

CALL FOR APPLICATIONS FOR THE WU DEGREE COMPLETION GRANT FOR WORKING STUDENTS

for the 2018/19 academic year

WU's degree completion grant for working students is intended to provide financial support to advanced WU students who have a job in addition to their studies, in order to help them complete their degree as soon as possible. A call for applications for this grant is issued once per academic year.

§ 1 Eligibility criteria and periods:

- (1) Members of the following group of WU students are eligible to apply: degree program students who have a job in addition to their academic studies and who are subject to tuition fees in the semester in which they apply for the grant.
- (2) For the purposes of this call for applications, a job is defined as gainful work that has made it impossible for the applicant to dedicate him or herself to their academic studies full time. This work must have yielded an income as defined in § 4 below.
- (3) Non-degree program students and concurrently enrolled students coming from another educational institution are not eligible to apply.
- (4) When filing their application, applicants who are enrolled in two or more WU degree programs are required to name one WU degree program in which they have exceeded the tuition-free period (prescribed program duration plus permissible additional semesters) pursuant to § 91 of the Universities Act (*Universitätsgesetz, UG*) as of the 2018/19 academic year. This degree program will be used as the basis for awarding the grant, as long as it remains uncompleted. Grant recipients are required to provide proof of their academic achievement in this specific degree program. Students enrolled in two or more degree programs at different universities are only eligible to apply for the grant if their tuition fees are paid for their program at WU.
- (5) The maximum eligibility period is twice the prescribed minimum duration of the degree program in question. The degree completion grant for working students can be awarded no more than twice for a bachelor's or doctoral/PhD program and no more than once for a master's program.
- (6) Academic leaves of absence are not counted when determining grant eligibility.

§ 2 Awarding of the grant

- (1) The degree completion grant for working students amounts to € 1,000 per grant recipient and academic year.
- (2) The grant is awarded by the Rector's Council, as part of WU's business transactions under private law. There is no legal claim to a degree completion grant for working students. Grants awarded on the basis of false or incomplete information have to be paid back by the recipient, without prejudice to any additional actions that may be taken under criminal or civil law. All applicants are notified of whether their application has been approved or rejected by email to their WU email address.

§ 3 Requirements

- (1) At the time of application, applicants enrolled in a bachelor's program must have completed at least 120 ECTS credits, and applicants enrolled in a master's program at least 80 ECTS credits, with the exception of the Master's Program in Business Education, where the minimum requirement is 100 ECTS credits. Doctoral/PhD students must have completed all ECTS credits required by the curriculum at the time of application, except the credits awarded for completion of the Defensio Dissertationis.
- (2) In addition, applicants enrolled in a bachelor's or master's program also have to provide proof of 16 ECTS credits' worth of academic activity during the 2018/19 academic year (October 1, 2018 to September 30, 2019). Only successfully completed compulsory courses and electives required by the curriculum can be taken into account as proof of academic activity. Credits obtained through credit transfer can be taken into account if the original credits were completed during the period indicated above. Applicants enrolled in a doctoral/PhD program have to provide proof of academic activity in the form of a dissertation progress report confirmed by the principal thesis supervisor.
- (3) Students are only eligible to apply if they have not exceeded the following time limits as of the end of the previous academic year:
 - Bachelor's programs: 12 semesters
 - Master's programs: 8 semesters; 10 semesters for the Master's Program in Business Education
 - Doctoral/PhD programs: 12 semesters

§ 4 Income limits and proof of income:

- (1) The applicant has to provide proof that, in the calendar year 2018, he or she had a taxable income from gainful work amounting to at least the threshold value for marginal employment (14 times the amount pursuant to § 5 [2] of the General Social Insurance Act [*Allgemeines Sozialversicherungsgesetz, ASVG*]). For the year 2018, this is equivalent to at least € 6,123.70. In addition, the applicant's income must not exceed € 15,000.
- (2) When assessing whether the applicant meets the applicable income limits, any social security payments and payments from the Austrian Public Employment Service (AMS) are not taken into account.

(3) In particular, WU accepts any of the following documents as proof of income in the calendar year 2018:

1. The applicant's official income tax assessment notice (*Einkommenssteuerbescheid*)
2. An income statement filed by the student's tax advisor in the case of self-employed work
3. The tax return filed with the tax authorities via the FinanzOnline portal
4. The applicant's annual pay slip from the FinanzOnline portal
5. For farmers: assessment notice for the tax value of land ownership (*Einheitswertbescheid*)

§ 5 Application period

Applications are accepted once per year. Applications can only be considered if they are fully completed and if the application and all required additional documents are submitted in due time within the application period from October 1 to October 31, 2019. Please note that incomplete applications or applications with missing documents will not be considered.

For the Rector's Council

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