

GUIDELINES FOR THE GRANTING OF SUPPORT FROM THE SOCIAL FUNDS OF THE STUDENTS' UNION AT THE UNIVERSITY OF NATURAL RESOURCES AND LIFE SCIENCES, VIENNA (ÖH BOKU)

1. General requirements

- (1) The prerequisite for receiving support from the **Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU)**, is that the student is a full member of the **Austrian Students' Union (ÖH)**, is pursuing a regular degree programme at the University of Natural Resources and Life Sciences, is socially needy within the meaning of these guidelines, can provide evidence of adequate academic success and does not receive sufficient support from any other source.
- (2) There is no legal entitlement to support from the Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU).

2. Social neediness

- (1) Social need within the meaning of these guidelines exists at the earliest when the monthly expenditure amounts to at least 75 per cent of the monthly income.
- (2) For the purposes of these guidelines, income is deemed to be all income flowing into the household budget of the applicant and his/her partner and their children, e.g: Income from gainful employment, benefits from the Unemployment Insurance Act, Parental Leave Benefits Act, Study Support Act, Labour Market Service Act and other laws, pensions, annuities, support from federal, state, municipal and other organisations, such as:
 - Allowances (e.g. housing allowance or family allowance for students and their children),
 - Study grants and other scholarships,
 - Support payments (alimony for students or their child/children) and other benefits from parents and other relatives.
- (3) The following maximum amounts may be deducted for expenses:
 - a) for housing costs actually incurred up to a maximum of **600** euros for the applicant. For partners living in the joint household and children living in the joint household, the amount set for housing costs is increased by **220** euros each.
 - b) for expenses necessary for studying, including non-refundable tuition fees against proof of costs of a maximum of **220** euros, without proof of costs a flat rate of **95** euros,
 - c) for telephone, internet, radio and television licence fees and household insurance up to a maximum of **100** euros per month,

- d) for childcare (excluding tuition fees for public schools but including babysitting costs) up to a maximum of **300** euros per month,
 - e) for health insurance up to a maximum of **75** euros per student per month,
 - f) for the necessary journeys of a student to and from the place of study, the monthly amount of the lowest student fare,
 - g) for psychological treatment up to a maximum of **400** euros per month,
 - h) for living expenses (food, clothing, medication, leisure, sports, etc.), no more than **400** euros per month may be deducted for the applicant, **290** euros for the partner and **260** euros for each child living in the household.
- (4) In individual cases suddenly required one-time expenses may be additionally included in the monthly expenses at one-twelfth of the amount if these expenses are absolutely necessary and are substantiated by appropriate receipts.
- (5) The total monthly expenses calculated in this way may not exceed **1500** euros for the applicant and **550** euros for the (spouse) partner living in the same household. This amount is increased by **390** euros for each child living in the household or by **500** euros for single parents, plus **300** euros for proven childcare costs. A further increase of **400** euros is possible for psychological treatment costs and a maximum of **220** euros for proven expenses necessary for studies.

3. Study success

- (1) Adequate academic success within the meaning of these guidelines is deemed to have been achieved if examinations totaling **six ECTS credits** or **three semester hours (SWS)** from the last two semesters have been **successfully completed**. For students with children, students with disabilities and doctoral students, the completion of at least **four** ECTS credits or **one and a half semester hours (SWS)** is sufficient.
- (2) In deviation from point 3. (1) non-degree students can also receive support in the second semester in preparation for a regular degree programme (e.g. university entrance qualification examination or language course) if they present certificates from examinations from the first semester that correspond to three semester hours (SWS).

4. Application

- (1) Applications for support from the Social Funds of the **Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU)** can be submitted by students to the office of social policy (ÖH BOKU Sozialreferat).
- (2) The application must include the name, address and matriculation number of the student, as well as the following documents:
- a) Completed application form

- b) Copy of an identity document with photograph,
 - c) Confirmation of income from both partners in a joint household,
 - d) Confirmation of support from other organisations or persons,
 - e) Confirmation of receipt of maintenance payments,
 - f) If you have an account, consecutive bank statements for the last three months,
 - g) Confirmation of expenses incurred for housing, basic fees for telephone and radio, household insurance, health insurance and for necessary journeys to and from the place of study, etc.
 - h) Registration form of all family members living in the household,
 - i) Study sheet for the current semester and a confirmation of academic success,
 - j) If necessary, proof of disability (disability pass, medical certificate).
- (3) The applicant confirms on the application form that he/she has not received any support from the Social Fund of the **Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU)** in the past 12 months.

5. Procedure

- (1) The applications are processed automatically. The applicant's declaration of consent is a condition for the granting of support.
- (2) The decision on an application is made in **agreement between the social officer, the chairperson or one of their deputies and the economic officer** and **communicated** to the applicant in the form of a written notification.
- (3) Requests for the reprocessing of rejected applications are decided by a committee consisting of the social officer and the responsible case officer.
- (4) Support obtained by providing false or incomplete information or in any other unlawful manner must be repaid.
- (5) If the maximum amount for student support set out in the annual budget of the Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU) is exceeded, the applicants will be ranked according to social eligibility and academic success. The assessment is the responsibility of the social officer, the economic officer and the chairperson.
- (6) If the maximum contribution for student support as estimated in the annual budget of the Students' Union of the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU) is not reached, the share of the remaining amount of the Students' Union of the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU) will be allocated to the equity of the same. The share of the remaining amount is allocated to the Rectorate of the University of Natural Resources and Life Sciences, Vienna.

- (7) The **Student Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU)** is responsible for processing applications in accordance with the guidelines.
- (8) Students who have received written notification of their application are free to check compliance with the funding guidelines. For this purpose, it is possible to make an appointment with the social affairs officer to inspect your own processing documents.
- (9) The Rectorate of the University of Natural Resources and Life Sciences, Vienna bears half of the awarded support. The Rectorate of the University of Natural Resources and Life Sciences, Vienna may inspect the documents on the support granted in order to verify that the funds have been used in accordance with the guidelines.

6. Amount of support

- (1) The amount of support granted in the academic year depends on budgetary resources available to the Student Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU) and the social hardship of the applicant.

7. Support for students with disabilities

- (1) For students who are at least 50 per cent disabled, the Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU) provides special, needs-based, non-material and material support.
- (2) For students who are at least 50 per cent disabled and for whom participation in courses is associated with considerable additional financial expenditure, the Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU) can grant financial support in accordance with the guidelines and available funds.
- (3) Support is provided by taking over the additional costs incurred in the course of studies up to a maximum of **4,500** euros per academic year
- (4) The granting of support requires the application for all possible support provided for these purposes by other primarily responsible institutions or regional authorities (such as the **Federal Office for Social Affairs and Disability - Social Ministry Service**, offices of the provincial governments, ...). The provisions on the determination of social need do not apply. Support granted by other organisations must be offset with the support provided by the Students' Union at the University of Natural Resources and Life Sciences, Vienna (ÖH BOKU). In the case of support in advance, a corresponding financing plan must be submitted.

8. Entry into force

These guidelines were approved by the Rectorate of the University of Natural Resources and Life Sciences, Vienna on 4 May 2023 and come into force on 1 June 2023.