

This is a translation of the official German document
Richtlinie zum Klagenfurt-Stipendium der Universität Klagenfurt
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Guideline for the Klagenfurt Scholarship offered by the University of Klagenfurt

April 2025

1. General provisions

- (1) The Klagenfurt Scholarship is established in partnership with the provincial capital of Klagenfurt and has the following objectives:
 - To persuade outstanding students to pursue a Master's degree programme at the University of Klagenfurt and to encourage them to achieve excellent results.
 - To counteract the shortage of skilled workers and executives in the ICT sector in the Carinthian labour market: 75 % of the scholarships awarded will go to students studying technology and business-related subjects.
 - To make it easier for talented young people to opt to continue on to a Master's degree programme.
 - To secure the support of private individuals, foundations and commercial enterprises, particularly in the region, for talented students and the university.
 - To strengthen the region, exploit opportunities and invigorate the Carinthian labour market by providing targeted support for top performers.
- (2) The scholarship fund is financed by sponsorships or individual donations. A sponsorship guarantees funding for a scholarship for at least two years; sponsors are free to tie the scholarship to a specific field of study or a specific degree programme.
- (3) Selected students receive scholarships from the funds held in the scholarship fund. The number of scholarships awarded depends on the funds raised through sponsorships and donations and held in the scholarship fund.
- (4) Applicants have no legal right to the award of a scholarship or to its continuation after the scholarship period.

2. Pool of applicants

Those eligible to apply for a scholarship are (1) prospective and (2) already admitted students of a Master's degree programme offered at the University of Klagenfurt,

(1) who meet the requirements for admission to the Master's degree programme and are about to start a Master's degree programme.

(2) who have already achieved no more than 20 ECTS credits toward their Master's degree programme.

Both groups must also fulfil the following requirements:

- The application for admission to a Master's degree programme is submitted between the start of the admission period for the summer semester and the end of the admission period for the winter semester of the year in which the application is made.
- The period between the completion of the Bachelor's degree programme and admission to the Master's degree programme must not exceed three years.
- Applicants have not yet reached the age of 30 at the start of the Master's degree programme.
- They are EU or EEA citizens or persons with equal status.
- The following are deemed to have equal status:
 - o Third-country nationals, if they have been staying in Austria 'continuously and lawfully' for a sufficient period of time (presentation of the long-term residence permit).
 - o Stateless persons, if they have been subject to unlimited income tax liability in Austria along with at least one parent for at least five years before the start of their studies (proof: official proof of residence and an insurance data extract from the social security provider or proof from the tax office).
 - o Refugees within the meaning of Article 1 of the Convention Relating to the Status of Refugees, Federal Law Gazette No. 55/1955. Proof of status is provided by a passport or asylum ruling.

In certain duly substantiated cases, an exception may be made to the requirements.

The selection process and the awarding of the scholarship are carried out by a committee appointed by the University of Klagenfurt.

3. Application procedure and selection criteria

(1) The relevant application deadline is set by the member of the Rectorate responsible for education and is announced on the website of the University of Klagenfurt.

(2) Scholarships are awarded based on academic performance to date.

Special consideration is also given to:

- Social/civic engagement: Regular participation in societal, political, social and church organisations/groups or institutions.
- Challenging personal and family circumstances: including personal illness and disability, caring for dependent children (especially as a single parent), caring for relatives, so-called 'educationally disadvantaged' parental home (both parents without school-leaving qualifications), care leaver.

(3) In order to achieve the objective of strengthening the regional labour market in the ICT sector, 75 % of the scholarships are awarded to students in the fields of technology and economics & management.

(4) The selection of scholarship holders is a multi-stage process. After the closing date for applications, the online applications received in time will be screened to identify those candidates who will go forward to the next stage. The selection criteria for this first stage are as follows:

- a) certificate of successful course completion
- b) CV in table form and letter of motivation
- c) completed internships
- d) if applicable, proof of social/civic engagement or special personal or family circumstances
- e) if applicable, proof of other non-university involvement (e.g. prizes, certificates, other testimonials, etc.)

These documents should be submitted in German or English.

After the selection criteria have been reviewed, applicants will be invited to an interview (second stage of selection).

(5) Applicants are required to cooperate in the selection procedure, in particular to provide the information necessary to verify their eligibility and suitability and to provide the relevant supporting documents.

4. Award, duration and amount of the scholarship

(1) A committee appointed by the University of Klagenfurt determines who receives the scholarships.

(2) The scholarship amounts to EUR 300 per month and is awarded for a maximum of the standard period of study for Master's degree programmes (four semesters). The scholarship is paid out once it has been awarded, and also covers non-teaching periods and any study periods abroad. After the first year of study, there will be a review to assess whether the academic achievements justify a continuation of the scholarship.

(3) At the end of each academic year, scholarship holders must provide evidence that they have completed the equivalent of 40 ECTS credits in the previous academic year. The academic year is defined as the period from 1 October to 30 September of the following year. The assessment date stated in the exam certificate is the determining factor.

(4) It is not possible to extend the payment of the scholarship beyond the approved scholarship period. Hardship cases and special cases, such as semesters abroad, illness, pregnancy, and providing care to others, are reviewed on a case-by-case basis and given consideration if applicable.

(5) The award of the scholarship must not be made contingent upon a service provided in return for the funding or on employment or a declaration of intent regarding future employment.

5. Termination, cancellation and repayment

(1) The scholarship ends at the close of the month in which the recipient successfully completes the Master's degree programme by passing the final prescribed examination, or in any case at the end of the standard period of study.

(2) The award can be revoked if the scholarship holder does not provide the supporting documents requested during the selection procedure by 31 October of the first semester of the Master's degree programme.

(3) The payment of the scholarship will be terminated with immediate effect and the scholarship amount paid out must be repaid on a pro-rata basis if the scholarship holder:

- withdraws from the Master's degree programme for which the scholarship was awarded,
- is no longer admitted to the Master's degree programme for which the scholarship was awarded for other reasons as set out in Article 68 of the Austrian Universities Act, or
- does not provide the required proof of performance.

6. Procurement of funds

(1) The Klagenfurt Scholarship is financed by private funds raised by the University of Klagenfurt and by funds provided by the provincial capital of Klagenfurt.

(2) The private fund providers are entitled to specify that the scholarships they co-finance cover specific academic subjects, Master's degree programmes or personal circumstances of the scholarship holders as defined under item 3, paragraph 2. The funds provided by the provincial capital of Klagenfurt are used in accordance with these designated purposes.

7. Entry into force

This guideline enters into force on the day following its publication in the university bulletin of the University of Klagenfurt. Previous versions lose their validity.