



Guidelines for the awarding of Excursion funding by the Students' Union at TU Graz

As student representatives at TU Graz, we are very keen to relieve the burden on students at TU Graz as much as we can. Excursions are a major financial burden for many students, which should be alleviated somewhat with the help of this funding pot.

Resolution on: 04.06.2024

§ 1 General requirements

- (1) The prerequisite for the granting of an excursion grant by HTU Graz 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. the excursion is a compulsory or compulsory elective course in the student's own degree program or a degree program for which the current degree program is a prerequisite.
- (2) The applicant must prove that they are studying at TU Graz by submitting a confirmation of study 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 excursion funding 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 in paragraph 2 and the monthly income exceeds the necessary monthly expenses by less than 10%.
- (2) Any savings in excess of the amount specified in paragraph 3 shall be added to the monthly income within the meaning of paragraph 1.
- (3) The at-risk-of-poverty threshold is set at 80% of the amount determined by Statistics Austria for the previous year. This takes into account that most students do not reach the official at-risk-of-poverty threshold with their income. The official threshold is calculated for individuals in private households. However, many students live in shared flats or student residences, where the cost of living is at least 20% lower





compared to people living alone.

- (4) 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.
- (5) 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.).
- (6) For all expenses that exceed 20% of the monthly income, the invoice or the legal basis with a brief justification must be submitted; this applies in particular to rent.
- (7) 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 must all other study-related expenses that exceed 20% of monthly income, and must be disregarded when assessing social need.
- (8) The social neediness of an applicant living in a joint household with their parents or partner is given if the joint income falls below the at-risk-of-poverty thresholds from paragraph 2 multiplied by the following factor:
 - i. Shared household with partner, without children: factor 1.5
 1. with 1 child: factor 1.8
 2. with 2 or more children: Factor 2.1
 - ii. Shared household with one parent: 1.5
 1. for both parents: 1.8
 2. for one parent and siblings: 1.8
 3. for both parents and siblings: 2.1
- (9) In the case of paragraph 8, the proof of income and expenditure from paragraphs 2 to 5 must be provided for the entire household.

§ 3 Applications

- (1) Applications for excursion funding can be submitted by students of TU Graz to the Department of Social Policy of HTU Graz. Applications can only be submitted online via the HTU website. Incomplete applications will not be processed.
- (2) Applications for excursion funding can be submitted at any time after the excursion has been completed, but no later than the end of the following semester. Applications are processed on an ongoing basis by the award committee. 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.htugraz.at>).
- (3) Please enclose the completed application form:
 - a. Confirmation of enrollment for the current semester,





- b. Confirmation of participation in an excursion (grade for the course, confirmation from the institute/lecturer)
- c. Confirmation of the costs of the excursion (confirmation from the institute/course leader)
- d. 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),
- e. 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),
- f. Consecutive bank statements for the last six months (for the applicant or for all persons living in the same household)
- g. For third-country nationals: a copy of the valid residence permit
- h. A signed affidavit in which the person making the application substantiates all the information provided in the application and the enclosed documents. (A false declaration may have consequences under criminal law).
- i. Personally signed consent to the processing of personal data (within the meaning of Art. 5-9 GDPR)

§ 4 Procedure

- (1) Applications are processed by the award committee.
- (2) The members of the allocation committee are the social policy officer and the social policy officers.
- (3) Members of the award committee have access to the applicant's documents. HTU Graz does not pass on any student data to third parties.
- (4) The decision on an application is made by the allocation committee, taking into account the "Guidelines for the allocation of excursion funding by the Students' Union at Graz University of Technology" in the latest valid version.
- (5) The Awards Committee makes decisions at its meetings, which take place at least twice a semester. The decision of the allocation committee on the applications is made by a simple majority of the valid votes cast. The department has a quorum if a simple majority including the social affairs officer is present. If the social affairs officer is absent, the allocation committee is quorate if he/she has authorized another person (from the circle of administrators) as his/her representative in writing.
- (6) The award committee regulates its own process for processing applications at the individual meetings on an ad hoc basis.
- (7) The decision on an application is sent to the applicant in the form of a written notification, which must be signed by the social policy officer.
- (8) In the event of a positive decision, the funding in the corresponding amount (see § 6) will be transferred by the Economic Department by bank transfer to the applicant's account (stated in the application). The transfer can only be made to the applicant's account. The applicant is responsible for ensuring that the account details provided by





them are correct.

- (9) The decision of the award committee is final. In the event of an appeal, the awarding committee shall decide. In the event that the complaint is well-founded, the awarding committee shall make a new decision. The new decision must take the complaint into account. Unfounded complaints must be rejected as such. In the latter case, the decision on the rejection of the complaint must be communicated to the complainant in writing with a brief statement from the awarding committee. Applicants who are not satisfied with such a decision may then lodge an appeal against this decision with the HTU Chair. The HTU Chair will only overturn the decision of the awarding committee if it violates these guidelines and require the awarding committee to re-evaluate the application. This does not apply in the case of paragraph 11. In all other cases, the decision of the awarding committee remains valid and the complainant will be informed.
- (10) Funding 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 of the grant award and that would result in the suspension or repayment of the grant. HTU Graz reserves the right to take legal action in the event of non-compliance.
- (11) Incomplete applications within the meaning of §§ 1, 2 and 3 must be rejected immediately. In such a case, the submission of documents or information not enclosed is not permitted.

§ 5 Amount of funding

- (1) The amount of funding depends on the budget funds granted for this purpose and is determined according to individual need.
- (2) The total amount of funding for a year is determined at the beginning of the year by the university representatives.
- (3) If this amount is exhausted, the allocation committee may request an increase in the total amount from the AGM. If this request is not made or the AGM decides negatively on the request of the allocation committee, all subsequent requests must be rejected with this justification.
- (4) If the total amount is not exhausted at the end of the year, the AGM decides on the disposal of the remaining funds.
- (5) Only one application per person and course can be approved
- (6) In the event of social need, the applicant will be awarded funding for travel expenses, accommodation costs and other mandatory costs, such as entrance fees:
 - a) Domestic excursions: maximum €100 per day
 - b) Excursion abroad: maximum €150 per day
- (7) Travel costs for car journeys are only subsidized if the journey by public transport is not reasonable. In the case of car journeys, a mileage allowance will be paid in accordance with the [HTU Graz's payment regulations](#); in the case of journeys by public transport, the ticket price will be reimbursed at the Vorteils card rate.
- (8) The amount of funding may not exceed the total cost of the excursion





HTU Graz

Vertretung, Beratung, Service.



§ 6 Entry into force and announcement

- (1) These guidelines come into force on 05.06.2024.
- (2) These guidelines are to be published on the HTU Graz website together with brief information on funding from the social pot and the corresponding form, and thus made known to all students at the TU.

