



Guideline for the support pot for students from crisis areas of the war in Ukraine

1. General requirements

1.1. The requirements for the granting of support by the Student Union at the Graz University of Technology (hereinafter referred to as HTU Graz), are:

- a) the student is a member of the HTU Graz
- b) the student is studying at the TU Graz
- c) the student is in an emergency situation in the sense of this guideline
- d) the student does not receive sufficient support from any other source.

There is no legal claim to the guarantee of support by HTU Graz.

1.2. Support from HTU Graz can only be granted if there are no possibilities for public support or if they have already been exhausted.

1.3. The applicant must be able to credibly demonstrate that the event that caused the financial hardship occurred in the immediate past, is related to the acts of war in Ukraine, and that it is not possible to improve it due to the current situation.

1.4. The applicants will be checked according to the current sanction measures. If applicants or their parents appear on the financial sanctions list of the European Union, no payment will be made. Likewise, HTU Graz reserves the right to refuse support to students who actively support the Russian war effort.

2. Definition of emergency

An emergency situation in the sense of these guidelines exists if the livelihood or the continuation of studies at Graz University of Technology is endangered due to the acts of war in Ukraine. The main focus here should be on grade situations caused by the war, for example by the sudden loss of financial support from the family or inaccessible funds due to the war.

Inaccessibility of these regular benefits - e.g. inaccessibility of family assistance due to the current acts of war - are to be documented in writing and attached to the application.





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In principle, an account balance of less than 2000 euros should be available and documented as of the cut-off date of 28.2.2022. If large expenditures have been made only after the cut-off date, which are related to the war situation and have created the student's hardship, this must be justified (for example, financial support for parents in the crisis areas after the start of the semester).

3. Application

3.1. Applications for support from the emergency fund can be submitted by students to the Social Department of HTU Graz and will be processed as soon as possible.

3.2. Applications can be submitted until February 28, 2022 for the time being. If the war in Ukraine should continue, an extension can be decided in a university council meeting of the HTU Graz.

3.3. The application is to be made by means of the form provided by HTU Graz (linked at htugraz.at/ukraine). This form is to be filled out completely and truthfully, and the following documents, if applicable, are to be attached completely and up-to-date when the application is submitted for the first time:

- a) Copy of a personal document (e.g. passport),
- b) citizenship, visa, or other document that proves the (family) connection to the crisis region,
- c) Bank statements of the last 3 months, which prove financial payments from the crisis regions (e.g. by the family) or a justification why these cannot be provided,
- d) Study sheet from the TUGRAZonline,
- e) Confirmation of enrollment for the current semester,
- f) names of parents,
- g) written explanation of current need.

3.4. Applications can only be submitted until the funds made available by HTU Graz have been exhausted. In principle, we work according to the first come-first served principle.

3.5. Should the available budget of the emergency fund be completely exhausted, an increase can be decided in a university representation meeting of HTU Graz.



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4. Procedure and awarding

4.1. The total amount of funding of the Ukraine Emergency Fund of HTU Graz is 80,000 Euros. 50,000 euros are provided by TU Graz (according to the rectorate's decree), and 30,000 euros by HTU Graz (according to the decision of HTU Graz). Should this amount be completely exhausted in the course of the application period, the HTU Graz can provide further funds in the course of a UV session.

4.2. The maximum grant amount is 1000 Euro per application for individuals or the difference to the maximum allowable account amount of 2000 Euro as of the cut-off date (exceptions see point 2)

4.3. support is provided in the form of a one-time payment by bank transfer. Only transfers within the EEA are possible.

4.4. The responsible officer or administrator processes all applications received in the order in which they are received by HTU Graz. The social officer reviews the processed applications and submits a list of the students to be sponsored to the economic officer and the chairperson of HTU Graz within 14 days after processing.

4.5. The allocation of the funds of the Ukraine Emergency Fund of the HTU Graz is decided in regular meetings between the Social Officer, the Economic Officer, the Officer for Foreign Students and the Chair. The decision about an application is made on the basis of the emergency situation and the contingent of the Ukraine Emergency Fund of HTU Graz in agreement and then communicated to the applicant in writing.

4.6. If the applicant demonstrably attempts to deceive HTU Graz by providing false or incomplete information or documents, the application is to be rejected. Changes to the data stated in the application are to be reported to the Social Officer of HTU Graz immediately. Supports that have been obtained through untrue or incomplete information or in any other unlawful way have to be paid back. Otherwise, HTU Graz reserves the right to take legal action.

4.7. If the application does not provide enough information to determine whether a hardship within the meaning of this guideline exists, if the application is incomplete or if the hardship appears doubtful when viewed as a whole, the applicant shall be given the opportunity by the social officer or the responsible case worker to submit additional documents within 30 days. If the applicant does not take advantage of this opportunity, the application will be rejected.

4.8. The application from the winter semester 2022/23 onwards can be made twice a semester, the first application possibility in the winter semester 2022/23 runs until 31.12.2022, after that the second application possibility in the winter semester 2022/23 starts, which runs until 28.02.2023.





5. Data privacy

5.1. No student data will be disclosed to unauthorized persons.

5.2. All information in connection with applications to the Ukraine Emergency Fund are subject to strict confidentiality. Access to this information is only granted to the responsible administrator, the responsible officer, the economic officer as well as the mandataries of the university representation of HTU Graz upon written request according to the local statutes.

Restricted access (i.e. access to certain applications or certain information) may be granted by the social officer in justified cases.

Justified cases are in any case those in which the support of an additional person is necessary to process the application (e.g. translation or interpretation).

Data relevant for the receipt of further support by HTU Graz (e.g. contact data, matching of support recipients, passing on of data in case of double support) can be passed on by the Social Officer. In addition, data is exchanged with other universities in Graz in order to exclude double funding.

Temporary access can be granted for the purpose of training new administrators and officers of the Social Department.

5.3. All physical documents are to be kept in locked cabinets. The key to these cabinets will be given to the officer and the administrators of the social department of the HTU Graz.

