

GUIDELINES

for applying for merit-based scholarship grants

AUSTRIAN CITIZEN STATUS (§ 4 of the Student Support Act [*Studienförderungsgesetz, StudFG*])

In principle, merit-based scholarship grants are available to Austrian citizens and citizens of EEA member countries. However, pursuant to § 4 of the Student Support Act, citizens of third countries and stateless persons can be granted a merit-based scholarship if they fulfill the requirements detailed in the above named Act pertaining to equal status with Austrian or EEA citizens and can document this fact accordingly.

1. Citizens of third countries

Another group of persons considered of equal status are citizens of third countries, i.e. citizens of countries which are not members of the EEA. These persons are eligible if they have been granted permanent resident status in Austria and can present proof that they hold a "*Daueraufenthalt - EU*" residence permit.

2. Stateless persons

Stateless persons must be able to prove that before commencing their studies for the first time, they, together with at least one parent, have been subject without restriction to Austrian income tax for at least five continuous years, and that the candidate's center of vital interests was in Austria throughout this period (evidence: official residence registration document and an insurance data statement from the health insurance provider, or certification from the tax authority).

3. Refugees

Refugees within the meaning of Article 1 of the Convention relating to the Status of Refugees, Federal Law Gazette (*Bundesgesetzblatt, BGBl*) No. 55/1955, are granted equal status to Austrian citizens and citizens of EEA member countries in this regard (proof: refugee status in the passport).

4. Citizens of Switzerland

Swiss citizens are eligible if they can present proof of an uninterrupted residence period of five years (before or during their studies) in Austria (proof: official residence registration).

ENTITLEMENT PERIOD (§ 18 of the Student Support Act)

The entitlement period encompasses the prescribed duration of the degree program in question plus one additional semester.

Number of semesters permitted in compliance with the entitlement period:

Bachelor's programs:

6 semesters plus 1

Master's Program in Business Education:

5 semesters plus 1

All other master's programs:

4 semesters plus 1

Doctoral and PhD programs:

6 semesters plus 1

If a student has changed to a new curriculum version of his or her degree program, the duration of studies under the old curriculum will be taken into account accordingly.

REASONABLE CAUSE FOR EXTENDING THE ENTITLEMENT PERIOD (§ 19 of the Student Support Act)

The entitlement period can be extended if the student can provide proof of reasonable cause for exceeding the allotted duration period.

Reasonable cause includes:

1. illness, if confirmed by a medical specialist,
2. pregnancy, and
3. any unforeseeable or unavoidable event which is not or only to a minor degree the fault of the student.

Number of semesters by which the entitlement period can be extended:

1. pregnancy: one semester,
2. care and education of children six years of age and under, for which the student is legally responsible during the duration of his/her studies: a maximum total of two semesters per child,
3. students with a degree of disability of 50% or more according to the provisions of federal law: two semesters,
4. compulsory military service or community service performed during the entitlement period: one semester per six months of service.

An extension of the entitlement period for reasonable cause does not preclude the necessity of providing proof of achievement in your studies. Please note that you must complete your studies within the extended entitlement period.

Being enrolled in more than one degree program or being employed does not constitute reasonable cause for an extension of the entitlement period.

MINIMUM ACHIEVEMENT REQUIREMENTS

To calculate the grade point average, all relevant grades are included which were earned in the academic year 2018/19 (**exam dates from October 1, 2018, to September 30, 2019**). Grades must appear **on the WU transcript on or before October 31, 2019**. If the student has completed courses and other academic activities above and beyond the minimum requirements during the academic year 2018/19, only the best examination grades up to completion of the minimum requirements will be used to calculate the grade point average.

FREQUENTLY ASKED QUESTIONS

Can I apply for merit-based scholarship grants for more than one degree program at WU?

No, you may apply for a merit-based scholarship for one degree program only. One exception applies: If a student completed his/her bachelor studies at WU in the last winter semester and enrolled in a WU master 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 another curriculum version?

Please specify the degree program or the curriculum version for which you meet all requirements (entitlement period, minimum achievement requirements, grade point average, ...).

Will the grades of courses that were taken elsewhere and for which credits have been transferred towards my degree program at WU be taken into consideration for the evaluation for a merit-based scholarship?

Yes, if the course was taken in the academic year you are applying for. The relevant date is the date that you see on your transcript and not the date of the application for credit transfer.

How are courses and other academic activities evaluated that don't fall under any degree program module?

In general, these achievements (e.g. bridging courses, enrichment courses) are not taken into account and thus do not count towards the minimum achievement requirement.

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

Bachelor's and master's thesis grades are included in the evaluation for a merit-based scholarship, but dissertation grades are not, because no ECTS credits are awarded for dissertations pursuant to the respective 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 these must also fall within the period from October 1, 2018, to September 30, 2019. A grade given on or after October 1, 2019, is already counted for the 2019/20 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 to enter students' grades into the system in time, meaning that this area is the responsibility of the individual academic units. Unfortunately, Study Regulations & Credit Transfer cannot take examinations into account unless they were finally entered into the system on or before October 31, 2019, and are stated on the transcript. Please contact the academic unit (institute) directly if you are unsure about an examination grade.

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

The relation of the individual grade to the amount of effort required to complete the course in question is taken to calculate the grade point average:

The grade point average is calculated based on the best examination grades up to completion of the minimum requirements. To obtain the grade point average, the grade of each course or academic activity is multiplied by the number of ECTS credits. The results for the total applicable academic achievements are then added together and 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.

Can I apply for a merit-based scholarship grant if I completed the degree program in the summer semester and have not re-registered at the time of application?

Yes, all grades you earned between October 1, 2018, and September 30, 2019, will be taken into account. Enrollment in a degree program at WU during the application period is not required.

Are free electives taken into account for a merit-based scholarship grant?

Yes, but only if credit transfer has been granted and the course in question has been recognized as a free elective, or if it has been classified as a free elective by the Examinations Office. This means that the course must be listed as a free elective on your transcript.

How can I be sure that my online application has been received?

Your application for a merit scholarship grant only counts as properly submitted once you have received a confirmation of receipt by email to your WU student email address, assuming that your application was submitted during the appropriate application period.

If you have any further questions, please contact studienrecht@wu.ac.at