

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.

Directives concerning the award of merit-based scholarships at TU Wien

(online 14.10.2015)

(replaces the version dated 4 October 2006, University Gazette (MBI.) No. 204-2006)

General

The directives are based on the following:

- Student Support Act, Federal Law Gazette No. 343/1993 in the version of the Federal Law Gazette I No. 47/2008, esp. §§ 57-61
- Report of the Court of Auditors concerning the award of merit-based and promotional scholarships
- (Previous) criteria and procedures of the faculties of TU Wien with regard to the award of merit-based scholarships

For information purposes, the directives contain excerpts of the Student Support Act in italics.

Goals of the directives

The directives concerning the award of merit-based scholarships have the following goals in particular:

- Consolidation of the legal provisions
- Comprehensible decision criteria (coherent and justifiable with regard to form and content)
- Consideration of requirements specific to the faculty or the field of studies; differentiations specific to the faculty or the field of studies in justified cases
- (Development of a funding strategy concerning the award of merit-based scholarships which applies to the whole university)

Funding goal of merit-based scholarships

§ 57 (1) Merit-based scholarships ... serve to recognise outstanding academic work.

Beneficiaries

§ 2 The following persons can receive funding:

- *Austrian citizens (§ 3) and*
- *foreigners with equivalent status and stateless persons (§ 4).*

Announcement

§ 59 (1) Merit-based scholarships are to be announced every academic year by the university body responsible for study matters.

(2) The application deadlines, the study records to be submitted and the criteria for the selec-

*tion of the scholarship students must be stated in detail in the announcement.
All criteria relevant for the selection of the scholarship students must be stated in detail in the announcement.*

Requirements

§ 60 Requirements for the award of a merit-based scholarship:

- 1. the adherence to the period of entitlement (§ 18) 1) for the respective stage of the study programme under consideration of possible important reasons (§ 19),*
- 2. a grade point average of the evaluated examinations, courses and theses of at least 2.0 and*
- 3. the fulfilment of the announcement criteria.*

(2) The fulfilment of the requirements is to be evaluated by the awarding body.

Further restrictions

The legal provisions concerning the requirements for merit-based scholarships can be further restricted:

- **Grade point average**

A reduction of the grade point average (e.g. at least 1.5) in the application criteria is permitted.

- **Hours, ECTS load**

A minimum of attended hours or achieved ECTS points can be required.

Differentiation based on the field of studies

The annual means for merit-based scholarships available to the faculties shall be proportionally split between the different fields of studies within the faculties based on the number of graduates or the number of students.

The criteria for the award of merit-based scholarships may differ within a faculty depending on the field of studies and the type of studies (Dipl.-Ing., Bachelor, Master, Dr.).

Assessment period

The academic work of the previous academic year will be considered for the award of merit-based scholarships (academic work from 1 October to 30 September).

The complete academic work of the academic year relevant for the decision shall be considered.

When assessing the academic work, recognitions are only considered if the examination was taken in the academic year relevant for the decision.

Diploma theses and doctoral theses

Diploma theses which were finished in the academic year relevant for the decision shall be considered when assessing the academic work (e.g. 20 hours or 30 ECTS points).

Doctoral theses which were finished in the academic year relevant for the decision shall be considered when assessing the academic work (e.g. 40 hours or 60 ECTS points).

Diploma examinations and doctoral examinations can be considered when assessing the academic work (e.g. one ECTS point per examination part taken).

Assessment of the academic work

Assessment criteria

When assessing the applications, the following criteria shall be considered:

- Grade point average (principle: the lower the grade point average the better)
- Achieved ECTS points or hours, examinations (principle: the more ECTS points or examinations the better).

The following criteria may be considered as well:

- Students' academic work in their study programmes up to now (adherence to the total programme duration, achievements in previous stages of the study programme)
- Weighting according to compulsory subjects, elective subjects and free-choice subjects, whereby as a rule, compulsory subjects shall be weighted higher
- Funding and scholarships in previous years

Performance figures

The academic work shall mainly be assessed based on performance figures considering the grade point average and the achieved ECTS points or the total hours.

Further criteria which are not considered in the performance figures can be used when assessing the academic work.

Prioritisation of the submitted applications

The submitted applications shall be prioritised according to the assessment criteria applied, in particular the performance figures.

Depending on the number of the applications entitled to funding, the funds for merit-based scholarships shall be awarded according to the prioritisation results.

Deviations from the prioritisation order must be justified.

Amount of the merit-based scholarships (new limits as of 1 September 2014)

§ 58 (2) ... The amount of one scholarship may not be below EUR 750.00.

§ 61 (1) A merit-based scholarship may not be below the amount of the general tuition fee for two semesters according to the Tuition and Fees Act 1972 and may not exceed the amount of EUR 1,500.

The merit-based scholarships shall be tiered according to the prioritisation results.

Multiple study programmes

When taking part in multiple study programmes at the same time, the student is only entitled to a merit-based scholarship for one study programme. The student may choose the study programme for which they apply for a merit-based scholarship.

Award

§ 61 (2) The merit-based scholarships are awarded within the framework of the private sector administration based on the applications of the students. There is no legal claim to the award.

(3) The merit-based scholarships are awarded by the university body responsible for study matters...

The university body responsible for study matters may take the advice of a commission concerning the award of the merit-based scholarships.

(4) The educational institutions shall publish the prioritisation of the applications. A justified

decision concerning the success of their applications shall be communicated to the applicants.

(5) The educational institutions shall submit a report about their funding strategy, the selection criteria and the number and amount of the awarded merit-based scholarships to the Ministry of Science and Research on an annual basis.

Reporting

The prioritisation of the applicants may be published online.

Reference can be made to this publication when informing the applicants of the decision.

1) § 18. (1) The period of entitlement generally comprises the period of study scheduled for the completion of diploma programmes, bachelor's programmes, master's programmes, doctoral examinations, teacher training programmes or other examinations at the end of a study programme or a stage of a programme and one additional semester.

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