



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

As student representatives at TU Graz, 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.

Resolution on: 04.06.2024

§ 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 demonstrate adequate academic success according to § 3, and
 - d. has not received any other funding from ÖH funds in the current year (federal ÖH, other HV, SV), with the exception of funding from the HTU social pot in the previous semester.
- (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 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 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 7, 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 enrollees).
- 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 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; if an unforeseen or unavoidable event (e.g. illness) occurs, a lower level of study success may also be considered adequate on an individual basis, in deviation from paragraph 1.
- f. Extraordinary students who are preparing for a regular course of study (university entrance qualification examination or language course) can provide proof of favorable study success with the positive completion of the "Supplementary examination in German" and the "Supplementary examinations in the required subjects" of the preliminary study course of the Graz universities. In the case of several semesters of preparation, the application is possible from the 2nd semester onwards on condition of a positive completion of the previous "course level".

§ 4 Applications

- (1) Applications for funding from the HTU Graz social pot can be submitted by students of Graz University of Technology to the Department of Social Policy at HTU Graz. Applications can only be submitted online via the HTU website. Incomplete applications will not be processed.
- (2) Applications for funding from the social pot can be submitted from 1.10. to 30.01. and from 1.3. to 15.6. and are processed by the allocation committee on an ongoing basis. 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. 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 with him/her 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 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)

§ 5 Procedure

- (1) The applications are processed by the award committee.
- (2) The members of the award committee are the social policy officer and the clerks in the social policy department.
- (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 award committee in accordance with the "Guidelines for the allocation of funding from the Social Fund of the Students' Union at Graz University of Technology" in the latest valid version.
- (5) The award 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 is quorate 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 among the administrators) in writing to represent him/her.
- (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 him/her 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 4 must be rejected immediately. In such a case, the submission of documents or information not enclosed is not permitted.

§ 6 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 one 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 grant can be awarded per semester.
- (6) The amount of funding depends on the applicant's level of need. There are three levels of need: Low, Medium and High.
- (7) The levels of need are to be determined as follows:
 - a) Students whose monthly income does not fall below the at-risk-of-poverty threshold by more than 20% are in the low need category.
 - b) Students whose monthly income falls below the at-risk-of-poverty threshold by more than 20% but not more than 40% of the at-risk-of-poverty threshold are in the medium need level.
 - c) Students whose monthly income falls below the at-risk-of-poverty threshold by more than 40% are in the high level of need.
- (8) Maximum amounts for the corresponding levels are
 - a) EUR 400.00 for the low level of need,
 - b) EUR 600.00 for the medium level of need and
 - c) EUR 800.00 for the high level of need.These amounts are adjusted annually for inflation.





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§ 7 Entry into force and announcement

- (1) These guidelines enter 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.

