



> INTERNATIONAL OFFICE

UNIVERSITY OF APPLIED SCIENCES

Handbook for Exchange Students

Academic Year 2009/10

www.fh-campuswien.ac.at



Contents

Introduction	4
1. European Credit Transfer System	4
1.1. ECTS – the European Credit Transfer System	4
1.2. ECTS credits	4
1.3. The ECTS grading scale	4
2. The FH Campus Wien	5
3. The International Office	6
3.1. Opening hours of the International Office	6
3.2. Contact details	6
3.3. Applying as an exchange student	7
3.4. Map	8
3.5. Getting to Vienna	9
3.6. Getting to the FH Campus Wien	9
3.7. Orientation week	10
3.8. Registering at the FH Campus Wien	10
3.9. Your student card	10
3.10. The ‘buddy’ network	10
Studying at the FH Campus Wien	11
4. Study programmes	11
4.1. The academic year	11
4.2. Public holidays in Austria	11
4.3. Language of academic instruction – German skills	11
4.4. Choosing courses and signing up	11
4.5. Writing your Diploma’s, Bachelor’s or Master’s thesis in Vienna	12
4.6. Exam season and certificates	12
4.7. Types of courses	12
4.8. Membership fee for the Austrian National Union of Students	13
4.9. International Programme Coordinators	13
4.10. Courses offered by the International Office	14
4.11. Libraries	14
Living in Vienna	15
5. Entry and residence regulations in Austria	15
5.1. Duty to register	15
5.2. Registration service centres in the Vienna District Offices	16
5.3. Registration certificate	16
6. Medical care	17
6.1. Health insurance	17
6.2. Doctors and pharmacies	17
7. Practical tips	18
7.1. Dormitories (<i>WIHAST</i>)	18
7.2. Renting apartments and flat-sharing	18
7.3. Youth hostels	18
7.4. Cost of living	19
7.5. Banks and post offices	19
7.6. Public transport in Vienna: the Vienna Transport Authority Wiener Linien	19
7.7. <i>Wiener Linien</i> ticket offices	21
7.8. Austrian federal railways <i>ÖBB</i>	21
7.9. Moving by bike in Vienna	21
7.10. Working in Austria	21
7.11. Leisure	22
7.12. Sports	23

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 Student Exchange 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

Introduction

1. European Credit Transfer System

By signing the Bologna Declaration in May 1999, government representatives of 29 European countries laid the foundations for a comprehensive reform of European higher education. Among the objectives specified in the Bologna Declaration are

- > the adoption of a common framework of readable and comparable degrees,
- > the promotion of free mobility of students and teachers, and
- > the establishment of a system of credits (ECTS).

1.1. ECTS – the European Credit Transfer System

The European Union promotes cooperation among institutions of higher education to increase the quality of European academic education. Erasmus student mobility is a central piece of this cooperation. The recognition of courses and diplomas is a prerequisite for this mobility and thus for the creation of a European area of higher education, where students and teachers can move without obstacles. The ECTS system is designed to increase transparency. The evaluation methods developed together for the ECTS system (credits and grades) facilitate the recognition of courses attended abroad. Furthermore, the system also fosters more insight into national approaches to grading.

1.2. ECTS credits

Every course is assigned an amount of ECTS credits (1 to 60), which stands for the time students must devote to it in class and at home to achieve the expected learning outcomes. It is a quantitative measure that assesses each course with regard to the total workload needed to successfully conclude the academic year at an academic institution (i.e. lectures, practical work, seminars, tutorials, excursions, self-study at libraries and at home, examinations, and other forms of performance assessment). The ECTS system is not based on contact hours only (i.e. hours spent on activities guided by teaching staff) but embraces all learning activities. 60 credits are attached to a full-time academic year, 30 to a semester.

1.3. The ECTS grading scale

Austrian grade	ECTS grade	%*	Definition
1 (very good)	A	10	EXCELLENT – outstanding performance with only minor errors
1 (very good)	B	25	VERY GOOD – above the average standard but with some errors
2 (good)	C	30	GOOD – generally sound work with a number of notable errors
3 (satisfactory)	D	25	SATISFACTORY – fair, but with significant shortcomings
4 (sufficient)	E	10	SUFFICIENT – performance meets the minimum criteria
5 (fail)	FX	-	FAIL – some more work required before the credit can be awarded
5 (fail)	F	-	FAIL – considerable further work is required

* statistical percentage of students with a passing grade that are awarded this assessment

2. The FH Campus Wien

New address (from September 2009): Favoritenstraße 226, 1100 Vienna

The FH Campus Wien has existed since 2001, when it resulted from the merger of two course-providing bodies. 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. The FH Campus Wien offers a wide variety of study programmes: students can choose between 18 Bachelor's, 20 Master's and 7 Diploma's degree programmes in the fields of technology and management, health, social work, public management, and academic instruction.

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 2009/2010 academic year,

Facts and figures about the FH Campus Wien

- > about 2,500 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 administrative work

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 are held at 13 different locations.



3. The International Office

Daumegasse 5/2
1100 Vienna
Austria
international@fh-campuswien.ac.at
www.fh-campuswien.ac.at/international

**New address of the International Office
(from September 2009)**
Favoritenstraße 226
1100 Vienna
Austria

3.1. Opening hours of the International Office

Monday	10 a.m. - noon	2 p.m. – 4 p.m.
Tuesday	10 a.m. - noon	2 p.m. – 4 p.m.
Wednesday		3 p.m. – 7 p.m.
Thursday	10 a.m. - noon	2 p.m. – 4 p.m.
Friday	8 a.m. - noon	

3.2. Contact details

For any questions on your ERASMUS stay in Vienna, please refer directly to the Student Exchange Coordinator at the FH Campus Wien.

Christophe Hintermaier, Student Exchange Coordinator
phone: +43 1 606 68 77 - 8100
fax: +43 1 606 68 77 - 8109
e-mail: erasmus@fh-campuswien.ac.at

New phone and fax numbers (from September 2009)

phone: +43 1 606 68 77 - 6150
fax: +43 1 606 68 77 - 6159



Institutional coordinator and contact person for teaching staff mobility

Wolfgang Sünder, Head of the International Office
phone: +43 1 606 68 77 - 8101
fax: +43 1 606 68 77 - 8109
e-mail: wolfgang.suender@fh-campuswien.ac.at

New phone and fax numbers (from September 2009)

phone: +43 1 606 68 77 - 6151
fax: +43 1 606 68 77 - 6159



3.3. Applying as an exchange student

To process your application, the International Office needs the following documents:

- > 1 completed application form for exchange students,
- > 1 learning agreement (signed and stamped),
- > 1 transcript of records,
- > 1 copy of a travel document, and
- > 1 passport photograph.

Please send these documents to the International Office at the FH Campus Wien

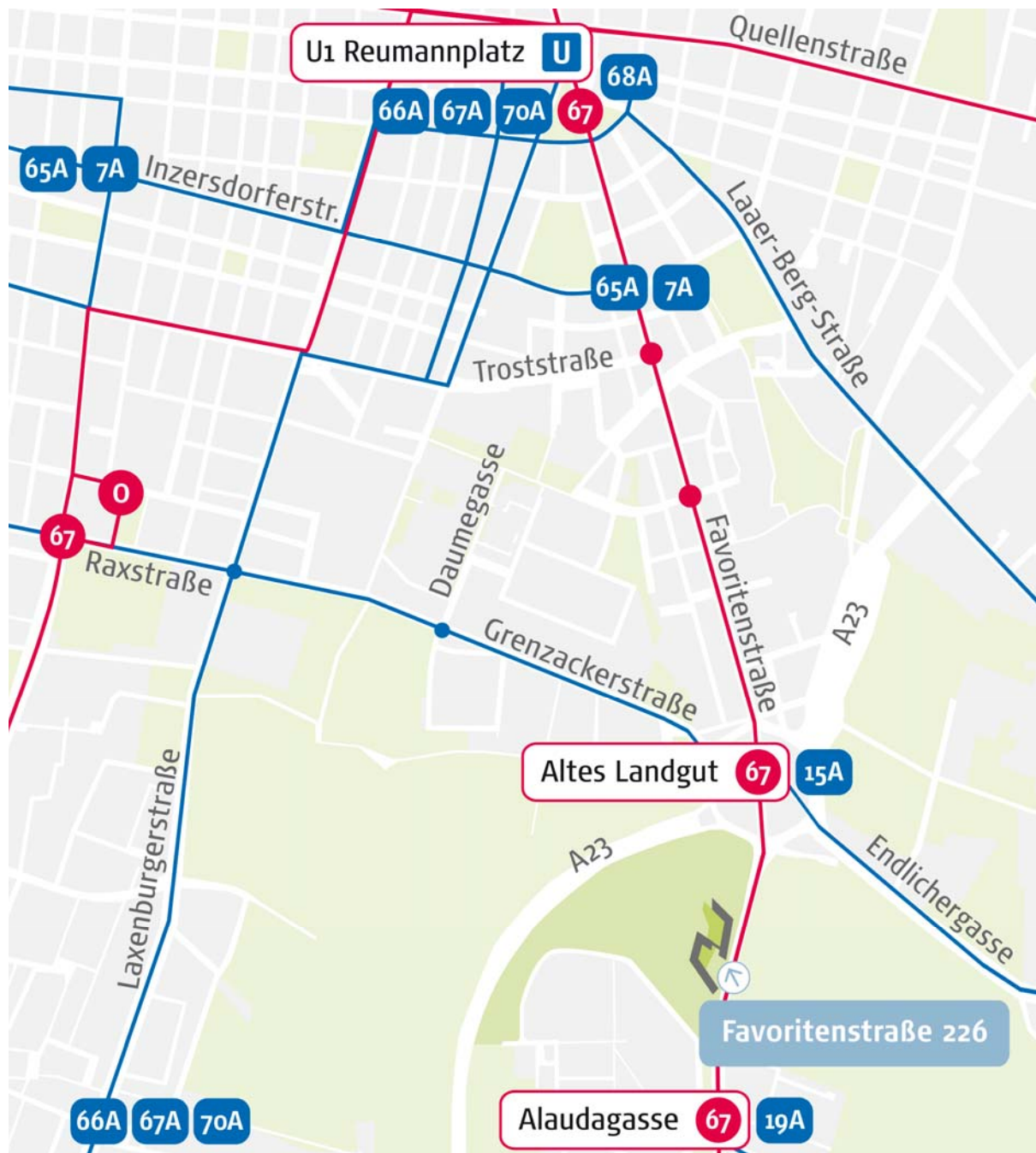
- > **by 31 May** (for the winter semester) or
- > **by 30 November** (for the summer semester)

DOWNLOADS

Application form for exchange students and learning agreement template in the toolbox at

www.fh-campuswien.ac.at/en/international/incomings

3.4. Map



How to get there

The FH Campus Wien main building is located at Favoritenstraße 226, 1100 Vienna. You can easily get there by public transport

- > from U1 underground station *Reumannplatz*, using tram 67 (stop *Altes Landgut*)
- > from U4 underground station *Meidling Hauptstraße*, using bus 15A (stop *Altes Landgut*)

3.5. 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 *Südbahnhof*, are connected to the public transport network. From there, you can use trams, the underground or buses.

By coach: the train station *Südbahnhof* is also the location of Vienna's largest coach station. It is connected to the public transport system through the U1 underground line, 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

3.6. Getting to the 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 the train station *Südbahnhof* and continue by underground U1 from *Südtiroler Platz* station (you can take trams 18 or O if you want to avoid the 10-minute walk from *Südbahnhof* to *Südtiroler Platz*). Get off the U1 at *Reumannplatz* station and take tram 67 directly to the FH Campus Wien (stop *Altes Landgut*).

Alternatively, you can take the *S-Bahn* train to reach *Rennweg* station and change to another *S-Bahn* train to get to *Südtiroler Platz* station. Take the underground U1 from there, get off at *Reumannplatz* station and take tram 67, which takes you directly to the FH Campus Wien (stop *Altes Landgut*).

From Südbahnhof train station: you can walk or take trams 18 or O to *Südtiroler Platz* station. Then take the U1 underground to *Reumannplatz* station and from there tram 67 directly to the FH Campus Wien (stop *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*).

PLEASE NOTE

Please make sure you arrive in Vienna in time to register at the FH Campus Wien on the first day of the orientation week:

- on **1 October** for stays starting in the winter semester
- on **1 February** for stays starting in the summer semester

If you would like to take an intensive German language course (in September and February), please travel to Vienna a few days before the course starts.

3.7. Orientation week

During the orientation week, you will receive information on your stay at the FH Campus Wien, visit the FH Campus Wien building (lecture halls, the library, the cafeteria, etc.) and the surroundings, and get to know your International Programme Coordinator, your fellow students, and your 'buddy'. The International Office organises a guided tour of Vienna and other events that are meant to make you feel at home. We will send you an e-mail with the final programme of the orientation week.

3.8. Registering at the FH Campus Wien

During the orientation week, the International Office will also help you with registration formalities at the secretariat of your study programme. Also your 'buddy' will probably have some advice and can help you. Please visit the International Office as early during your stay as possible (at the latest during the orientation week). We will provide you with

- > information you need for registration,
- > the programme of the orientation week,
- > information on Vienna,
- > information on planned excursions and visits, and
- > many more tips on your stay in Vienna.

3.9. Your student card

The secretariat of your study programme will provide a student card for you. Please bring a photograph so they can issue your card.

3.10. 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.

Studying at the FH Campus Wien

4. Study programmes

You can choose between 18 Bachelor's, 20 Master's and 7 Diploma's degree programmes in the fields of technology and management, health, social work, public management, and academic instruction. The Bachelor's and Master's degree programmes are slowly replacing our current Diploma's degree programmes, which will be discontinued in 2010 at the latest.

LINK

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

4.1. 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.

LINK

You can find the schedule of each study programme for the academic year 2009/2010 at www.fh-campuswien.ac.at/en/the_fh/organisation_of_the_academic_year

Generally, the following holidays apply:

	start	end
Christmas holidays	22/12/2009	6/1/2010
Semester holidays	1/2/2010	7/2/2010
Easter holidays	29/3/2010	6/4/2010
Summer holidays	5/7/2010	6/9/2010

4.2. Public holidays in Austria

1 January	New Year's Day	15 August	Assumption of Mary
6 January	Epiphany	26 October	Austrian National Holiday
5 April	Easter Monday	1 November	All Saints Day
1 May	Labour Day	8 December	Immaculate Conception
13 May	Ascension Day	25 December	Christmas Day
24 May	Whit Monday	26 December	St. Stephen's Day
3 June	Corpus Christi		

4.3. 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.

4.4. Choosing courses and signing up

Already before leaving your country, you should decide which courses to attend at the FH Campus Wien. The study coordinators at your home institution can assist you here. All the courses that are offered are described on the website of each study programme. Every course is identified by a number, which you should also state on your learning agreement.

You can sign up for the courses you have chosen once you have arrived in Vienna. The International Programme Coordinators at the FH Campus Wien will meet with you to discuss your selection of courses and to sign you up for them.

4.5. Writing your Diploma's, Bachelor's or Master's thesis in Vienna

If you would like to work on your Diploma's, Bachelor's or Master's thesis during your ERASMUS stay in Vienna, or if you would like to participate in a certain project, we suggest that you prepare for this by researching and contacting possible academic advisers beforehand.

4.6. Exam season and certificates

There is no fixed exam season. Exams are usually held towards the end and at the beginning of each semester. For every exam you take, you will receive a certificate. When you leave the FH Campus Wien, present all your certificates to the International Office so that we can issue a transcript of records for you.

4.7. 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.
<i>Vorlesung</i> (lecture)	VO	<i>Tutorium</i> (tutorial)	TUT
<i>Übung</i> (practical exercise)	UE	Excursion	EX
Seminar	SE	<i>Laborpraktikum</i> (lab course)	LB
<i>Praktikum</i> (internship)	PR	Workshop	WS
<i>Diplomarbeit</i> (Diploma's thesis)	DA	Bachelor project	BP
Blended learning	BL	Project seminar	PSE
<i>Repetitorium</i> (revision course)	RE	<i>Konversatorium</i> (discussion group)	KO
<i>Forschungswerkstatt</i> (research lab)	FW	<i>Wahlfachprojekt</i> (project on your focus area)	WP
<i>Projektorientierte Lehrveranstaltung</i> (project-oriented course)	PLV	<i>Klinische Übung</i> (clinical exercise)	KLÜ

4.8. 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 EUR 15.86 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.

LINKS

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

4.9. International Programme Coordinators

The International Programme Coordinators handle cooperation with our partner institutions and assist exchange students with their study programmes. If you have questions on your study programme or on certain courses offered at the FH Campus Wien, the International Programme Coordinators will be happy to help you.

Study programme	Contact
Applied Electronics, Technical Project and Process Management	FH-Prof. DI Gerhard Engelmann, phone: +43 1 606 68 77 - 2112 e-mail: gerhard.engelmann@fh-campuswien.ac.at
Civil Engineering and Construction	FH-Prof. Mag. Dr. Manfred Steiner, phone: +43 1 606 68 77 - 2123 e-mail: manfred.steiner@fh-campuswien.ac.at
Bioengineering	DI Dr. Susanne Eywo-Müller, phone: +43 1 360 06 - 6815 e-mail: susanne.eywo@fh-campuswien.ac.at
Information Technologies and Telecommunication	FH-Prof. DI Thomas Fischer, phone: +43 1 606 68 77 - 2136 e-mail: thomas.fischer@fh-campuswien.ac.at
Molecular Biotechnology, Biotechnology	FH-Prof. Dr. Paul Watson, phone: +43 1 606 68 77 - 2315 e-mail: paul.watson@fh-campuswien.ac.at
Social Work (Bachelor)	DSA Eveline Dostal, phone: +43 1 275 34 - 90984 e-mail: eveline.dostal@fh-campuswien.ac.at
Social Work (Master)	FH-Prof. Dr. Brigitta Zierer, phone: +43 1 606 68 77 - 3203 e-mail: brigitta.zierer@fh-campuswien.ac.at
Biomedical Laboratory Science	Susanne Bauer Mitlinger, phone: +43 1 404 00 - 7469 e-mail: susanne.bauer_mitlinger@akhwien.at
Occupational Therapy	Petra Schwab, phone: +43 1 404 00 - 7364 e-mail: petra.schwab@fh-campuswien.ac.at
Physiotherapy	Silke Gruber, phone: +43 1 60 191 - 5113 e-mail: s.gruber@wienkav.at
Midwifery	Christine Kohlhofer, phone: +43 1 476 15 - 5201 e-mail: christine.kohlhofer@fh-campuswien.ac.at

4.10. Courses offered by the International Office

The International Office offers the following courses for exchange students:

Intensive German language course: a two-week intensive language course for which you will be awarded up to 3 ECTS credits will be held at the beginning of the winter and summer semesters to help you improve your German. The minimum number of participants is 5.

German course during the semester: a German language course of up to 3 ECTS credits will be offered to exchange students during the semester. The minimum number of participants is 5.

Cultural and regional studies Austria: the course 'Cultural and regional studies Austria' (3 ECTS credits) will cover main aspects of the culture, history, and geography of Austria and its capital. The course is held in German and English. The minimum number of participants is 5.

NOTE

If you want to participate in one or more of these courses, please tick the corresponding boxes on your application form for exchange students.

Dates and times of the courses will be announced at the beginning of each semester via e-mail.

4.11. Libraries

Students have access to a library and media centre at the new building of the FH Campus Wien.

LINKS

Library of the FH Campus Wien

www.fh-campuswien.ac.at/service_einrichtungen/bibliothek (in German)

Libraries and online catalogues in Austria

www.ub.tuwien.ac.at/bibliotheken.html (in German)

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

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

Living in 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 Europe) and a rich culture acquired during an eventful 2000-year-old history.

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)

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.

5. 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.

5.1. 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 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

5.2. 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.

Opening hours of registration service centres

Mon, Tue, Wed, Fri 8 a.m. - 3.30 p.m.
 Thu 8 a.m. - 5.30 p.m.

Registration service centres are closed on public holidays.

District	Address	Phone +43 1 4000 – ext.
1/8	Wipplingerstraße 8, ground floor, customer service centre	EXT: 01550
2	Karmelitergasse 9, ground floor, rooms 15-17	EXT: 02551 to 02555
3	Karl-Borromäus-Platz 3, ground floor, service centre	EXT: 03551
4/5	Rechte Wienzeile 105, ground floor, service centre	EXT: 05551
6/7	Hermannngasse 24-26, 1 st floor, room 102	EXT: 07551
9	Wilhelm-Exner-Gasse 5, Bürger/innenzentrum Alsergrund, ground floor, rooms E.11 and E.13	EXT: 09551
10	Laxenburger Straße 43-45, ground floor, rooms 1-4	EXT: 10551 or 10552
11	Enkplatz 2, left courtyard entry, rooms 1 to 4	EXT: 11552
12	Schönbrunner Straße 259, 2 nd floor, rooms 208 and 209	EXT: 12551, 12552, 12555 or 12556
13/14	Dommayergasse 12, access via staircase 3, 3 rd floor, rooms 301 to 306	EXT: 13551 to 13566
15	Gasgasse 8-10, Bezirksamt-Neu, ground floor	EXT: 15551
16	Richard-Wagner-Platz 19, ground floor, information centre Ottakring	EXT: 16551, 16552, 16561 or 16562
17	Elterleinplatz 14, 2 nd floor, room 210	EXT: 17551, 17552 or 17554
18	Martinstraße 100, ground floor, room 2	EXT: 18552 or 18553
19	Gatterburggasse 14, mezzanine, right side, room 119	EXT: 19551
20	Brigittaplatz 10, 1 st floor, rooms 106 to 109	EXT: 20551 to 20553
21	Am Spitz 1, 1 st floor, rooms 108 to 110	EXT: 21551
22	Schrödingerplatz 1, ground floor, service centre	EXT: 22551
23	Perchtoldsdorfer Straße 2, ground floor, service centre	EXT: 23551

5.3. 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). Costs can be as high as EUR 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

6. Medical care

6.1. Health insurance

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

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.

If you have national health insurance in a country which has concluded a health insurance agreement with Austria (at the moment, these countries are Bosnia and Herzegovina, Croatia, Macedonia, Montenegro, Serbia, and Turkey), you need to bring form A3 from your national health insurance carrier. This form has to be exchanged for forms which entitle you to medical treatment in Austria (*Krankenschein* or *Krankenkassenscheck*) at the competent Viennese health insurance carrier *WGKK (Wiener Gebietskrankenkasse)*.

Students from countries which have not entered a health insurance agreement with Austria can purchase health insurance coverage at the *WGKK* for EUR 23.84 per month. 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.

6.2. Doctors and pharmacies

You can find a 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.

Emergency numbers

European emergency number: 112
Police: 133
Fire: 122
Ambulance: 144
Social Hotline Vienna +43 1 533 77 77

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. Practical tips

7.1. Dormitories (*WIHAST*)

Dormitories are an easy option to find accommodation in a new city and to get to know people. The International Office of the FH Campus Wien has successfully cooperated with *WIHAST* (*Wirtschaftshilfe der Arbeiterstudierenden Österreichs*) in the framework of international student mobility for many years now.

The International Office helps you find accommodation in one of the dormitories operated by *WIHAST*. If you want to make use of this service, please tick the corresponding box on the application form for exchange students.

WIHAST

Hirschengasse 23
1060 Vienna
phone: +43 1 597 06 62 – 33
fax: +43 1 599 96 76
web: www.wihast.at
e-mail: info@wihast.at

Rent per person per month

single room about EUR 250
double room about EUR 200

When you arrive in Vienna, you have to pay a deposit and an administration fee along with the rent for the first month. The deposit is naturally returned when you leave the dormitory at the end of your stay, as long as there is no damage to your room. Rent has to be paid in monthly intervals. Bed sheets and kitchen utensils are not provided by the dormitories.

7.2. 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)

7.3. 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

7.4. 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	1 litre of milk	approx. EUR 0.90
Food	approx. EUR 250	1 big loaf of bread	approx. EUR 2
Semester ticket	EUR 128.50	1 kg coffee	approx. EUR 3.50
Daily newspaper	approx. EUR 1	Movie ticket	approx. EUR 8

7.5. Banks and 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.

Opening hours of banks (vary)

Monday, Tuesday, Wednesday, Friday
8 a.m. - 12.30 p.m. and 1.30 p.m. - 3 p.m.
Thursday
8 a.m. - 12.30 p.m. and 1.30 p.m. - 5.30 p.m.

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.

7.6. 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

Wiener Linien customer centre
(U3 underground station *Erdberg*)
Erdbergstraße 202, 1030 Vienna
web: www.wienerlinien.at
phone: +43 1 7909-100

Opening hours

Monday, Tuesday, Wednesday, Friday
8 a.m. - 3.00 p.m.
Thursday
8 a.m. - 5.30 p.m.

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*.

Monthly tickets for students during the semester

A one-month ticket costs EUR 46 for students younger than 27 years 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 younger than 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*.

Tickets

Single Trip Ticket
24hour Ticket
72hour Ticket
The 8-daycard
Vienna weekly ticket
Vienna monthly ticket

7.7. Wiener Linien ticket offices

Opening hours Mon to Fri, 6.30 a.m. - 6.30 p.m.	Opening hours Mon, Tue, Wed, Fri 6.30 a.m. - 1 p.m. Thu 12.30 a.m. – 6.30 p.m.
1 <i>Stephansplatz</i> underground station	3 <i>Rochusgasse</i> underground station
1 <i>Schwedenplatz</i> underground station	11 <i>Simmering</i> underground station
1 <i>Karlsplatz</i> underground station	12 <i>Meidling Hauptstraße</i> underground station
2 <i>Praterstern</i> underground station	14 <i>Hütteldorfer Straße</i> underground station
3 <i>Landstraße</i> underground station	16 <i>Ottakring</i> underground station
6 <i>Westbahnhof</i> underground station	19 <i>Heiligenstadt</i> underground station
9 <i>Spittelau</i> underground station	23 <i>Alterlaa</i> bus turn-around
9 <i>Schottentor</i> underground station	
10 <i>Reumannplatz</i> underground station	
12 <i>Philadelphiabrücke</i> underground station	
13 <i>Hietzing</i> underground station	
21 <i>Floridsdorf</i> underground station	
22 <i>Kagran</i> underground station	

7.8. Austrian federal railways 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)

7.9. 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

7.10. 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.

LINK

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)

7.11. 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 *Lilliputbahn* 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.

Partying

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)

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

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.

LINKS

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)

7.12. 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.