

This is a translation of the official German document  
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**This document is provided for informational purposes only**

## **Regulation issued by the Rectorate on the establishment of a degree completion scholarship for working students**

### **Section 1**

- (1) The Rectorate at the University of Klagenfurt is awarding a degree completion scholarship for self-employed and/or employed students facing tuition fees. Once students become liable to pay tuition fees according to Section 3, they can apply for such a scholarship to support them in completing their studies in a swift and timely fashion.
- (2) The scholarship will be established as of the winter semester 2019/20.

### **Section 2 - Scholarship level**

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

### **Section 3 - Eligible groups**

- (1) Students enrolled as regular students at the University of Klagenfurt who can prove that they are gainfully employed in accordance with Section 5, are eligible to apply regardless of their nationality, provided that they paid the prescribed student union (ÖH) fees and tuition fees at the University of Klagenfurt in the semester preceding the application.
- (2) For regular students from third countries, by analogy to Section 91 (1) of the Universities Act 2002 as amended, this regulation applies only once the prescribed standard period of study plus two grace semesters has been exceeded.
- (3) Non-degree students and co-registered students from other educational institutions are not eligible to apply.

### **Section 4 - Employment, income threshold**

- (1) At the time of application, the student must provide proof of employment for the calendar year preceding the application.
- (2) In the event that the student is exclusively in dependent gainful employment, his/her taxable income may not fall below the annualized marginal earnings threshold (14 times the amount according to Section 5 (2) of the General Social Security Act (ASVG) as amended) and may not exceed three times the annualized marginal earnings threshold. If the student is both employed and self-employed or exclusively self-employed, his/her taxable income from gainful employment may not exceed three times the annualized marginal earnings threshold.

## **Section 5 - Proofs and supporting documents**

The required proofs of employment relate to the respective calendar year preceding the date of application. These include

- (1) the income tax assessment notice (of employed and self-employed students) or
- (2) an affidavit from the student and his/her tax accountant in the case of the student's self-employment, stating that the taxable income from gainful employment does not exceed three times the annualized marginal earnings threshold or
- (3) the annual salary statement (*Jahreslohnzettel*) from FinanzOnline (online portal of the Austrian Revenue Service) in the case of students who are in dependent gainful employment or
- (4) in the case of farmers: 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 and does not exceed three times the annualized marginal earnings threshold.

## **Section 6 - Period of entitlement and application**

- (1) The maximum period of entitlement is
  1. 6 semesters in the case of a Diploma degree programme
  2. 5 semesters in the case of a Bachelor's degree programme lasting 6 semesters
  3. 6 semesters in the case of a Bachelor's degree programme lasting 8 semesters
  4. 3 semesters in the case of a Master's degree programme lasting 4 semesters
  5. 5 semesters in the case of a Doctoral degree programme lasting 6 semesters
- (2) Applications are submitted for each semester retrospectively. The application period extends from 1 to 30 April for the winter semester, and from 1 to 30 November for the summer semester. The application form will be made available online in a timely and appropriate manner.
- (3) In any given semester, eligible students may only submit one application for the award 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.

## **Section 7 - Academic progress**

- (1) At the time of application, students must have earned 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 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.

- (2) At the time of application, the applicant must prove that she/he successfully earned a minimum of 8 ECTS credits in the degree programme subject to tuition fees in the preceding semester; in the case of joint degree programmes, credits can also have been achieved at the relevant partner university. The recognition of academic success achieved elsewhere is contingent upon it being earned in the semester preceding the date of application.
- (3) Proof of work on an academic thesis (doctoral thesis, Master's thesis or diploma thesis) is considered equivalent to the required minimum number of 8 ECTS credits. Written confirmation of progress issued by the supervisor is accepted as proof. 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.

### **Section 8 - Award of the scholarship**

The applicant shall be notified of the decision by the Rectorate once the respective application has been properly considered. A positive decision is contingent upon the timely and complete submission of the application and the necessary supporting documents. Incomplete applications or applications with missing documents will not be taken into consideration for the scholarship after the application period has ended.

### **Section 9 - Payment of the scholarship**

- (1) 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.
- (2) The execution of this regulation falls within the authority of the Vice-Rector for Education.

### **Section 10 - Recovery of the scholarship**

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.

### **Section 11 - Entry into force**

This regulation will enter into force on the day following its publication in the university bulletin of the University of Klagenfurt and shall first apply to applications submitted for the winter semester 2019/20.