



Guidelines for the allocation of one-off grants from the social pot of the Students' Union at TU Graz

As the student representatives at Graz University of Technology, we are very keen to support our fellow students in every conceivable way, including financially, during their studies. For this reason, this social pot was created, with which we would like to make studying financially easier for particularly needy students and students in emergency situations. We ask the applicants to understand that the funds of the social pot are limited and represent a voluntary support of the HTU Graz. The decision-making committee consists of administrators and the head of the Department of Social Policy of the Students' Union at Graz University of Technology

Beschlussfassung am: 15.02.2024.

§ 1 General requirements

- (1) The prerequisite for the granting of funding from the HTU Graz social pot is that the applicant.
 - a. is studying at Graz University of Technology,
 - b. is socially needy within the meaning of the guidelines under § 2,
 - c. can prove adequate academic success according to § 3, and
 - d. has not received any other funding from ÖH funds in the current year (federal ÖH, other student unions, SV), with the exception of funding from the HTU social pot in the previous semester.
- (2) The applicant must prove that he/she is studying at TU Graz by submitting a confirmation of enrolment for the semester in which the funding was applied for.
- (3) The applicant must ensure that the application is completed in full and that all information in the application is clearly and obviously proven on the basis of the relevant documents.
- (4) There is no legal entitlement to the granting of financial support by HTU Graz.

§ 2 Social need

- (1) Social need within the meaning of these guidelines exists if the student's monthly income (in the last 6 months before application) falls below the at-risk-of-poverty threshold of EUR 1,392 (reference value: at-risk-of-poverty threshold 2022 according to Statistics Austria; <https://www.statistik.at/statistiken/bevoelkerung-und-soziales/einkommen-und-soziale-lage/armut>) and the income exceeds the





necessary monthly expenses by less than EUR 200.

- (2) To prove social need, the student must clearly state the total income of the last 6 months and the total of all monthly expenses in the application. This must be documented by a bank account statement in which the income is clearly marked separately from the expenses.
- (3) The basis and proof of all income must be submitted (e.g. money from parents in the form of a written declaration signed by the parents, salary in the form of a payslip, study grant in the form of a notification from the scholarship office, etc.).
- (4) For all expenses exceeding EUR 200.00, the invoice or the legal basis with a brief justification must be submitted; this applies in particular to rent.
- (5) For students who have to pay a tuition fee, this must be declared as such (as an expense and, in the case of a refund, as income), as well as all other study-related expenses that exceed EUR 200.00 and must be disregarded when assessing social need.
- (6) An applicant who lives in a joint household with their parents or partner is deemed to be in social need if their joint income falls below the following at-risk-of-poverty thresholds:
 - i. Shared household with partner, without children: EUR 2.088,00
 1. for 1 child: EUR 2.506,00
 2. for 2 or more children: EUR 3.480,00
 - ii. Shared household with one parent: EUR 2.088,00
 1. for both parents: EUR 2.506,00
 2. for one parent and siblings: EUR 2 784.00
 3. for both parents and siblings: EUR 3.480,00
- (7) In the case of paragraph 6, the proof of income and expenditure from paragraphs 2 to 5 must be provided for the entire household.





§ 3 Favorable study success

- (1) Students at TU Graz are deemed to have achieved adequate academic success within the meaning of these guidelines if they have completed at least eight semester hours or 14 ECTS credits in the last two semesters before submitting their application.
- (2) Exceptions to this rule apply in the following cases:
 - a. Proof of valid admission to a degree program is required for first-year students (first-time enrolment).
 - b. For students with children and persons with disabilities, a minimum of four semester hours or 7 ECTS is sufficient.
 - c. Diploma and Master's students are considered to have completed their diploma or Master's thesis.
 - d. If doctoral candidates are unable to provide the proof of performance in accordance with paragraph (1), they are also deemed to have successfully completed their studies if they submit confirmation from their supervisor that the dissertation has made adequate progress.
 - e. In the event of illness, disability, and unforeseen events; in the event of an unforeseen or unavoidable event (e.g. illness), notwithstanding paragraph 1, a lower level of academic success may also be considered adequate on an individual basis.
 - f. In the case of preparation for a regular degree program (e.g. university entrance qualification examination or language course; this includes the positive completion of the "Supplementary examination in German" and the "Supplementary examinations in the required subjects" of the preparatory course of the Graz universities, Neubaugasse 10, 8020 Graz).

§ 4 Applications

- (1) Applications for support from the HTU Graz social pot can be submitted by students of Graz University of Technology to the Social Department of HTU Graz. Applications can be submitted via the e-mail address soziales@htugraz.at or in person during office hours. Incomplete applications will not be processed.
- (2) Applications for funding from the social pot can be submitted from 1 October to 30 January and from 1 March to 15 June and are processed on an ongoing basis by the Social Policy Unit. The latest version of the form provided for this purpose must be used to submit applications. The form is available from the HTU Graz secretariat and can also be downloaded from the HTU Graz website (<http://www.htu.tugraz.at>).
- (3) Please enclose the completed application form:
 - a. Confirmation of enrolment for the current semester,
 - b. Proof of academic success for the last 2 semesters,
 - c. Proof of income of the applicant (including social benefits and support from family and friends) and, if applicable, proof of income of the partner or parents/children/siblings if living in the same household (including social benefits and support from family and friends),
 - d. Invoices or legal basis with brief justification for expenses exceeding EUR 200.00





- (for the applicant or for all persons living with him/her in the same household),
- e. Consecutive bank statements for the last six months (for the applicant or for all persons living in the same household),
 - f. Registration form of the applicant and, if applicable, of all persons living in the same household, stating the nature of the relationship to these persons. Proof of this must be enclosed (for married couples: Marriage certificate; for other couples, a jointly signed affidavit on the relationship; for parents and children: birth certificate)
 - g. For third-country nationals: a copy of the valid residence permit,
 - h. A signed declaration in lieu of an oath in which the applicant substantiates all the information provided in the application and the enclosed documents. (A false declaration may have consequences under criminal law).

§ 5 Procedure

- (1) Applications are processed by the award committee. The members of this committee have access to the applicant's documents.
- (2) HTU Graz does not pass on any student data to third parties. Only name and matriculation number may be passed on to the Province of Styria or the City of Graz if this is expressly requested.
- (3) The decision on an application is made by the Department of Social Policy, taking into account the "Guidelines for the allocation of funding from the Social Fund of the Students' Union at TU Graz" in the latest valid version. The decisions of the Department of Social Policy may deviate from the guidelines in justified exceptional cases.
- (4) The decision of the Social Policy Unit on applications is made by a simple majority of the valid votes cast. A simple majority, including the social policy officer, constitutes a quorum.
- (5) The decision on an application is made in the form of a written notification to the applicant.
- (6) The decision of the Social Policy Unit is final. In justified exceptional cases, reprocessing is possible.
- (7) The Chair may cancel the decision of the Social Policy Unit at any time and request that the unit re-evaluate the application. This does not apply in the case of paragraph 9.
- (8) Support obtained on the basis of false or incomplete information or in any other unlawful manner must be repaid. The Social Department of HTU Graz must be notified within two weeks of becoming aware of any circumstances that occur after the date on which support is granted and that would result in the support being suspended or repaid. HTU Graz reserves the right to take legal action in the event of non-compliance.
- (9) Incomplete applications within the meaning of §§ 1, 2 and 4 must be rejected immediately. In such a case, subsequent submission of documents or information not enclosed is not permitted.





HTU Graz

Vertretung, Beratung, Service.



§ 6 Amount of support

- (1) The amount of support depends on the budget allocated for this purpose and is determined according to individual need.
- (2) Only one grant is awarded per semester.
- (3) The amount of the payment is adjusted annually in line with inflation and determined by the social policy officer. There are three levels of need: Low, Medium and High.

