

Guidelines for social education support from the ÖH-UWK

Preamble

As part of its social education support programme, the ÖH-UWK assists students at the University for Continuing Education Krems (UWK) in participating in continuing education measures relevant to their studies and careers. The aim is to strengthen students' professional and personal qualifications and to reduce social barriers to financing excursions, courses, conferences, publications and research projects. Social education funding consists of the following sub-areas: a) Excursion and education funding b) Publication and research funding. The two sub-areas are not mutually exclusive, but double funding of the same expenses is not permitted.

§1 Purpose

Social education funding serves to (partially) finance educational and research measures that are directly related to studies at the UWK, contribute to the academic or professional development of students, and where the social situation of the students justifies support from the ÖH-UWK.

§2 Eligibility for support

All full members of the ÖH-UWK who are enrolled at the UWK at the time of the measure to be supported are eligible for support. Proof of social need is required. Double funding of the same expenses from (other) ÖH-UWK funds is excluded.

§3 Application

The application must be submitted in writing by email to buero@oeh-uwk.at before the start of the project. The email subject line must include your name and the funding guideline you are applying for. Required documents include valid proof of enrolment, proof of the project including a cost plan, a brief written explanation of the relevance to your field of study, your personal motivation and why you are seeking social education funding. Furthermore, proof must be provided confirming that the project is directly related to your studies. The ÖH-UWK is free to request further evidence/attachments or to prescribe the use of standardised forms.

§4 Procedure

The formal review is carried out by the ÖH-UWK office in cooperation with the departments for education and social policy. The decision on funding is made by one person from the chair, one person from the economic department and one person each from the education policy and social departments. Applications are generally processed in the order in which they are received and usually take two to three weeks after all documents have been submitted. If funds are limited, the decision-making committee is entitled to prioritise applications according to urgency. Payment is made exclusively by bank transfer after a positive decision has been made. Students must be informed promptly of the approval or rejection of their funding application.

Special provisions for excursion and educational funding

§5 Purpose and target group

The purpose of the excursion and education grant is to support socially disadvantaged students in participating in study- and career-related educational formats and excursions that are clearly relevant to their studies at the UWK.

(1) The following are particularly eligible for funding:

- Participation fees for seminars, courses, workshops or conferences,
- Conference fees,
- Course fees for subject-specific, study-related certificate programmes (e.g. ÖSD German course certificate)

(2) The following, among other things, are not eligible for funding:

- Tuition fees for studying at the UWK,
- Purely leisure-related offers with no recognisable connection to studies or career,
- Measures that are already fully financed by other public funds.

§6 Amount of funding

The maximum amount of funding is 500 euros per academic year. As a rule, the proven eligible costs are covered on a pro rata basis. In justified exceptional cases, the decision-making committee may determine a different funding rate, provided that the budget allows this. Only one grant from this sub-area may be awarded per academic year.

§7 Requirements

There must be a connection to the course of study at the UWK, participation in the measure must be proven, and the applicant's social need must be evident.

§8 Selection criteria

Selection is based on social need, academic relevance, urgency and plausibility of costs, and budget availability. Particular consideration is given to measures that offer clear added value for the course of study or career prospects and which, without funding, would probably not be possible or would be possible only with considerable difficulty.

Special provisions for publication and research funding

§9 Purpose and target group

The publication and research grant serves to support students who publish scientific papers or conduct or present their own research activities as part of their studies at the UWK. The aim is to raise the profile of student research and to facilitate the participation of socially disadvantaged students in the scientific community.

§10 Amount of funding

The maximum amount of funding is 750 euros per person within the framework of publication and research funding. This funding can only be claimed once per degree programme.

§11 Requirements

There must be a connection between the content and the studies at the UWK, and the applicant's social need must be evident.

§12 Selection criteria

Selection is based on social need, scientific relevance and visibility of the project, as well as the plausibility of the costs and budget availability. Priority is given to projects that contribute to strengthening the scientific profile of students and for which a publication or presentation is already specifically foreseeable or has been promised.

General provisions

§13 Legal entitlement

There is no legal entitlement to funding. Funding is granted in accordance with these guidelines and the available budget.

§14 Reclamation

False information will result in the reclamation of funding. Persons who have deliberately provided false information to the ÖH-UWK will lose their eligibility for funding entirely.

§ 15 Total volume of funding

Funding can only be granted within the limits of the funds available in the annual budget. Once the funds have been exhausted, no further funding can be approved in the current financial year.

§ 16 Definition of social need

Social need exists when students are unable to cover the expenses necessary for their studies and everyday life without support due to their financial and personal circumstances. It must be proven by appropriate evidence, such as income and expenditure overviews, bank statements or receipts for study-related costs. The assessment is made taking into account the individual situation and the appropriateness and urgency of the application for support.

§ 17 Obligation to sign a data protection declaration

Anyone applying for support within the framework of social education support is obliged to sign the valid data protection declaration of the ÖH-UWK together with the application. The current version of the data protection declaration is available from the ÖH office (buero@oeh-uwk.at) and on the ÖH-UWK website. Applications without a signed data protection declaration cannot be processed.

§ 18 Participation of student representatives

The student representatives of the ÖH-UWK are free to participate in social education funding. If a student representative body participates, the funds provided by this student representative body may only be distributed to members of this student representative body. Support from the student representative body's funds is only possible with the consent of the respective student representative body. In the event of participation, the amount allocated in the annual budget shall be increased by the sum of the funds provided. These funds must be earmarked for a specific purpose.

§ 19 Amendment and entry into force

This guideline shall enter into force on 4 December 2025 following a resolution by the University Council. Amendments may be made by resolution of the University Council. Deviations from this guideline are only permitted in justified exceptional cases and require the approval of the chair and the finance department as well as a resolution by the finance committee.