



**FH
CAMPUS
WIEN**

> INTERNATIONAL OFFICE

UNIVERSITY OF APPLIED SCIENCES

Handbook for Exchange Students Academic Year 2011/12

www.fh-campuswien.ac.at



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Dear students,

the International Office team welcomes you to the FH Campus Wien, University of Applied Sciences, and to Austria's capital, Vienna. You have decided to pursue part of your studies at our institution; this will add an international dimension to your CV, from which you will benefit in many ways.

FH Campus Wien is one of Austria's largest universities of applied sciences. At our state-of-the-art premises, we have created the ideal circumstances for high-quality teaching and research. Within the study programmes we offer, we successfully cooperate with about 100 partner institutions across Europe. All students from abroad who, like you, come to study at our institution for some time contribute to the internationalisation of the FH Campus Wien; in return, we will do our best to make your stay in Austria a pleasant and enriching episode of your life.

This Welcome Guide for Exchange Students is meant to help you find your way around the FH Campus Wien and the city of Vienna and to give you tips on student life in Vienna in and out of class. The patterns and processes that we follow in our day-to-day lives are organised and communicated differently in every country and this can lead to misunderstandings and difficulties, especially at the beginning of your stay. But the Mobility Coordinator, your 'buddy' and your fellow students will be happy to answer your questions.

But also problems with other people arising from cultural differences are a potential source for difficulties during your stay. It is only natural that you should come across such discrepancies: our different cultural backgrounds prompt us to act differently in certain situations. But the willingness to recognise cultural diversity, accept it, cherish it as a valuable experience,

and talk about it is the best ground upon which to plant an ERASMUS stay that will broaden your horizon not only academically but in every way.

The time you spend here in Vienna, at our institution, together with your fellow students from all over Europe will be interesting and exciting, and you will learn a lot. We hope that you will look back on your time in Vienna and at the FH Campus Wien with fond memories later on.

We wish you all the best for your stay in Vienna and success for your studies at the FH Campus Wien.

Your team at the International Office

1 FH Campus Wien

1.1 Address

Favoritenstraße 226

1100 Wien

Österreich

Tel: +43 1 606 68 77-1000

Fax: +43 1 606 68-77-1009

Mail: office@fh-campuswien.ac.at

1.2 General Information

The FH Campus Wien has existed since 2001, when it resulted from the merger of two course-providing bodies in the technical field. In autumn 2002, it started to provide programmes formerly offered by the Vienna City Academy of Social Work and the Federal Academy of Social Work, Vienna, both of which were closed down in 2005. Finally, in 2007, Higher Education Institutions for Special Allied Health Professions and Midwifery were transferred into the tertiary education sector and integrated into the FH Campus Wien. Currently, the FH Campus Wien offers a wide variety of study programmes: students can choose between 19 Bachelor's, 14 Master's and 6 Diploma's degree programmes as well as 5 Master's courses in the fields of technology, and management, health, social work, engineering and applied life sciences.

Construction for the new building of the FH Campus Wien in the south of Vienna started in February 2008. The new premises are located in the densely populated 10th district of Vienna, Favoriten, where many different cultures and nationalities mix. In the 2011/12 academic year, all study programmes except Applied Life Sciences and Public Management are held at the new building already. The Applied Life Sciences programme continues at the Campus Vienna Biocenter and at the University of Natural Resources and Applied Life Sciences in Muthgasse, where it is very well linked to biotech undertakings and research institutions. The Public

Management programme is held at Laudon Palace. Until August 2009, the study programmes of the FH Campus Wien were held at 13 different locations.

1.3 Facts and Figures about FH Campus Wien

about 3,400 students

total area: 13,600 m²

developed area: 8,800 m²

floor area: 37,000 m²

6 floors

30 lecture halls

35 seminar rooms

90 rooms for special purposes (e.g. laboratories and IT labs)

café

cafeteria



library and media centre

ceremonial hall

150 rooms and offices for R&D and

1.4 Getting to FH Campus Wien

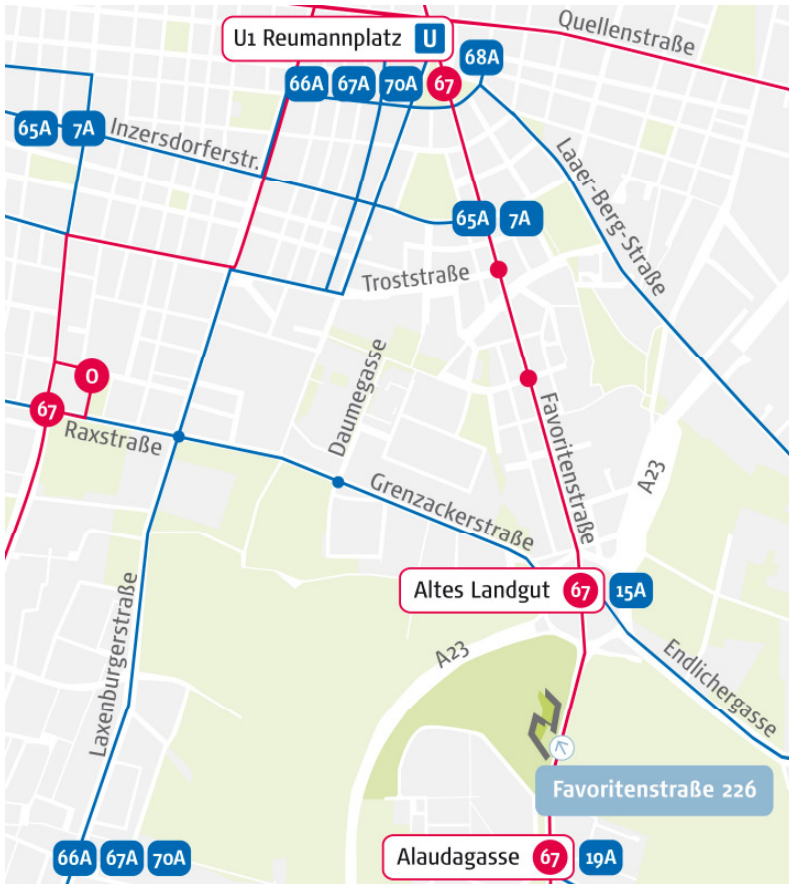
The FH Campus Wien is located at the bus stop Altes Landgut, which you can reach by tram 67 from Reumannplatz underground station (U1) or by bus 15A from Meidling Hauptstraße underground station (U4).

From Vienna International Airport: take the bus to Südtirolerplatz. From there, the U1 goes to Reumannplatz station, where you can take tram 67 directly to the FH Campus Wien (stop Altes Landgut).

From Wien Meidling train station: the bus number 15A takes you directly to the FH Campus Wien (get off at Altes Landgut).

From Westbahnhof train station: take the U3 underground to Stephansplatz station and change to the U1 underground to reach Reumannplatz station; from there, take tram 67 directly to the FH Campus Wien (stop Altes Landgut).

1.5 Map



2 International Office and Departmental Coordinators

2.1 Contact persons at the International Office

Mobility Coordinator

The mobility coordinator at FH Campus Wien is your contact person for questions and information pertaining to your stay in Austria. She is responsible for all administrative issues concerning your stay in Vienna.

Gabriele Neuditschko

T: +43 1 606 68 77 - 6152

F: +43 1 606 68 77 - 6159

E-Mail: gabriele.neuditschko@fh-campuswien.ac.at;
erasmus@fh-campuswien.ac.at;



International Coordinator

Katharina Kloser

T: +43 1 606 68 77 - 6153

F: +43 1 606 68 77 - 6159

E-Mail: katharina.kloser@fh-campuswien.ac.at



Head of the International Office

Wolfgang Sünder

T: +43 1 606 68 77 - 6151

F: +43 1 606 68 77 - 6159

E-Mail: wolfgang.suender@fh-campuswien.ac.at



2.2 Opening Hours of the International Office

Monday: 2 pm – 4 pm

Wednesday: 2 pm – 6 pm

Donnerstag: 11 am – 1 pm

Freitag: 11 am – 1 pm

2.3 Departmental Coordinators

The departmental coordinators at the study programmes are your contact persons for all questions concerning your studies directly. Among other things they help you compile your learning agreement or find a placement in Vienna.

Applied Life Sciences Bioengineering

Univ.-Prof. DI Dr. Rudolf Friedrich Bliem

T: +43 1 606 68 77-3601

bioengineering@fh-campuswien.ac.at

Molecular Biotechnology

FH-Prof. Dr. Paul Watson

T: +43 1 606 68 77-3502

paul.watson@fh-campuswien.ac.at

Engineering Applied Electronics

FH-Prof. DI Gerhard Engelmann

T: +43 1 606 68 77-2112

gerhard.engelmann@fh-campuswien.ac.at

Information Technologies and Telecommunication

FH-Prof. DI Thomas Fischer

T: +43 1 606 68 77-2136

thomas.fischer@fh-campuswien.ac.at

Construction Engineering

Civil Engineering and Construction Management

FH-Prof. Mag. Dr. Manfred Steiner

T: +43 1 606 68 77-2210

manfred.steiner@fh-campuswien.ac.at

Health

Biomedical Laboratory Science

Susanne Bauer-Mitlinger

T: +43 1 606 68 77-4110

susanne.bauer-mitlinger@fh-campuswien.ac.at

Dietetics

Andrea Hofbauer

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andrea.hofbauer@fh-campuswien.ac.at

Occupational Therapy

Petra Schwab (Student Mobility)

T: +43 1 606 68 77-4316

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Hermine August-Feicht (Staff Mobility)

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hermine.august-feicht@fh-campuswien.ac.at

Nursing

Mag.a Sabine Schweiger

T: +43 1 606 68 77-4011

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Midwifery

Elisabeth Rakos

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elisabeth.rakos@fh-campuswien.ac.at

Logopedics – Phoniatics - Audiology

Mag.a Rosemarie Paldele

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rosemarie.paldele@fh-campuswien.ac.at

Orthoptics

Elisabeth Hirmann

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elisabeth.hirmann@fh-campuswien.ac.at

Physiotherapy (Bachelor)

Mag.a Silke Gruber (on leave until January 2012)

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silke.gruber@fh-campuswien.ac.at

Monika Zajicek

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monika.zajicek@fh-campuswien.ac.at

Manuela Kundegraber

T: +43 1 606 68 77-4732

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Physiotherapy (Master)

Christine Stelzhammer, MEd

T: +43 1 606 68 77 4702

christine.stelzhammer@fh-campuswien.ac.at

Radiological Technology

Iris-Cordula Slingsby, MSc (Student Mobility)

T: +43 1 606 68 77-4818

iris-cordula.slingsby@fh-campuswien.ac.at

Barbara Kraus, MSc (Student Mobility)

T: +43 606 68 77-4812

barbara.kraus@fh-campuswien.ac.at

DI (FH) Godoberto Guevara-Rojas (Staff Mobility)

T: +43 1 606 68 77-4810

godoberto.guevara-rojas@fh-campuswien.ac.at

Social Work

Social Work (Bachelor)

Mag.^a Isabell Miloradovic (Student Mobility)

T: +43 1 606 68 77-3102

isabell.miloradovic@fh-campuswien.ac.at

FH-Prof.ⁱⁿ Dr.ⁱⁿ Barbara Bittner, DSAⁱⁿ (Staff Mobility)

T: +43 1 606 68 77-3101

barbara.bittner@fh-campuswien.ac.at

Spatial and Clinical Social Work

FH-Prof.in Mag.a Judith Haberhauer-Stidl

T: +43 1 606 68 77-3318

judith.haberhauer-stidl@fh-campuswien.ac.at

Social Economy and Social Work

FH-Prof.in Dr.in Brigitta Zierer

T: +43 1 606 68 77-3212

brigitta.zierer@fh-campuswien.ac.at

3 Application as a Guest Student at FH Campus Wien

3.1 Possibilities of a stay at FH Campus Wien

Erasmus

At the moment FH Campus Wien has about 100 partner institutions all over Europe. Students from these partner institutions have the opportunity to spend one or two semesters at FH Campus Wien within the Erasmus Programme.

Freemover

We also accept freemover applications, i.e. applications of students whose home university is not a partner institution of FH Campus Wien. Please be aware that in this case we cannot guarantee that you will be accepted to spend one or two semesters with us. In case you are accepted as a guest student you have to pay the study fees of around 400€ per semester.

3.2 What FH Campus Wien has to offer

Participation in courses

Depending on availability of places incoming students can participate in courses at FH Campus Wien. Please be aware that the majority of our courses are held in German. Therefore, you should already have a sound knowledge of German before coming to FH Campus Wien. In addition to the regular courses, there are also special German courses for incoming students as well as a course on Austrian Culture.

Internships/Placements

If you are interested in doing an internship in Vienna, please write a message to the International Office and we will do our best to help you find

an internship. For organisational reasons we can currently only offer this service to students of our partner institutions.

Bachelor's or Master's Thesis

FH Campus Wien disposes of an excellent library and therefore students can also work on their bachelor's or master's thesis during their stay in Vienna. If you need an academic advisor, please make a note on your learning agreement and we will do our best to assure that you have all the support you need.

3.3 Application

To apply as an Erasmus or Freemover student at FH Campus Wien, you need to do the following:

1. Complete the online application and submit it

You can find the online-application by going to:

2. Print out the application form and have it signed

After the application data has been submitted online, your application will be created as a PDF-Document which you must print out. If you do not have access to a printer at this stage, you can save the file and print your application later. The printed application form must be signed by you and the coordinator at your institution and then posted to our institution.

3. Enclose the following documents

- the learning agreement: the learning agreement has to contain all the courses you would like to attend at FH Campus Wien. If you want to do an internship in Vienna, please also say so on your learning agreement (you have to state the exact number of hours and the field). If you have any

questions concerning the courses at FH Campus Wien or regarding internships in Vienna, please contact the departmental coordinator of your study programme at FH Campus Wien. After your arrival, the learning agreement can be modified after discussion with your home university and the departmental coordinator. Please remember to have your learning agreement signed before sending it to us. You can download the learning agreement by going to http://www.fh-campuswien.ac.at/en/international/international_students/incomings/application/

- the transcripts of records obtained in previous years of study
- copy of valid passport or ID
- one passport photograph

Please note that our office cannot process your application without the required enclosures and signatures.

4. Send your complete application to the following address

FH Campus Wien
International Office
Gabriele Neuditschko
Favoritenstraße 226
1100 Vienna
Austria

You will receive confirmation of receipt of your application per email. Your application will be examined and if accepted a letter of acceptance will be posted to you.

Application deadlines

31st May for the winter semester
30th November for the summer semester

Please note that your complete application has to arrive at the

International Office of FH Campus Wien before the application deadlines. For organisational reasons we cannot accept late applications.

4 Arrival in Vienna

4.1 Getting to Vienna

By plane: Vienna International Airport is located outside of Vienna and connected to the city by S-Bahn train, bus or the City Airport Train (CAT).

By train: the two largest train stations in Vienna, Westbahnhof and Wien Meidling, are connected to the public transport network. From there, you can use trams, the underground or buses

By coach: most buses arrive at and depart from Wien Südtirolerplatz. It is connected to U1 underground, S-Bahn trains as well as buses and trams.

By car: the road infrastructure around Vienna is very well developed. Take the A1, A4, A21 or A23 highways to travel to Vienna.

Links:

Vienna International Airport: www.viennaairport.at

Search engine for cheap flights: www.checkfelix.com

Austrian federal railways: www.oebb.at

Public transport in Vienna: www.wienerlinien.at

Eurolines (coaches): www.eurolines.at

CAT (City Airport Train): www.cityairporttrain.at

Online route planner: www.viamichelin.com

4.2 Orientation Days

At the beginning of each semester the International Office of FH Campus Wien organises Orientation Days for incoming students. In the course of these days students do not only have the opportunity to get to know their new home city but also to get acquainted with their fellow students. Furthermore, you will get assistance with many administrative issues – ranging from getting your new students ID to registering with the Austrian authorities. We advise all students to come to Vienna early enough to be able to participate in the Orientation Days. You can find the exact dates of our Orientation Days as well as the complete programme from June (for the winter semester) /November (for the summer semester) on our website by going to: http://www.fh-campuswien.ac.at/en/international/international_students/incomings/.

4.3 The Buddy Network

The International Office promotes contacts between Austrian and exchange students through the 'buddy' network. To help you get started in Vienna, you will be assigned an Austrian student as your 'buddy'. To benefit from having an Austrian 'buddy' from the very beginning, you should contact him/her already a couple of weeks before leaving your home country. The Student Exchange Coordinator will give you your 'buddy's' name and contact details.

Your 'buddy' can provide a lot of help and assistance, especially during the first weeks of your stay in Vienna, e.g. when you move into your new place or when you need to visit the authorities. If you are interested in getting a 'buddy', simply tick the corresponding box on the application form for exchange students.

4.4 Administrative Matters

Membership fee for the Austrian National Union of Students

All students in Austria, including exchange students at the FH Campus Wien, must pay a membership fee of around EUR 20,00€ per semester to

the Österreichische Hochschülerschaft, ÖH (Austrian National Union of Students). This membership fee partly goes to the ESN section (Erasmus Student Network) of the StuVe, the students' representative body at the FH Campus Wien. It includes a general liabilities insurance and an accident insurance covering your way to and stay at the FH Campus Wien building, and excursions you participate in as part of your studies.

The membership fee has to be paid on the first day of the Orientation Week at the International Office.

For further information please go to:

StuVe at the FH Campus Wien www.stuve-wien.at (in German)

ESN section of the StuVe: www.esn.stuve-wien.at

ESN Austria: www.esnaustria.org

Austrian National Union of Students ÖH: www.oeh.ac.at

The Online Portal

The Online Portal is a management system employed by FH Campus Wien. Among other things the Online Portal enables you to:

- > get current information on the FH Campus Wien and your studies
- > get information on your courses
- > see your grades even before you get your Transcript of Records
- > evaluate your courses online
- > get information on and contact data of your lecturers and fellow students
- > download teaching material
- > announce absences
- > administer your personal data
- > see your Online-Timetable

Around two weeks before coming to Vienna, FH Campus Wien Online Services will send you login data for the student portal. Before coming to Vienna you need to log in to the Online Portal, complete all your data, and

print out the "Stammdatenblatt", which you have to bring to the International Office on the first day of the Orientation Week. Please do not forget to also upload a photo for your Campus Card.

If you have problems with the Online Portal, please contact the helpdesk of the FH Campus Wien Online Services (+43 1 606 68 77-6060 or web@fh-campuswien.ac.at).

Student ID – Campus Card

All students at FH Campus Wien receive a student ID at the beginning of their studies – the so-called Campus Card. Apart from serving as your student ID in Austria, the Campus Card can also be used as a means of payment

- > at the restaurant and at the cafeteria at the FH Campus Wien parent house
- > at the vending machines at FH Campus Wien
- > at the printers and photocopiers at FH Campus Wien

You will receive your Campus Card at the first day of the Orientation Week from the staff of the International Office. In order for your card to be printed you need to have completed your data at the FH Campus Wien Online Portal and you need to have uploaded a photo.

If you lose your or damage your Campus Card in any way, please contact Ms. Doris Helfert at +43 1 606 68 77 -6640 or by writing a mail to doris.helfert@fh-campuswien.ac.at. You can also reach Ms. Helfert during her office hours (Mo, Wed and Fri from 9 am to 1 pm and Tue and Thu from 2 pm to 6 pm) in room B.2.37.

5 Studying at FH Campus Wien

5.1 Study Programmes

You can choose between 19 Bachelor's, 12 Master's Programmes as well as 5 Master's Courses in the fields of technology, civil engineering, health, social work, and public management.

For more details on the study programmes and courses at the FH Campus Wien, please visit www.fh-campuswien.ac.at/en/studies.

5.2 Courses offered

You can find detailed information on the courses offered by going to the website of your study programme: <http://www.fh-campuswien.ac.at/en/studies/>.

Please note that in the winter semester you can only choose from courses from the 1st, 3rd and 5th semester and in summer semester you can choose from courses from the 2nd, 4th and 6th semester.

5.3 Courses for exchange students

In addition to the Orientation Week, the International Office offers you courses that should help you settle in.

Intensive German Course: To help you improve your knowledge of German, there will be a 2 week intensive German Course at the beginning of the winter- as well as at the beginning of the summer semester. Upon successful completion of the course, you will be awarded 2 ECTS. The minimum number of participants is 5.

German Course during the semester: There is also a German Course during the semester so you can continue to improve your knowledge of German. Upon successful completion of the course, you will be given 2 ETCS. The minimum number of participants is 5.

Austrian Culture: The seminar Austrian Culture aims at giving you some insight into different aspects of life in Vienna. The seminar consists of theoretical sessions as well as excursions in Vienna. At the beginning of the course you have to pay a course fee of 30€. The excursions are included in the course fee.

Please note: If you want to participate in any of these courses, please say so on your application form. You also have to include these courses in your learning agreement.

You can find the exact dates for the course from June/November on the website of the International Office by going to: http://www.fh-campuswien.ac.at/en/international/international_students/incomings/.

5.4 Choosing courses and signing up

Already before leaving your country, you should decide which courses to attend at the FH Campus Wien. The departmental coordinators at your home institution can assist you here. Write down all the courses you want to attend on the learning agreement, which is part of the application form.

In the course of the Orientation Week you will have the opportunity to discuss your choice of courses with the departmental coordinators at FH Campus Wien and to sign up for the courses you choose.

5.5 Language of academic instruction – German skills

Most courses are held in German, so your command of German should suffice to follow lectures and discussions without much difficulty. There are

German courses offered by the International Office of the FH Campus Wien, but also at other institutions.

5.6 Types of courses

Vorlesung (lecture): is meant to give an overview of the topic, aims to transfer specialised knowledge, and technical and methodological skills.

Übung (practical exercise): is meant to strengthen your practical skills. Students are required to participate very actively.

Seminar: is meant to transfer theoretical knowledge and practical skills, and contents are handled in more detail than in a lecture. Students are usually required to hand in a paper and actively participate in discussions.

Praktikum (internship): is meant to help students apply their theoretical knowledge and practical skills in a working environment; students should gain experience that can feed into their further training.

type of course	abbr.	type of course	abbr.
Vorlesung (lecture)	VO	Tutorium (Tutorial	TUT
Übung (practical exercise)	UE	Excursion	EX
Seminar	SE	Laborpraktikum (lab course)	LB
Praktikum (internship)	PR	Workshop	WS
Diplomarbeit (Diploma's thesis)	DA	Bachelor project	BP
Blended learning	BL	Project seminar	PSE
Repetitorium (revision course)	RE	Konversatorium (discussion group)	KO
Forschungswerkstatt (research lab)	FW	Wahlfachprojekt (project on your focus area)	WP
Projektorientierte Lehrveranstaltung (project-oriented course)	PLV	Klinische Übung (clinical exercise)	KLÜ

5.7 Exam season and transcript of records

There is no fixed exam season. Exams are usually held towards the end and at the beginning of each semester. Please be aware that grades are usually published rather late (around 1- 2 months after the close of the semester). If you need your transcript earlier, please contact your lecturers and ask them to publish your marks earlier. As soon as you have got the grades for all your courses, we will issue your transcript of records. You can either pick it up at the International Office or we will be happy to send it to you if you have left already.

5.8 The Austrian Grading Scheme:

In Austria there is a five-part grading scheme.

1 = Very Good (100-96% of maximum number of points)

2 = Good (95-81% of maximum number of points)

3 = Satisfactory (80-66% of maximum number of points)

4 = Sufficient (65-51% of maximum number of points)

5 = Fail (less than 51% of maximum number of points)

5.9 Libraries

The new parent house of FH Campus Wien offers students a new library and media centre.

Facts and Figures about the library and media centre

36 reading and working spaces, among those 20 thin clients

40,000 items, including 1,000 audiovisual resources

self-service stations for renting and returning items

copy machines

For further information please go to:

www.fh-campuswien.ac.at/serviceeinrichtungen/bibliothek_und_mediathek/

(in German)

Other important libraries in Vienna

Austrian National Library

Library of the Chamber of Labour

Vienna Public Libraries

Austrian State Archives

Vienna University Library

University Library of the Vienna University of Economics and Business

University Library of the University of Natural Resources and Applied Life Sciences, Vienna

University Library of the University of Veterinary Medicine Vienna

University Library of the Medical University of Vienna

Max Perutz Library at the Research Institute of Molecular Pathology at the Campus Vienna Biocenter

Austrian Central Library for Physics

Education Library

Library of the University of Education Vienna

Vienna University of Technology Library

6 The academic year

6.1 Organisation of the academic year

The academic year at the FH Campus Wien is divided into a winter and a summer semester. The organisation of the academic year and holiday times depend on your study programme.

You can find the schedule of each study programme for the academic year 2010/2011 at

www.fh-campuswien.ac.at/en/the_fh/organisation_of_the_academic_year

6.2 Holidays

	Beginning	End
Christmas Holidays	23/12/2011	8/1/2012
Semester Holidays	30/1/2012	12/2/2012
Easter Holidays	31/3/2012	10/4/2012
Summer Holidays	1/7/2012	3/9/2012

6.3 Public Holidays

1 January	New Year's Day
6 January	Epiphany
8 April	Easter Monday
1 May	Labour Day
17 Mai	Ascension Day
28 Mai	Whit Monday
7 June	Corpus Cristi
15 August	Assumption of Mary
26 October	Austrian National Day
1 November	All Saints Day
8 December	Immaculate Conception
25 December	Christmas Day
26 December	St. Stephen's Day

7 Living in Vienna

7.1 General Information about Vienna

Vienna is the capital of Austria and with 1.8 million inhabitants it is also the largest city in the country. Population numbers are on the rise as Vienna is not only considered the cultural and economic hub of the central and eastern European region but also offers its inhabitants and visitors high quality of living (according to the Mercer ranking, it takes first place in the world) and a rich culture acquired during an eventful 2000-year-old history.

Vienna covers an area of 41,495 hectare divided into 23 districts. With an area of 31.8 square kilometres and a population of 171,600, the 10th district (Favoriten) is the largest among these districts and would be the fourth largest city in Austria (after Vienna, Graz, and Linz). Vienna is situated between the Vienna Woods and the Danube. Numerous guidebooks praise the beauty of this city, where the traces of history and tradition can be found on every corner.

But Vienna is not only about St. Stephen's Cathedral, the Vienna Giant Ferris Wheel, and Schönbrunn Palace. During the next couple of months, you will have the opportunity to discover the real Vienna off the beaten tourist tracks. In everyday life you will encounter the traditions and peculiarities, the open minds but also the sceptic views of the city's inhabitants. Maybe you will come to the conclusion that Vienna can be labelled neither an eastern nor a western European city as such a vast number of different cultures have left their imprints in past centuries to create its special identity.

Vienna is also an important academic location in Europe. Apart from a number of renowned universities and the FH Campus Wien, several other universities of applied sciences have been established in recent years.

Links:

Information about the city of Vienna: www.wien.gv.at

Vienna Tourist Board: www.wien.info

City map: www.wien.gv.at/stadtplan/suche.asp?lang=en

Weather: wetter.orf.at/oes (in German)

7.2 Entry and residence regulations in Austria

Citizens of a Member State of the EU or the EEA or from Switzerland are not required to obtain a visa for their stay in Austria. An official travel document (passport and/or identity card) is sufficient to enter and reside in Austria.

Students from third countries intending to stay in Austria for a maximum of six months need a travel visa C or a residence visa D. This visa has to be obtained at the competent Austrian representation (embassy, consulate general) in the home country in due time before leaving for Austria.

Students from third countries intending to stay in Austria for more than six months must apply for a residence permit for students at the competent Austrian representation (embassy, consulate general) in their home country in due time.

7.3 Duty to register

In Austria, a general duty to register applies. Students are obliged to register at the Vienna District Offices (magistratisches Bezirksamt) within three days after their arrival in Vienna (only work days count).

You can obtain a residence registration form in the District Offices, the International Office, in one of the WIHAST or ÖAD dormitories or you can download it from the internet.

If you move to a different apartment or dormitory during your stay, you also have to inform the competent District Office of this change. Please be advised that you are also obliged to inform the authorities when you leave your residence at the end of your stay.

The following documents are required when registering:

- > passport or personal ID
- > completed application form (residence registration) signed by the lessor (e.g. the caretaker in your dormitory)

Links:

Residence registration: www.wien.gv.at/verwaltung/meldeservice (in German)

Your aid for official channels in Austria: www.help.gv.at

Registration service centres in the Vienna District Offices

Vienna is made up of 23 districts, most of which have their own District Office (magistratisches Bezirksamt). There is a registration service centre in every Vienna District Office. You can go and register at any of the 23 registration service centres, no matter in which district you live, i.e. you do not necessarily have to go to the service center at your districts.

You can find the contact data as well as opening hour by going to: <http://www.wien.gv.at/verwaltung/meldeservice/stellen.html> (in German).

7.4 Registration Certificate

If you intend to stay in Austria for more than three months, you are obliged to apply for a registration certificate (Anmeldebescheinigung) at the competent authority (registration service centres in the Vienna District Offices – MA 35). You can find the contact date of the MA 35 by going to

<http://www.wien.gv.at/english/administration/civilstatus/index.html>. Costs can be as high as 30€.

You have to apply for this certificate in addition to your registration at the competent District Office; failing to obtain the document is punishable by a fine. The registration certificate is valid indefinitely and does not have to be renewed. Before leaving the country, the competent authority should be informed.

The following documents are required to obtain a registration certificate:

- > completed and signed application form
- > valid personal ID or passport
- > proof of adequate health insurance coverage
- > proof of adequate financial resources (e.g. bank account statement, confirmation letter of parents)
- > confirmation of enrolment at higher education institute

7.5 Medical Care

As during every stay abroad, having adequate and sufficient health insurance coverage while you are studying in Austria is important and we advise incoming students to inform themselves about insurance coverage in their home countries prior to travelling to Austria.

Students from EU/EEA countries who have valid national health insurance coverage need a European Health Insurance Card issued by the competent health insurance carrier in their home country or the form E 111.

Students from other countries are advised to check with their health insurance carrier if they also have health insurance coverage in Austria before coming to Austria.

Students which do not have health insurance coverage in Austria can purchase health insurance coverage at the WGK. To be able to take out such a policy, income limits and other conditions (duration of studies, change of study programme) apply.

Private health insurance: you also have the possibility to take out a private or travel health insurance. The benefits of such insurances differ greatly and we thus advise you to enquire about the details thoroughly.

Emergency numbers

European emergency number: 112

Police: 133

Fire: 122

Ambulance: 144

Social Hotline Vienna +43 1 533 77 77

Health insurance carrier for Vienna

Wiener Gebietskrankenkasse (WGKK)

Wienerbergstraße 15-19

1100 Vienna

phone: +43 1 601 22-0

web: www.wgkk.at (in German)

e-mail: office@wgkk.at

7.6 Doctors and pharmacies

You can find of list of doctors and pharmacies in Vienna in the phone book or on the internet. If you need to see a doctor, you have to make sure in advance that he or she has a contract with your health insurance carrier in Austria.

Links:

Doctors in Vienna: www.aekwien.or.at/997.py (in German)

Hospitals in Vienna: www.wienkav.at/kav/spital.asp (in German)

Pharmacies in Vienna: www.apotheker.or.at (in German)

7.7 Living in Vienna

Halls of Residence

In Vienna there are two main institutions that offer places at student halls of residence: ÖAD-Housing und WIHAST.

ÖAD Housing

ÖAD Housing is an affiliate of ÖAD (Austrian National Exchange Agency) and thus a specialist concerning the accommodation of exchange students. All rooms are fully furnished and equipped with bedding and there and the kitchen are already equipped with all necessary appliances (including pots, pans, plates and cutlery). You can apply for a room with ÖAD Housing directly on their website

http://www.housing.oead.at/wien_e/anmeldung.asp.

After having applied for a room you need to submit a caution of 650€, which remains with ÖAD Housing until the end of your stay. You also have to pay a cleaning charge at the end of your stay and 18€ administration fee per month, which will be deducted from your caution. The rent has to be paid monthly.

Please note that you can only get the key to your room at the porter's lodge of your student home and that the porter's lodge is only open during weekdays and at certain times. It is advisable to plan your trip so that you can directly pick up your key from the porter's lodge and move into your room. In some cases it is also possible that a friend or your buddy picks up the key for you, but it is necessary that you have to inform ÖAD Housing about this.

WIHAST

WIHAST offers cheaper rooms than ÖAD-Housing, but there are also certain limitations. All rooms are of course fully furnished, but there is no bedding and no pots, pans, plates or cutlery. Bedding can be ordered separately, but you have to pay a 90€ caution. In addition, you have to pay an administration fee as well as a caution, which you will get back at the end of your stay if your room has not been damaged in any way. Upon moving out, you also have to pay a cleaning fee. The rent has to be paid monthly. If you want to apply for a room with WIHAST you can do so by going to <http://www.wihast.at/index.en.html>

Please note that you can only get the key to your room at the porter's lodge of your student home and that the porter's lodge is only open during weekdays and at certain times. It is advisable to plan your trip so that you can directly pick up your key from the porter's lodge and move into your room. In some cases it is also possible that a friend or your buddy picks up the key for you, but it is necessary that you have to inform WIHAST about this.

Renting apartments and flat-sharing

Flat-sharing is a good alternative to dormitories, but if you decide for this option, you must organise it on your own.

Furnished apartments are rather difficult to find and usually also more expensive than staying in a dormitory. Apart from monthly rent, you also have to pay utilities, energy, and heating, and very often also a one-time payment for fixtures and fittings as well as a deposit.

Link:

ÖH housing market place: www.jobwohnen.at (in German)

Youth hostels

For short-term stays, youth hostels are a good option. Especially for stays during the holiday season, you will have to book in advance.

Links:

Austrian Youth Hostel Association: www.oejhv.or.at

Wombat's City Hostel: www.wombats.at

7.8 Cost of Living

The EURO (€) is the official currency in Austria. 1 EURO equals 100 Cent. The cost of living in Vienna as stated in this guide is only meant for orientation; individual differences certainly apply.

Average costs

Living approx. EUR 200 to 300

Food approx. EUR 250

Semester ticket EUR 128.50

Daily newspaper approx. EUR 1

1 litre of milk approx. EUR 0.90

1 big loaf of bread approx. EUR 2

1 kg coffee approx. EUR 3.50

Movie ticket approx. EUR 8

7.9 Banks/Post Offices

The opening hours of banks differ according to institute and branch. Apart from in banks, you can withdraw money at automatic teller machines all over Austria at any time of the day. At these ATM machines, you can use Austrian and foreign debit cards (Maestro) or credit cards (Master, VISA,

American Express, Diners) as well as Cirrus and Visa-Plus cash cards, which can be used in the interbank network provided by the mentioned credit card companies. Many hotels, restaurants, and shops in cities and tourist centres as well as filling stations accept credit cards.

Post offices are usually open between 8 a.m. – noon and 2 p.m. – 6 p.m. The main post office (Fleischmarkt 19 in the 1st district) is open from Monday to Friday from 7 a.m. to 10 p.m. and on Saturdays, Sundays, and holidays from 9 a.m. to 10 p.m.

7.10 Public transport in Vienna: the Vienna Transport Authority Wiener Linien

Vienna has a good public transport system, enabling people to reach places in Vienna and the surrounding areas easily. During the night, night buses are available.

Semester tickets for students

International students who are younger than 27 years can purchase a semester ticket for EUR 128.50.

When purchasing such a semester ticket, you must present the following documents:

- > valid student ID for the relevant semester or confirmation of enrolment
- > eligibility card for semester ticket (Berechtigungskarte); you can download the application form from the webpage of the Wiener Linien or the International Office. The eligibility card itself, you can only obtain at the Wiener Linien customer centre.
- > valid original residence registration
- > application form; you can download the form from the webpage of the Wiener Linien or the International Office

When you have obtained all necessary documents mentioned above, you can buy the semester ticket at any ticket office or in the customer centre of the Wiener Linien. You can find a list of all the customer centers by going to: <http://www.wienerlinien.at/wl/ep/programView.do/channelId/-8366/programId/11077/pageTypeId/10220>

Monthly tickets for students during the semester

A one-month ticket costs EUR 46 for students under 27 and is advisable if you do not intend to use public transport in Vienna during the whole semester.

Monthly tickets for students during the holidays

This ticket can be bought by students under 27 years for EUR 29.50. It entitles you to unlimited use of public transport in Vienna for one month during university holidays. You can get this ticket at any ticket office or in the customer centre of the Wiener Linien.

Wiener Linien Customer Service Center

(U3 underground station Erdberg)

Erdbergstraße 202, 1030 Vienna

web: www.wienerlinien.at

phone: +43 1 7909 100

7.11 Austrian Federal Railway ÖBB

Exchange students younger than 26 years can buy a customer card for the Austrian federal railways ÖBB (Österreichische Bundesbahnen), which reduces train fares in all of Austria by 50 %. The VORTEILScard < 26 costs EUR 19.90 and is valid for one year after issuance. You need a photograph and a valid official photo ID. The application form is available at every ÖBB ticket counter and as a download from the ÖBB webpage.

Links:

Österreichische Bundesbahnen (ÖBB)

www.oebb.at

Online train schedule information

fahrplan.oebb.at (in German)

7.12 Moving by bike in Vienna

Apart from using public transport, biking is a good way of moving around in Vienna.

Link:

Moving by bike in Vienna: www.wien.gv.at/english/leisure/bike

7.13 Working in Austria

Whether or not foreign students or researchers are allowed to take up gainful employment in Austria depends on their nationality, the type of employment, and – for third-country nationals – on the type of their residence permit.

Links:

Austrian Agency for International Cooperation in Education and Research
ÖAD – Working in Austria:

www.oead.at/oesterreich/aufenthalt/fa_140.html

Jobs: www.jobwohnen.at (in German)

7.14 Leisure

Parks and hiking trails

There are many parks in Vienna which can be easily reached by public transport. Students especially like to hang out at the Donauinsel (Danube

island), the Prater woods, the recreational area Laaerberg (Laa mountain), the Stadtpark (city park), and the Rathauspark (city hall park).

Link: Hiking around Vienna: www.wien.gv.at/wald/wandern/wege.htm (in German)

Lobau – Danube-Auen National Park

The Danube-Auen region has been preserved as a national park. Especially the natural bathing places in the Lobau, such as the Dechantlacke (Dechant puddle) or the Panozzalacke (Panozza puddle), are very popular.

BBQ in Vienna

BBQ is only permitted in private gardens or designated places in Vienna. Such designated BBQ places must be reserved in advance. Popular spots are the Donauinsel and along the Neue Donau river. Further public BBQ spots can be found in the Steinhof park in the 14th district of Vienna and close to the scenic drive Höhenstraße, which leads from the 17th to the 19th district.

Link:

BBQ in Vienna:

www.wien.gv.at/umwelt/wasserbau/gewaesser/grillplatzbeschreibung.htm (in German)

Schönbrunn Palace and zoo

Schönbrunn Palace is one of the most important sights in Vienna. In the park of the palace, you can discover the Maze and the Labyrinth, visit the Palm House or experience tranquility in a Japanese garden. Right next to it, you can enter the oldest zoo in the world (founded in 1752), featuring an Aquarium and Terrarium House, a Desert House, a Polarium, and other attractions.

Vienna Prater

The Vienna Prater is among the oldest amusement parks in the world. It features the famous Vienna Giant Ferris Wheel, haunted houses, the train Liliputbahn or the popular beer garden Schweizerhaus.

Böhmischer Prater

The Böhmischer Prater was founded as a recreational area 150 years ago; today it offers not only exciting rides for children but also a BMX route and a running checkpoint.

Live concerts

Live concerts held in Austria cover a wide array of styles, including alternative, pop, electronic, metal, and reggae. Concerts take place at numerous locations: the indoor arena Vienna Stadthalle or the BA-CA Halle in the Gasometer, or clubs such as Arena, Flex, Fluc, Szene Wien, WUK, etc.

Parties and clubs

There is much to choose from when you want to go partying or clubbing in Vienna. Hang-out locations popular with students are the numerous bars and clubs along the city ring road Gürtel, which usually host DJs but also small concerts. Fluc, Flex, and Monastery are considered alternative party locations, while fans of clubbing usually prefer Aux Gazelles, Club Passage or Volksgarten.

Party-Locations

B72, Café Carina, Café Concerto, Chelsea, Rhiz, Weberknecht, Aux Gazelles, Cafe Leopold, Club Passage, Bach, Bricks, Camera Club, Club Massiv, Elektro Gönner, Flex, Fluc, Monastery, Ost Klub, Porgy & Bess, Subzero, Tanzcafe Jenseits, The Zoo, U4, Volksgarten, werkzeugH, Wirt

Party-Tipps

You can find a detailed programme of events in the city newspapers for Vienna: 'City' (www.city-online.at) and 'Falter' (www.falter.at, in German).

Dorm parties: www.heimfest.at (in German)

Events: www.szene1.at (in German)

Movie theatres

Vienna also caters to cineastes. There are numerous movie theatres showing more than just the mainstream programme and also featuring original versions of movies.

Movie programme: www.skip.at (in German)

Movie theatre Filmcasino: www.filmcasino.at (in German)

Movie theatre Topkino: www.topkino.at (in German)

Movie theatre Votivkino: www.votivkino.at (in German)

7.15 Sports

University Sports Institute of Vienna (USI)

The USI offers a wide range of courses, such as aerobics, soccer, taekwondo, yoga, and much more. You can choose from about 200 courses, which you can sign up for at student-friendly rates. We advise you to register in due time as many courses are booked out on the first day of registration already.

University Sports Institute of Vienna (USI)

Auf der Schmelz 6a, 1150 Vienna

phone: +43 1 4277-17001

e-mail: usi@univie.ac.at

web: www.usi.at

Sports clubs

Students can join one of the many sports clubs in Vienna. Studentensport, for instance, is an association of students who wish to engage in sports activities together. There is no membership fee, you only have to register online and sign up for the sport you are interested in.

Links:

Sports association SPORTUNION Wien: www.sportunion-wien.at/de (in German)

Sports association ASKÖ Wien: www.askoe-wien.at (in German)

Sports association ASVÖ Wien: www.asvoewien.at (in German)

Sports association Studentensport: www.studentensport.at

Swimming

There are many indoor and outdoor swimming pools in Vienna. Some of them offer reduced admission fees for students.

Link:

Public baths in Vienna: www.wien.gv.at/english/leisure/bath

Running

The most popular running routes in Vienna are the avenue Hauptallee and the forest paths in the Prater woods, as well as the Donauinsel. Many runners can also be found in Schönbrunn park, the park Augarten, the Lainz animal reserve, around the Cobenzl area in the 19th district, as well as in the Vienna Woods.

Iceskating in Vienna

Popular places in Vienna to go ice-skating in winter are the outdoor rink Wiener Eislaufverein in the 3rd district, the indoor sporting arena Albert-Schultz-Eishalle in the 22nd district, and the ice-skating facilities Eisring Süd in the 10th district and Kunsteisbahn Engelmann in the 17th district.