



Graz, am 03.01.2025

Studienvertretungsbericht für die 2. ordentliche Sitzung im Wintersemester 2024/25 der Universitätsvertretung der HTU Graz am 15.01.2025

Department for international students

Over the course of this semester, our team has focused on a variety of tasks aimed at improving processes, supporting students, and ensuring smooth operations.

1. Fördertopf Application Process

A major focus has been on managing the applications for the Fördertopf. The application period opened online, and we worked on creating a new workflow to improve the process for our SBs. The deadline for applications was initially set for November 15, but we extended it to November 23 to give applicants more time. We communicated this extension via social media and email to ensure everyone was informed. We have been actively collecting and processing the applications and have held office hours every Friday to address inquiries from applicants regarding eligibility and the process.

2. Team Expansion and Recruitment

Given that many of our current team members are nearing the end of their studies, recruitment has been a key focus. We welcomed two new members, got them signed into the system, and introduced them to the team. We are continuing our efforts to recruit new members to ensure the continuity and strength of our team moving forward.

3. International Welcome Days Planning

In collaboration with the Welcome Center, we started planning for the February International Welcome Days. This included coordinating the program and ensuring that we are ready to support the event as we have done in the past.

4. New Initiatives and Outreach

We have also come up with the idea of hosting monthly informal meetups at the HTU office. These will be casual, open-door gatherings where students can meet us, have a drink, cook, and chat in a relaxed atmosphere. The aim is to create an environment where international students can engage with us more informally.

5. Email Management and Communication

Throughout the semester, we have been staying on top of our emails to ensure





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timely responses and effective communication. We have also been promoting the open Fördertopf applications via Instagram to reach as many students as possible and to raise awareness.