

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 promotional scholarships at TU Wien

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(replaces the version dated 4 October 2006, University Gazette (MBI.) No. 205-2006), Published in University Gazette No. 11/08 of 21st May 2008 (no. 128)
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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. §§ 63-67
- 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 promotional 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 promotional 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 for the award of promotional scholarships which applies to the whole university)

Funding goal of promotional scholarships

§ 63 Promotional scholarships serve to support scientific or artistic theses of students in a degree programme....

Beneficiaries

§ 2 The following persons can receive funding:

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

Announcement

§ 65 (1) Promotional scholarships are to be announced every academic year by the university body responsible for study matters.

(2) In the announcement, the minimum academic work to be performed and at least one deadline per semester for submission of applications for a promotional scholarship shall be stated.

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

The student is obliged to use the promotional scholarship as stated in the application and to submit the documents according to § 67 para. 3 of the Student Support Act in time.

Requirements

§ 66 Requirements for the award of a promotional scholarship:

- 1. an application of the student for a promotional scholarship in order to finish a non-completed thesis including a description of the thesis, a statement of costs and a financing plan;*
- 2. the submission of at least one opinion of a university teacher or a professor stated in § 23 para. 1 lit. a UOG or in § 19 para. 2 subpara. 1 UOG 1993 (remark: now § 94 para. 2 UG 2002 – scientific and artistic university staff) concerning the statement of costs and whether the student will presumably be able to write the thesis with above-average success based on the academic work performed up to now and their suggestions concerning the writing of the thesis;*
- 3. the adherence to the period of entitlement (§ 18) 1 under consideration of possible important reasons (§ 19);*
- 4. the fulfilment of the announcement requirements.*

Detailed definition of the requirements

The **application** must contain

- a description **of the content of the planned thesis**

The thesis must not be completed at the time of application.

- a **time schedule**
- a **statement of costs**

The stated costs are to be verified by enclosing cost estimates or other appropriate documents.

- a **financing plan**

Other funding bodies must be stated as well.

- (at least) one **opinion**

Reference shall be made to the following aspects in the opinion:

- o assessment of the above-average success of the thesis
- o assessment of an above-average investment
- o necessity of the plans in the statement of costs
- o appropriateness of the amount of costs
- o assessment of the financing plan, especially of proposals for covering the costs for the specific thesis

The award of promotional scholarships shall be limited to such scientific theses which clearly require **an above-average investment**. Investments which other authors of scientific theses are also charged with on a regular basis (e.g. hardware, office material) can only be funded in justified exceptional cases.

Assessment criteria

The following factors – in addition to the legal requirements – shall be considered when assessing and prioritising the submitted theses:

- investment in terms of money and time
- scientific or artistic value
- other aspects (e.g. students' academic work in their study programmes up to now, adherence to the total programme duration, professional environment)

The promotion decision, especially the amount of the promotional scholarship, shall be justified on the basis of the stated factors.

Award (new limits as of 1 September 2014)

§ 67 (1) A promotional scholarship may not be below EUR 750.00 and not above EUR 3,600.00 for one academic year. The promotional scholarships are awarded within the framework of the private sector administration. There is no legal claim to the award.

(2) The promotional scholarships are awarded by the university body responsible for study matters, or else by the head of the educational institution after the hearing of the student representation of that institution.

The body responsible for study matters may establish an advisory commission for the assessment and prioritisation of the submitted theses. Also, the individual scholarship applicants may be heard if required.

(3) Upon award of a promotional scholarship, the students shall be requested to submit a report on the use of the promotional scholarship as intended to the awarding collegial board after conclusion of the funded thesis. It may be provided for in the announcement (§ 65) that up to 25% of the promotional scholarship only be paid after the submission of the report.

Such retention shall not be provided. However, if the promotional scholarship is not used as intended, it must be repaid.

(4) The applicants shall be immediately informed of the decision.

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

Reporting

In addition to § 67 (3) Student Support Act 1992, Federal Law Gazette No. 343 as applicable, the reporting period shall be limited to three months. Expenses shall be documented by invoices.

The decisions concerning the promotional scholarships, especially the justifications for the award of the scholarships or the non-consideration of applications and the amount of the promotional scholarships shall be presented and documented.

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, doc-

toral 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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