

# Guidelines of the Student Union at the UAS Technikum Vienna on the COVID-19 emergency fund



## §1 Aim

The COVID-19 emergency pot serves to provide financial support to students of the UAS Technikum Wien who, due to the effects of the official decree on the enforcement of the Epidemic Law 1950, are affected by financial emergency.

## §2 Parties involved

The emergency fund is made available to students of the UAS Technikum Wien by the Student Union at the UAS Technikum Wien, therefore short HTW, and the UAS Technikum Wien, therefore short FHTW.

## §3 Procedure

- (1) The emergency fund is established due to the urgency of the situation and is available until revoked by either party.

Based on these guidelines, applications are possible until revocation.

- (2) The application for support from the emergency pot must be sent to the HTW by means of an application form in digital form or by post.

Email address: [covidfond@htw.wien](mailto:covidfond@htw.wien)

Postal Address: Hochschülerinnen- und Hochschülerschaft FH Technikum Wien  
Höchstädtplatz 6, B 2.08, 1200 Wien

- (3) For the duration of this agreement, several dates will be set up for reviewing and voting on the applications received. Information will be provided as soon as possible as to who will receive support.
- (4) A selection committee, which is convened by the chairperson of the HTW, will make a preliminary decision on whether the funding will be granted.
- (5) The members of the selection committee are the chairman of the HTW, Mr. Stefan Savic and the chief of the department for financial affairs, Ms. Aliya Tuktarova.
- (6) In case of a positive decision of the selection committee, the amount determined by the selection committee will be transferred electronically to the student's bank account. Other types of transactions are not intended.
- (7) The HTW is responsible for reviewing the application, decision and the bank transfer, the release by the FHTW is not intended.



#### §4 Requirements and necessary documents

- (1) Prerequisite for the application is:
- an active study at the UAS Technikum Wien.
- (2) Documents to be submitted for the application are:
- Written description of the social situation & emergency situation
  - Submission of bank statements for all accounts on the application date and at least 8 months earlier.
  - For self-employed persons, entrepreneurs, "free employees", contract workers and new self-employed persons:
    - Income tax assessment notice for the previous year of application
    - Income tax advance payment notice for the current year of application, or objection and resolution of the respective tax authority.
  - Scan/photo of an official photo ID of either: passport, ID card, driver's license, residence permit, etc. of the applicant
  - Confirmation of enrollment for the semester in which the application is submitted
  - Confirmation of academic success of the previous semester of application, if available
  - Residence registration of the applicant and all family members living in the household
  - Completed application form with signature on the application form & data protection notice

#### §5 Amount of funding

The amount of the grant is a minimum of 400€ and a maximum of 600€/person. For Each Student only one grant from the COVID-19 emergency pot is provided per academic year. Upon proof of a particularly urgent financial emergency, an exception may be granted.

#### §6 Legal claim

There is no legal claim to this funding.

#### §7 Reimbursement

Students who received a grant from the COVID-19 emergency fund based on false or incomplete information must refund the received money.

### §8 Budget



- (1) The total budget per academic year is € 20,000, which consists of:
- Funds of the HTW: € 10.000
  - Funds of the UAS Technikum Wien: € 10.000
- (2) At the end of an academic year, the HTW submits the total amount of funding including the confirmation of disbursement to the FHTW. The FHTW then transfers its share to the HTW. In compliance with the General Data Protection Regulation (GDPR), personal data of the applicants can also be passed on, to FHTW upon request.
- (3) Should the budget be increased, the distribution key will be adjusted proportionally according to the payments received. An increase in the budget must be agreed upon by both parties. Both the HTW and the FHTW are free to increase their share independently.

### §9 Inception

The guidelines in the present version take effect with 01.09.2021.

Chairman of the HTW, Stefan Savic

Chief of the department for financial affairs, Aliya Tuktarova

