GUIDELINES
for Applying for a Graduation Scholarship
for Working Students
for the 2018/19 academic year
(application period: October 1–31, 2019)

These guidelines are intended to help explain the Call for Applications for Graduation Scholarships for Working WU Students, published in the WU Bulletin (issue 05, no. 22, October 31, 2018).

APPLICATION:

Applications are accepted only **online during the application period (from 12 midnight on October 1, 2019 to 11:59pm on October 31, 2019)**. The link to the online application tool will be active only during the period named above on the WU Grants and Scholarships page.

Please upload the following documents with your application:
- ➢ **Application form** (application for approval of a graduation scholarship for working students): The form will be made available for download on the WU Grants and Scholarships page several weeks before the start of the application period.
- ➢ **A current enrollment information sheet for the 2019/2020 academic year**
- ➢ Your **current WU transcript**
- ➢ **Proof of income** pursuant to § 4 of the Call for Applications for Graduation Scholarships for Working WU Students

PLEASE NOTE:
- Applications will be accepted only **online during the application period (October 1 - 31, 2019)**
- **Incomplete applications will NOT be processed**
- **NO requests for missing information will be sent**
- You will receive a **confirmation email** sent to your WU account after filing your application for a graduation scholarship.
- It may take several weeks to process your application and before any payment is made. All applicants will be informed by **email sent to their WU account** of whether their application has been **approved or rejected**.
- The decision to award the scholarship is made by the Rector's Council as part of the private law administration of WU funds. There is **no legal entitlement** to the award of a graduation scholarship.
- If a scholarship is granted based on incorrect or incomplete information, the scholarship must be repaid and any further criminal or civil proceedings remain unaffected.

Further information and contact:
- For further details, please see the WU Grants and Scholarships page.
- If you have questions, you can send an email to the Study Regulations and Credit Transfer office.

REQUIREMENTS

1) Subject to tuition fees in the semester of application

WU students who are gainfully employed or self-employed in addition to their studies and who are subject to tuition fees in the semester in which they file their application are eligible to apply. Tuition fees for the semester of application must be paid before filing the application.

2) Maximum duration of studies

To be eligible to apply, a student may not have exceeded the following number of semesters at the end of the previous academic year:

- Bachelor's programs: 12 semesters
- Master's programs (except for Business Education):   8 semesters
- Master's Program in Business Education: 10 semesters
- Doctoral and PhD programs: 12 semesters

Leaves of absence are not included in the calculation of maximum duration of studies.

If a student has changed curricula during their studies, this is taken into account appropriately when calculating the maximum duration of studies.

3) Minimum academic requirements

1) **Bachelor's programs**:
   a. At the time of application, the applicant must have completed at least 120 ECTS credits in the bachelor's program named in the application
   b. The applicant must be able to document academic performance in the 2018/19 academic year worth at least 16 successfully completed ECTS credits in the program named in the application for this scholarship (see further details below)
2) **Master's programs**:
   a. At the time of application, the applicant must have completed at least 80 ECTS credits in the master's program named in the application (except for Business Education: at least 100 ECTS credits)
   b. The applicant must be able to document academic performance in the 2018/19 academic year worth at least 16 successfully completed ECTS credits in the program named in the application for this scholarship (see further details below)
3) **Doctoral and PhD programs**:
   a. At the time of application, the applicant must have completed all the ECTS credits required by the curriculum of the doctoral or PhD program named in the application, except for the thesis defense.
   b. A progress report on the applicant's dissertation, confirmed by his/her main thesis supervisor, must be submitted to document academic performance in the 2018/19 academic year (October 1, 2018 to September 20, 2019).

Further information on academic performance in bachelor's and master's programs:
- Only ECTS credits required by the respective curriculum (courses, examinations, bachelor's/master's thesis) can be accepted.
- Transferred credits can be included if the actual performance resulting in the credit took place during the period given in the application.
- The current transcript included with the application showing successfully completed ECTS credits with examination dates within the 2018/19 academic year (October 1,

2018 to September 20, 2019) serves as proof of the required academic performance.

4) Gainful employment or self-employment

For the 2018 calendar year preceding the filing of the application, the applicant must provide evidence of **taxable income** earned as a result of a gainful employment or self-employment worth at least the de minimis threshold (14 times the amount pursuant to § 5 [2] of the General Social Insurance Act [*Allgemeines Sozialversicherungsgesetz*, ASVG]). For 2018, this is **at least € 6,123.70, but not to exceed € 15,000**.

Social security and Public Employment Service (AMS) benefits are not taken into account when ascertaining compliance with income limits.

The following documents are accepted as proof of income for the 2018 calendar year:
1. Tax assessment notice
2. Declaration from a tax consultant if the applicant is self-employed
3. Data transmission to tax authority by FinanzOnline
4. Annual pay slip generated by FinanzOnline
5. Value assessment notice issued to farmers

In the case of proof of income from abroad, both the original documents and a certified translation must be submitted.

FREQUENTLY ASKED QUESTIONS

1) **I am currently pursuing degrees at more than one university. At which university can I apply for a graduation scholarship?**
If you are currently enrolled in programs at more than one university, you can only apply for your graduation scholarship at WU if your tuition fees were also paid at WU.

2) **Are credits transferred towards my degree taken into account for a graduation scholarship?**
Yes, if the credits were earned within the 2018/19 academic year (October 1, 2018 to September 20, 2019). The decisive date is the date that you see on your transcript (examination date), not the date of the credit transfer application.

3) **How are courses and other academic activities evaluated that don't fall under any degree program module?**
These achievements (e.g. bridging courses, enrichment courses) are only taken into account if they have been recognized as a free elective or identified as a free elective by the [Examinations Office](#).

4) **Are free electives taken into account for the graduation scholarship?**
Yes, as long as the course has been recognized as a free elective or identified as a free elective by the [Examinations Office](#). To be included in the calculations, the course must be indicated as a free elective on your transcript.

5) **I have completed my bachelor's/master's thesis. How is this taken into account when calculating the positively completed ECTS credits? What is the date by which it must be graded in order for these ECTS credits to count towards the positively completed ECTS credits required for the scholarship?**
Your bachelor's/master's thesis will be taken into account with the ECTS credits specified in the curriculum if the assessment of your thesis appears on your transcript and the assessment date is between October 1, 2018 and September 30, 2019.

6) **Are failing grades included in the calculation of the minimum academic requirements?**
No, failing grades are not included in the calculations. Only successfully completed ECTS credits are taken into account.

7) **What happens if my grades from the relevant academic year don't appear on my transcript in time?**
Only academic performance recorded on your transcript at the time of application can be used to calculate minimum academic requirements. 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. If you're in doubt about the grading date, please contact the individual examiner directly to ensure that examination grades are entered in time.

8) **Are academic activities graded on a pass/fail basis taken into account when calculating the minimum academic requirements for the scholarship?**
Yes, achievements that have been assessed as "passed" are also counted as positive ECTS credits for this scholarship, as long as they are included in the curriculum.

9) **Can I apply for a graduation scholarship if I completed my studies in the summer semester and if I am not re-registered for my program at the time of application?**
No, you must be officially enrolled in the semester you file your application (2019/20 WS) and have paid your tuition fees and ÖH Students' Union dues. You must not have completed your program by the application deadline (October 31, 2019), i.e. the grading date of at least one examination/course or your bachelor's thesis/master's thesis/dissertation must be after October 31, 2019.

10) Do third-country nationals subject to higher tuition fees (§ 91 [2] Universities Act/*Universitätsgesetz* 2002) receive a higher scholarship amount?

The amount of the graduation scholarship for working students is limited to € 1,000 per student and academic year, regardless of the actual amount of tuition fees the student was required to pay.

11) I am on a leave of absence for the 2019/20 winter semester. Can I still apply for this scholarship?

Unfortunately not, as you need to be subject to tuition fees in the semester you file your application (2019/20 WS), which is not the case during a leave of absence.

12) I was on a leave of absence for the 2018/19 winter semester or the 2019 summer semester. Can I still apply for this scholarship?

Yes, as long as you fulfill all the other eligibility criteria, you are welcome to apply.

13) Do semesters on leave count towards the maximum duration or eligibility requirements?

No, leaves of absence are not included in the calculation of maximum duration of studies.

14) I would like to apply for this scholarship for my individual study program. What do I need to keep in mind?

The same rules apply for students in individual study programs as for regular degree program students. If your individual degree program is being completed at WU and another university at the same time, and …

a) … you are studying at the other university as a concurrently enrolled student, please include a current enrollment information sheet and your current transcript from the other university along with your WU information documenting the minimum academic requirements.

b) … you are studying at the other university as a regular degree program student, enrolled in a regular degree program (e.g. Japanese Studies, Korean Studies, Political Sciences, etc.), then you will have to have the credits for your academic performance at the other university transferred to WU; these credits must appear on your WU transcript before they can be taken into consideration for this scholarship.

15) How can I be sure my application for the graduation scholarship has been received?

As soon as you have filed your application for the graduation scholarship, a confirmation notice will appear on the web page.

You will also receive an email sent to your WU account confirming the data you provided and listing the attachments included with your application. This email is the confirmation that your application for the graduation scholarship has been received for processing.