

GUIDELINES

For applying for a merit-based scholarship

These guidelines provide additional explanations to complement the call for applications.

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.

Bachelor's programs:
6 semesters + 1 semester

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?

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

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

How is your academic performance calculated?

When calculating the grade point average, all grades required for your program that you completed in the 2022/23 academic year are included (Exams taken between October 1, 2022, and September 30, 2023).

Grades must appear on your WU transcript on or before October 31, 2023.

If you have completed courses and other academic activities above and beyond the minimum requirements during the academic year 2022/23, only the best examination grades up to completion of the minimum requirements will be used to calculate the grade point average.

Please note: ECTS credits earned for courses that are not graded with a numerical grade but only **on a pass/fail basis** ("successfully completed") cannot be included in the calculation for the eligibility requirement for merit-based scholarships.

Only ECTS credits for exams taken as part of your degree program for which a numerical grade (1, 2, 3, 4) is shown on your transcript can be taken into account.

FREQUENTLY ASKED QUESTIONS

Can I apply for merit-based scholarships for more than one WU degree program at the same time?

No, you can only apply for one degree program.

One exception applies: If you completed your bachelor's degree at WU in the last winter semester and enrolled in a WU master's program in the summer semester, the ECTS credits are added together.

The entitlement period continues to apply to both programs, however.

Which degree program or which curriculum version do I need to specify in my application if I am enrolled in several degree programs at WU or if I have changed to a new curriculum version?

Please apply for the degree program or the version of the curriculum for which you meet all the requirements (entitlement period, minimum academic performance requirements, grade point average).

Are transferred credits taken into account for a merit-based scholarship?

Yes, if the courses or exams were taken in the academic year you are applying for.

The date that you see on your transcript is what counts, not the date of the application for credit transfer.

How are courses and other academic activities evaluated that don't fall under any curriculum-specific module?

Such activities cannot be taken into account. This includes bridging courses, enrichment courses, and voluntary activities.

How are bachelor's theses, master's theses, and doctoral dissertations evaluated?

Bachelor's and master's theses are included in the calculations for the merit-based scholarship. Dissertations or PhD theses are not, however, as you do not earn any ECTS credits for them according to the curricula.

I wrote my bachelor's/master's thesis during the summer semester. By when does it have to be graded to count towards the merit-based scholarship?

The grade on your bachelor's/master's thesis must also fall within the period from October 1, 2022, to September 30, 2023.

Any grade given on or after October 1, 2023, is already counted for the 2023/24 academic year according to the Universities Act 2002 (*Universitätsgesetz*).

Are failing grades included in the grade point average for a merit-based scholarship?

No, failing grades are not included in the grade point average.

What happens if my grades from the summer semester don't appear on my transcript in time?

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 October 31, 2023.

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

How do you calculate the grade point average for a merit-based scholarship?

Your grade point average is calculated based on the best examination grades up to completion of the minimum requirements.

To calculate your grade point average, first multiply the grade of each exam by the number of ECTS credits.

The resulting number is divided by the sum of the ECTS credits of the applicable courses and other academic activities.

Courses graded on a pass/fail basis without a numeric grade are not included in the calculation of the grade point average.