

## Guideline for a travel allowance of the ÖH Uni Salzburg

### **§ 1 Purpose of the support**

Mobility during studies is very important, therefore the ÖH Uni Salzburg actively supports

students with their mobility needs during their studies. The Student Union at the University of

Salzburg (hereinafter referred to as ÖH Uni Salzburg) therefore supports the members of the ÖH Uni Salzburg with the costs incurred for public transport in Salzburg in accordance

with the guidelines and the available funds.

### **§ 2 Award criteria**

(1) Support shall be provided according to the following criteria:

1. A prerequisite for the granting of support by the ÖH Uni Salzburg is that the student is a

member of the ÖH Uni Salzburg (i.e. is pursuing studies at the University of Salzburg).

2. The applicant does not receive any other mobility grant (e.g. grants from the scholarship office).

### **§ 3 Request**

(1) The application is to be made using the online form provided by the ÖH Uni Salzburg. This form must be filled out completely and truthfully. The application must be made exclusively online in the "Meine ÖH" portal.

(2) A copy of the semester ticket or an annual ticket, the student ID, as well as a negative notification of student aid must be attached to the application for ÖH Uni Salzburg travel assistance with the associated application.

### **§ 4 Procedure**

(1) All communications to applicants will be sent electronically by email. This applies to any change in the status of the application, as well as to the final decision on whether it is approved or rejected.

(2) Support obtained through false or incomplete information or in any other unlawful manner must be repaid.

(3) The responsibility for the processing of applications to the ÖH Uni Salzburg in accordance with the guidelines lies with the Social Affairs Department of the ÖH Uni Salzburg. The department head for economic affairs as well as the chairperson can inspect all documents and applications.

(4) An application is possible in the winter semester from October 01 to the respective January 31 and in the summer semester from March 01 to the respective June 30.

(5) The travel cost support can be claimed a maximum of once per semester. If it is an annual ticket, the support can only be claimed once a year until the respective January 31 in

the winter semester or until the respective June 30 in the summer semester.

(6) In special social cases, the fulfillment of all award criteria can be waived in consultation with the Referent\*in für wirtschaftliche Angelegenheiten and the chairperson

of the ÖH Uni Salzburg. Such a decision has to be justified in writing with a note in the file.

(7) There is no legal entitlement to the award of funds under this policy.

(8) Since the resources of the Social Fund are limited, once the budget is exhausted in a given academic year, the award must be discontinued unless the fund is replenished.

(9) Insofar as funds are made available by third parties (e.g. the Salzburg Transport Association), personal data may be transmitted to third parties as proof of the contractually

agreed use of the funds. Any use or disclosure of the data by third parties is prohibited.

Third parties are obliged to comply with all data protection regulations.

### **§ 5 Amount of support**

The travel allowance is 28 euros for a semester ticket or 56 euros for an annual ticket.

### **§ 6 Amendment of this guideline**

Changes are to be made by the university representation of the ÖH Uni Salzburg with a simple majority.

### **§ 7 Entry into force**

The policy will be effective for all applications submitted on or after March 01, 2022.

## **§ 8 Data protection**

The privacy policy can be found at <https://meine.oeh-salzburg.at/datenschutz/>.