. In recognition of this responsibility towards students from third countries who, by virtue of their nationality, are required to pay fees in the amount of € 726.72 per semester, the reimbursement of tuition fees will be introduced as a specific incentive measure in accordance with this Directive.

Scope of application

§ 1 This Directive sets out the applicable regulations for the reimbursement of tuition fees payable to degree students from third countries enrolled at the Alpen-Adria-Universität Klagenfurt who, in accordance with § 91 Sec. 2 Universities Act, Federal Law Gazette I No. 120/2002 in the relevant applicable version, have paid tuition fees of € 726.72 per semester during the performance period.

Performance period and application procedure

§ 2 (1) Reimbursement is conditional upon favourable academic success during a performance period as stipulated by § 3. Each performance period comprises one academic year (1st October to the following 30th September) and represents the period in which achievements are considered according to the date of the examination or, respectively, the date of the assessment of an academic paper. Recognised examinations (as laid down in § 78 of the Universities Act) can only be taken into consideration, if they were taken in the context of a summer school and fall within the performance period.

(2) Reimbursements are issued once per academic year. Applications for the reimbursement of tuition fees can be submitted to the Admission Office from 1st October to 31st October following the conclusion of the respective academic year. The application form must be made available online in a suitable manner.

(3) The application will be excluded, if the student has already received financial support equivalent to the full amount of the tuition fees paid from the Social Fund established in line with Part D § 10 of the University Statutes.

Academic success

§ 3 (1) Favourable academic success is considered to have been established, if the applicant has achieved a minimum of 30 ECTS credits in a degree programme during the performance period, and if the permitted duration of study according to Sec. (2) has not been exceeded.

(2) The permitted duration of study is seven semesters for a Bachelor's degree, five semesters for a Master's degree, and seven semesters for a three-year doctoral degree. In the case of diploma degrees, the permitted duration is defined for each study phase: this comprises the standard duration of the respective study phase plus one additional semester.

(3) The duration of study is determined in accordance with § 9 Sec. 3 of the Ordinance on Study Records (UniStEV 2004), Federal Law Gazette II No. 288/2004 in the relevant applicable version. If a student transfers from a diploma degree programme to a Bachelor's degree programme in the same field, the semesters reported in the diploma programme for the purpose of continuation are included in the duration of the Bachelor's degree programme.

(4) Proof of work on a dissertation is considered equivalent to the required minimum number of ECTS credits. Proof of work on a Master's thesis or a diploma thesis is considered equivalent to 15 ECTS credits. A written statement of confirmation issued by the supervisor and describing the student's progress regarding the work is deemed satisfactory proof. In the case of a dissertation, this statement of confirmation can be brought to bear no later than after three years of study; in the case of a Master's thesis or diploma thesis no later than after one year of study.

The amount of the reimbursement

§ 4 (1) The amount of the reimbursement shall, as a general rule, be fixed at € 726.72 per academic year.

(2) If the calculation of the average grade in accordance with Sec. (3) yields an outstanding academic success with a value below 1.5, the amount reimbursed increases to € 1.453.44 per academic year.

(3) The average grade is calculated by multiplying the ECTS credits from every examination taken during the relevant academic year with the respective grade. The resulting partial results are then added, and finally divided by the sum of ECTS credits. The calculated average grade is rounded to two decimal places.

(4) Examinations graded as "participated with success" and evidence according to § 3 Sec. (4) are not taken into consideration when calculating the average grade. No average grade is calculated, if the total number of ECTS credits is below 30, once the assigned ECTS credits for assessments of this kind have been subtracted. In this case, the total amount reimbursed shall be € 726.72.

(5) If the applicant has pursued a course of studies at another university during the respective academic year in accordance with § 6 Sec. 1 Universities Act, the amount of the reimbursement is reduced to equal the proportion of the tuition fees, which remains with Klagenfurt University.

(6) If the applicant has already received a partial reimbursement during the respective academic year, provided by the Social Fund established in line with Part D § 10 of the University Statutes, the amount of tuition fees reimbursed is reduced by the amount of the partial refund as per this Directive.

The reimbursement transaction

§ 5 (1) The reimbursement of tuition fees is carried out within the context of private sector administration based on the student's application. There is no legal claim regarding the award of reimbursement. Any recourse to courts of law is excluded.

(2) The execution of this Directive lies within the remit of the Vice-Rector for Studies.

Entry into force

§ 6 This Directive enters into force on the day following publication in the University Bulletin and will become effective for the first time in relation to applications for the academic year 2014/15.