



# Guidelines of the Student Union at the UAS Technikum Wien on the emergency aid for war- affected persons

## §1 Purpose

The emergency aid for war-affected persons serves to provide financial support to students of the UAS Technikum Wien who are affected by a financial emergency due to the effects of the geopolitical circumstances of the military situation.

## §2 Parties

The emergency pot is made available to the students of the UAS Technikum Wien by the Student Union at the UAS Technikum Wien, hence abbreviated to HTW, and the UAS Technikum Wien, hence abbreviated to FHTW.

## §3 Definition of an emergency situation

An emergency situation as defined by these guidelines exists if the personal subsistence or the continuation of studies at the UAS Technikum Wien is at risk due to the military situation or economic sanctions, which affect citizens of Ukraine and the Russian Federation, among others.

## §4 Procedure

- (1) The emergency fund is established on the basis of the urgency of the situation and is available to one of the two parties until revoked.  
Based on these guidelines, applications are possible until revoked.
- (2) The application for support from the emergency fund must be sent to the HTW in digital form or by post using the application form.

E-mail address: [soforthilfe@htw.wien](mailto:soforthilfe@htw.wien)

Address:

Hochschülerinnen- und Hochschülerschaft an der FH Technikum Wien  
Höchstädtplatz 6, B 2.08, 1200 Wien

- (3) Several review meetings will be organised during the period to discuss and vote on applications received. Information will be provided as soon as possible on who will receive support.
- (4) A selection committee, which is convened by the chairperson of the HTW, makes the preliminary decision/decision as to whether funding will be granted.
- (5) The members of the selection panel are the Chairman of HTW, Mr Stefan Savic, the Economic Affairs Officer, Ms Aliya Tuktarova and the Social Policy Affairs Officer, Ms Johanna Kraft.

- (6) In case of a positive decision of the selection committee, the amount determined by the selection committee will be transferred electronically. Other types of transactions are not intended.
- (7) The application review, decision and transfer are the responsibility of the HTW; release by the FHTW is not envisaged.

### §5 Prerequisites

- (1) The application for the emergency aid pot takes place in 2 independent groups.
  - 1a. Students who face financial emergencies due to the military situation or economic sanctions.
  - 1b. Students who experience financial pressure due to the military situation or fear the loss of their subsistence.

Support is provided in the form of:

- For students from group 1a: in the form of a one-off payment to the cash account
- For students from group 1b: in the form of a one-off certificate grant, which cannot, however, exceed 60% of the certificate amount.

- (2) Prerequisite for the application is:

- An active study programme at the UAS Technikum Wien
- A demonstration of an emergency situation pursuant to § 3

### §6 Application procedure

- (3) The documents to be submitted for the application for 5.1a and 5.1b are:
  - Fully and correctly completed application form with handwritten signature on the application form & data protection notice
  - Submission of account statements for all accounts as of the application date and at least six months earlier
  - Confirmation of support received from Ukraine or Russia. These include:
    - The remittances from Ukraine and Russia
    - A written confirmation from the supporting side that the applicant will receive cash to deposit into the account.
  - Scan/photo of an official photo ID, either: passport or residence permit of the applicant
  - Registration form of the applicant and all family members living in the household
  - Confirmation of enrolment for the current semester in which the application is submitted
  - Confirmation of academic success from the previous semester of application, if available

Students in category 5.1a must additionally provide a written account of their social circumstances & emergency situation

Students in category 5.1b must additionally provide a written account explaining the extent to which the certificate funding will support them in finding a job

### §7 Amount of the subsidy

The amount of funding for category 5.1a is a minimum of 400€ and a maximum of 800€/person, for category 5.1b a maximum of 300€, but not more than 60% of the certificate amount. Only one grant from the emergency aid pot for war-affected persons is provided per student per study semester. In the case of evidence of a particularly serious financial emergency, an exception may be granted by the committee.

### §8 Legal claim

There is no legal entitlement to this funding.

### §9 Repayment

Students who have received funding from the emergency aid pot for war-affected persons on the basis of false or incomplete information must pay it back.

### §10 Budget

- (1) The total budget per academic year is € 20.000. This is made up of:
  - HTW funds: 10.000€
  - Funds of the UAS Technikum Wien: € 10,000
  
- (2) At the end of an academic year, the HTW submits the total amount funded to the FHTW, including a payment confirmation. The FHTW then transfers its share to the HTW.  
At the request of the FHTW, personal data of the applicants can also be passed on, in compliance with the General Data Protection Regulation.
  
- (3) Should the budget increase, the distribution key will be adjusted proportionately in accordance with the payments received. Such a budget increase must be agreed upon by both parties. Both the HTW and the FHTW are free to increase their share independently.



## §11 Entry into force

The guidelines in the present version shall enter into force by resolution of the University Council on 14.03.2022

Chairman of the HTW, Stefan Savic

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Economic Affairs Officer, Aliya Tuktarova

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