

Call for applications for degree completion scholarships for working students for the summer semester 2021

The Rectorate at the University of Klagenfurt has established a **degree completion scholarship for working students subject to tuition fees** as of the winter semester 2019/20. This scholarship is intended to support and promote students in completing their studies in a swift and timely fashion.

The corresponding regulation issued by the Rectorate on the establishment of a degree completion scholarship for working students can be downloaded along with the application form at <https://www.aau.at/en/scholarships>.

The level of the degree completion scholarship is set at 500 Euros per student and semester.

Students who meet the following requirements and provide the necessary evidence are invited to apply for the scholarship:

1. Eligible groups:

All students enrolled as **regular students and subject to tuition fees** at the University of Klagenfurt, who can prove that they were gainfully employed in the calendar year 2020, are eligible to apply, provided that they paid the prescribed student union (ÖH) fees and tuition fees at the University of Klagenfurt in the summer semester 2021.

Regular students from third countries are only eligible to apply once the prescribed standard period of study (plus two grace semesters) has been exceeded. This means that regular students from third countries pursuing a 6-semester Bachelor's or Doctoral degree programme are only eligible to apply once they reach the 9th semester, while those pursuing a 4-semester Master's degree programme are only eligible to apply from the 7th semester onwards.

Non-degree students and co-registered students from other educational institutions are not eligible to apply.

2. Employment, income thresholds, proofs and supporting documents:

At the time of application, the student must provide proof of employment for the calendar year 2020, bearing certain income limits in mind:

- In the event that the student is exclusively in dependent gainful employment, the taxable income may not fall below the annualized marginal earnings threshold for the calendar year 2020 and may not exceed three times the annualized marginal earnings threshold. The **income tax assessment notice 2020** or the **annual salary statement (Jahreslohnzettel) 2020** from FinanzOnline (online portal of the Austrian Revenue Service) shall serve as proof.
- If the student is both employed and self-employed or exclusively self-employed, the taxable income from gainful employment may not exceed three times the annualized marginal earnings threshold for the calendar year 2020. The **income tax assessment notice 2020** or an **affidavit** from the student and his/her tax accountant, stating that the taxable income from gainful employment does not exceed three times the annualized marginal earnings threshold for the calendar year 2020 shall serve as proof.

- Farmers must submit proof in the form of the **notification concerning the rateable value of the agricultural property** together with an **affidavit** from the student, stating that the taxable income from gainful employment does not fall below the annualized marginal earnings threshold for the calendar year 2020 and does not exceed three times the annualized marginal earnings threshold for the calendar year 2020.

The **marginal earnings threshold** is equivalent to 14 times the amount according to Section 5 (2) of the General Social Security Act (ASVG) as amended and is subject to annual revaluation. In the year 2020, the marginal earnings threshold is set at € 460.66 per month. This equates to a simple annualized marginal earnings threshold of € 6,449.24 for the calendar year 2020, while three times the marginal earnings threshold amounts to € 19,347.72.

The student's **taxable income** is relevant for the review of the income limits. These correspond to the **code number 245** according to the income tax assessment notice or the annual salary statement from FinanzOnline, or, the taxable income from self-employment or commercial operations.

The annual salary statement can be generated in FinanzOnline via the menu item *Steuerakt* (tax act) for the calendar year in question and is only accepted if the URL source is specified in the header or footer of the document downloaded. In addition to the annual salary statement, a printout or screenshot of the tax act (overview of the salary statement(s) and notifications for the relevant calendar year) needs to be enclosed.

In addition to the name, date of birth and matriculation number of the student, any accompanying **affidavits**, if required, must contain the following statement, which must be confirmed by adding the date and signature:

- In the case of self-employed students:
 - a) Affidavit of the student: *"I hereby declare in lieu of an oath that the taxable income I earned from gainful employment in the preceding calendar year 2020 does not exceed three times the annualized marginal earnings threshold pursuant to Section 5 (2) ASVG (€ 19,347.72)."*
 - b) Affidavit of the student's tax accountant: *"I hereby declare in lieu of an oath that the taxable income from gainful employment earned by the student (name, date of birth, matriculation number) in the preceding calendar year 2020 does not exceed three times the annualized marginal earnings threshold pursuant to Section 5 (2) ASVG (€ 19,347.72)."*
- In the case of farmers: *"I hereby declare in lieu of an oath that the taxable income I earned from gainful employment in the preceding calendar year 2020 does not fall below the annualized marginal earnings threshold pursuant to Section 5 (2) ASVG (€ 6,449.24) and does not exceed three times the annualized marginal earnings threshold pursuant to Section 5 (2) ASVG (€ 19,347.72)."*

3. Academic progress und level of activity within the degree programme:

At the time of application, students must already have achieved a corresponding level of **academic progress** in the degree programme indicated in their application, which must be subject to tuition fees; namely:

- a minimum of **100 ECTS credits in a six-semester Bachelor's degree programme** subject to tuition fees,
- a minimum of **140 ECTS credits in a in an eight-semester Bachelor's degree programme** subject to tuition fees,
- a minimum of **70 ECTS credits in a Master's degree programme** subject to tuition fees and
- a minimum of **150 ECTS credits in a Diploma degree programme** subject to tuition fees.
- In the case of a **Doctoral degree programme** subject to tuition fees, all the examinations and academic achievements prescribed in the curriculum must be **completed and documented in accordance with the dissertation agreement**.

Furthermore, the applicant must prove that they **successfully passed courses and/or examinations worth a minimum of 8 ECTS credits** in the degree programme subject to tuition fees in the summer semester 2021 (= performance period from 1 March 2021 to 30 September 2021); in the case of joint degree programmes, credits can be taken into consideration also if achieved at the relevant partner university. For students who have completed their degree programme subject to tuition fees in the summer semester 2021, the performance period to prove their performance record extends from 1 March 2021 to 30 November 2021.

The recognition of academic success achieved elsewhere is contingent upon it being earned in the summer semester 2021 (1 March 2021 to 30 September 2021) and needs to have been approved by the Programme Director at the time of application.

Proof of work on a doctoral thesis, Master's thesis or Diploma thesis is considered equivalent to the required minimum number of **8 ECTS credits**. Written confirmation of progress which is issued by the supervisor as well as signed and stamped with the departmental stamp is accepted as proof. In case of work on a Master's thesis or Diploma thesis an approved application requesting the assessment of the 1st or 2nd completed component of a Master's or Diploma thesis is also accepted as proof of progress. Applications requesting the assessment of completed components of a Master's or Diploma thesis can be submitted via the Campus system. The 1st and 2nd completed component comprise 8 ECTS credits each.

In the case of a **Master's thesis**, there must be evidence of additional **academic progress** worth at least **90 ECTS credits** at the time of the application; in the case of a **Diploma thesis**, there must be evidence of additional **academic progress** worth at least **170 ECTS credits**.

4. Period of entitlement:

Provided that the relevant conditions are met, it is possible to apply for a degree completion scholarship for working students more than just once, namely:

- 6 semesters in the case of a Diploma degree programme
- 5 semesters in the case of a Bachelor's degree programme lasting 6 semesters
- 6 semesters in the case of a Bachelor's degree programme lasting 8 semesters
- 3 semesters in the case of a Master's degree programme lasting 4 semesters
- 5 semesters in the case of a Doctoral degree programme lasting 6 semesters

5. Application:

Applications are submitted for each semester retrospectively. **The application period for the summer semester 2021 extends from 1 to 30 November 2021.**

In any given semester, eligible students may only submit one application for payment of the scholarship in relation to one degree programme that is subject to tuition fees. It is not possible to apply for the degree completion scholarship if the waiver or reimbursement of the tuition fee based on the statutory exemption requirements (Section 92 Universities Act) has already been requested and granted.

The information and submission point for the application for a degree completion scholarship is the university's **Admissions and Examinations Office, Dr. Claudia Corinna Zaminer** (studienbeitrag@aau.at). Due to the current situation caused by the coronavirus, **applications for the summer semester 2021 shall be submitted mainly by e-mail** and must be sent via the student's university email address (@EDU-mail).

6. Award and payment of the degree completion scholarship:

The student will be notified by e-mail once the Rectorate has come to a decision about awarding a scholarship. Incomplete applications or applications with missing documents will not be taken into consideration for the scholarship after the application period has ended. Missing documents can be submitted up to 14 days from the date of written invitation.

The awarding of the degree completion scholarship is effected within the framework of the private sector administration of the university by the Rectorate and on the basis of an application by the student. There is no legal claim to the granting of the degree completion scholarship. The decision about awarding a scholarship is made by the Vice-Rector for Education.

Students who are found to have obtained the scholarship by fraudulent means or by wilfully providing incomplete or incorrect information with respect to material facts must immediately repay the scholarship to the University of Klagenfurt without prejudice to legal action.