

Guideline for a Social Scholarship of the ÖH Uni Salzburg

§ 1 Purpose of the support

The Students' Union at the University of Salzburg (hereinafter referred to as ÖH Uni Salzburg) therefore supports socially needy members of the ÖH Uni Salzburg with a social scholarship in accordance with the guidelines and the available funds.

§ 2 Award criteria

- 1) The prerequisite for the granting of support by the ÖH University of Salzburg is that the student is a member of the Austrian Student Union of the University of Salzburg, is pursuing an extraordinary or regular course of study, is socially needy within the meaning of these guidelines, can prove adequate academic success and does not receive sufficient support from any other source. Employees of the Austrian Student Union at the University of Salzburg cannot be granted any support.
- 2) Social need within the meaning of these guidelines exists if the student does not live with his or her parents and if the monthly expenses exceed the monthly income. The receipt of study grants excludes social neediness in the sense of these guidelines, unless it concerns students who, despite their own residence at the place of study, do not receive the increased study grant for "non-resident students" according to the Study Grant Act. Furthermore, social indigence within the meaning of these guidelines is given if no significant monthly surplus is achieved despite a frugal lifestyle.
 - a) In order to be able to understand the financial situation of the applicant and to verify income and expenses, the bank statements of the last three months (calculated from the date of application) must be uploaded.
- 3) For the purposes of these guidelines, income means all funds flowing into the household budget of the applicant and his/her partner and their children, such as: Income from gainful employment, benefits from the Unemployment Insurance Act, Maternity Leave Benefits Act, Study Support Act, Labor Market Service Act and other laws, pensions, annuities, support from the federal government, state, municipalities and other organizations, such as allowances (e.g.: housing allowance or family allowance for students and their children), study grants and other scholarships, maintenance payments (alimony for parent(s) or child) as well as other allowances from parents and other relatives.
- 4) The maximum amounts that may be deducted for expenses are as follows:
 - a) For housing costs actually incurred, a maximum of 450 euros for the applicant. For the (spouse) partner living in the joint household/cohabitation and the children living in the joint household, the amount determined for housing costs is increased by 100 euros in each case.

- b) for expenses necessary for studying, including non-refunded tuition fees against proof of costs of a maximum of 200 euros, without proof of costs a lump sum of 100 euros,
- c) for telephone, radio and television fees and household insurance up to a maximum of 100 euros per month,
- d) for childcare (excluding tuition for private schools but including babysitting costs) up to a maximum of 275 euros per month,
- e) for health insurance up to a maximum of 65 euros per student per month,
- f) for a student's necessary travel to and from the place of study, the monthly amount of the lowest student fare,
- g) for living expenses (food, clothing, medicines, leisure, books, etc.) may not be deducted monthly more than 350 euros for the applicant, 250 euros for the partner and 250 euros for each child living in the household.

In individual cases, moreover, suddenly required one-time expenses may be included in the monthly expenses at one-twelfth of the amount if these expenses are absolutely necessary and are substantiated by appropriate receipts.

The total monthly expenses calculated in this way may not exceed 950 euros for the applicant and 500 euros for the (married) partner living in the same household/community. This amount is increased by 300 euros for each child living in the household or by 400 euros for single parent students, plus 275 euros for proven childcare costs and a maximum of 200 euros for expenses necessary for studying.

5) Savings

- a) In principle, for the support from the social scholarship, savings may not exceed the limit of 3,000 euros.
- b) For amounts in excess of this (e.g. upcoming, necessary expenses, etc.).

6) Study success

- a) For students at universities, universities of the arts and the Academy of Fine Arts and other institutions of higher education, adequate academic achievement within the meaning of these guidelines is deemed to exist if the student has passed at least one partial examination of a diploma examination or viva voce examination or examinations amounting to 16 ECTS points or eight semester hours from the last two semesters. For students with children and disabled students, a course achievement of at least eight ECTS points or four semester hours is sufficient.
- b) Adequate study success in the sense of these guidelines does not exist if twice the legally stipulated study time has been exceeded in the current study program or study section. Reasons for delay such as child-raising periods, employment, if more than half-time employment existed, illness, disabilities, university-related delays such as : Access restrictions, very short

Periods of study or other unavoidable reasons may be considered, provided that sufficient academic success is achieved during the periods preceding or following these disabilities.

- c) In deviation from 1. (1), extraordinary students may also receive support in the second semester in preparation for a regular study program (e.g. university entrance qualification examination or language course) if they submit certificates of examinations from the first semester which correspond to a number of hours equivalent to eight semester hours per week.
- d) Students who have already completed a course of study may only be granted support if they are pursuing further studies in a related subject or if the course of study will significantly improve their career prospects.
- e) Proven work on a diploma or master's thesis or a dissertation counts as sufficient study success; proven work on a bachelor's thesis can reduce the credit to be earned by 8 ECTS.
- f) For students who are in the 1st semester of a Master's program, the academic achievement of the Bachelor's program or the Bachelor's certificate itself applies.
- g) Students who have only completed one full semester are only required to provide evidence of half of the ECTS or semester hours prescribed above. These must therefore provide evidence of 8 ECTS.
- h) Applicants who are only in their first semester will not be required to provide proof of ECTS credits, but instead proof of the courses attended (screenshot or similar on which the name is clearly visible).
- i) In special cases, and in consultation with the Economic Affairs Officer and the
- j) Chairperson of the ÖH Uni Salzburg to waive the fulfillment of the award criteria for academic success. Such a decision has to be justified in writing with a note in the records.

§ 3 Request

- 1) The application is to be submitted using the online form provided by the ÖH Uni Salzburg. This form must be filled out completely and truthfully. The application must be made exclusively online in the "Meine ÖH" portal.
- 2) Only fully completed applications count as applications to be considered for the further procedure.
- 3) By submitting the application, the applying student confirms that he/she has read and understood the guidelines of the social scholarship of the ÖH Uni Salzburg.

§ 4 Procedure

- 1) The decision on a request is made in the form of an electronic message

(email) to the applicant. The applicant will be informed of the status of all changes to the application by email. In case of a positive application, the applicant(s) will receive a notification by mail, in case of a negative application, the applicant(s) will receive a notification by email.

- 2) Additional documents may be requested and required to prove the information provided in the application.
- 3) Support obtained through false or incomplete information or in any other unlawful manner must be repaid.
- 4) The responsibility for the processing of the applications to the ÖH Uni Salzburg in accordance with the guidelines lies with the officer of the Social Affairs Department of the ÖH Uni Salzburg. The department head for economic affairs as well as the chairperson can inspect all documents and applications and ultimately decides on the scholarship.
- 5) Applications may be submitted from September 01 to February 28 in the winter semester and from March 01 to August 31 in the summer semester.
- 6) The social scholarship can be used a maximum of once per semester per person.
- 7) In exceptional cases (such as financial emergencies), the fulfillment of certain criteria can be waived (e.g. less ECTS, slightly higher savings amount in the account, etc.) in consultation with the Referent*in für wirtschaftliche Angelegenheiten and the chairperson of the ÖH Uni Salzburg.
- 8) Since the Social Scholarship funds are limited, once the budget is exhausted in a given academic year, the award must be discontinued unless the fund is increased.
- 9) There is no legal claim to the granting of support by the Austrian Student Union.
- 10) Insofar as funds are made available by third parties, personal data may be transmitted to third parties as proof of the contractually agreed use of the funds. Any use or disclosure of the data by third parties is prohibited. Third parties are obliged to comply with all data protection regulations.

§ 5 Amount of support

The amount of the social grant is named at the discretion of the* Social Officer, but is a maximum of 550€ per semester. The maximum amount of the funding pot is 20.000€, this amount expires at the end of the fiscal year, after that a new amount for the funding pot has to be decided.

§ 6 Amendment of this guideline

Changes are to be made by the university representation of the ÖH Uni Salzburg with a simple majority.

§ 7 Entry into force

The policy will be effective for all applications submitted on or after 03/01/2023.

§ 8 Data protection

The privacy policy is available at <https://meine.oeh-salzburg.at/datenschutz/> to

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