

GUIDELINES

For applying for a need-based scholarship

These guidelines are intended to help you better understand the application process.

AUSTRIAN CITIZEN STATUS

What does Austrian citizen status mean?

Citizens of EEA member countries do not need to provide any additional documentation. They are granted the same status as Austrian students under the provisions of the Student Support Act (*Studienförderungsgesetz*).

Citizens of third countries, Swiss citizens, stateless persons, and refugees need to show documentation confirming that they fulfill the requirements for Austrian citizen status.

What proof do we need?

1. Citizens of third countries

- "Daueraufenthalt – EU" residence permit

2. Stateless persons

- An official residence registration document (*Meldezettel*) showing that you have lived in Austria together with at least one parent for 5 years or longer before enrolling in your degree program, as well as
- An insurance data statement from the health insurance agency or certification from the tax authority confirming that, together with at least one parent, you have been subject to Austrian income tax for at least 5 continuous years before enrolling in your degree program

3. Refugees

- You need to have refugee status shown on your passport

4. Citizens of Switzerland

- An official residence registration document (*Meldezettel*) showing an uninterrupted residence period of 5 years before or during your studies in Austria

COMPLIANCE WITH THE ENTITLEMENT PERIOD

What does compliance with the entitlement period mean?

The entitlement period is made up of the prescribed duration of your degree program plus one additional semester. Please note: If you change to a new curriculum version of your degree program, the total number of semesters you have been enrolled will be added together.

Master's Program in Business Education:
5 semesters + 1 semester

All other master's programs:
4 semesters + 1 semester

Doctoral and PhD programs:
6 semesters + 1 semester

REASONABLE CAUSE FOR EXTENDING THE ENTITLEMENT PERIOD

What is reasonable cause and what proof do you need?

- Illness: confirmation by a medical specialist
- Pregnancy: birth certificate
- Any unforeseeable or unavoidable event which is not or only to a minor degree your own fault: individual proof

By how many semesters can the entitlement period be extended?

- Pregnancy: 1 semesters
- Care and education of children 6 years of age and under: 2 semesters per child
- Students with a degree of disability of 50% or more according to the provisions of federal law: 2 semesters
- For each 6 months of compulsory military service or alternative civilian service served during the entitlement period: 1 semesters

Please note:

- Even if you have an extension of the entitlement period for reasonable cause, you still have to provide proof of sufficient academic performance in your studies
- You need to complete your studies within the extended entitlement period
- Being enrolled in more than one degree program or being employed in addition to your studies are not grounds for an extension

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS

- When calculating the grade point average, all program-relevant grades are taken into account.
- To be included for the application deadlines in May or October, grades must appear on your transcript on or before May 31, 2020, or October 31, 2020, respectively.
- It is up to individual examiners/the respective institute to enter students' grades into the system in time.

Please note: We can only include exams that appear on your transcript by May 31, 2020, or October 31, 2020.

Please contact the institute directly if you are unsure about an examination grade.

STATEMENT OF COSTS AND FINANCING PLAN

Please report all costs incurred during the writing of your academic thesis in your statement of costs.

Sample statement of costs:

Airfare to Bangkok	€800
Conference participation fee	€100
Lodging expenses for one-week stay	€300
Books, periodicals	€100
Total	€1,300

Please include any other financial aid for your academic thesis that you have applied for in your financing plan.

Sample financing plan:

Third-party funds (mobility grants for doctoral candidates)	€100
Third-party funds (ERASMUS, Joint Study)	€150
Third-party funds (other grants)	€300
Total	€550

Total statement of costs	€1,300
Total financing plan	€550
Difference: proposed scholarship amount	€750

Do you have any further questions? Please feel free to contact us by email at studienrecht@wu.ac.at