



universität
wien

Welcome
to the
University of
Vienna
(Universität Wien)

Information for
ERASMUS students
academic year 2010/2011

Research Services and International Relations

This Guide is also available via the Internet:

<http://international.univie.ac.at/>

CHECKLIST for ERASMUS students

➤ What do I have to do prior to my departure?

A) For your enrolment at the University of Vienna, the following steps are necessary:

1. Nomination by your home university

Deadlines: 1 June (winter semester) / **1 December** (summer semester)

2. Send the ERASMUS-Certificate to the Student Mobility Office

Deadlines: 1 July (winter semester) / **31 December** (summer semester)

3. Register online at: <http://www.univie.ac.at/zulassung>

between **1 May and 15 June** (winter semester) / between

1 December and 31 December (summer semester)

Guidance can be found at: <http://international.univie.ac.at/en/portal/>

(-> Mobility -> Students -> Erasmus Incoming -> Admission to studies: Online

Pre-Registration for ERASMUS students -> Guidance for the online pre-registration)

B) For the **reservation of a room in a student hall of residence** from the **Austrian Exchange Service (ÖAD)**:

- Fill in the online registration at <http://www.housing.oead.ac.at> as soon as possible!

- Transfer the deposit to the bank account of ÖAD (= reservation deposit).

Without the bank transfer NO reservation will be made!

Please mind the **deadlines**:

15 August (winter semester) / 15 January (summer semester)!

C) In order to study successfully at the University of Vienna it is essential to speak **German**. Information for **preparatory German course**: <http://www.deutschlernen.at>

D) If you want a **Buddy** (a student of the University of Vienna who will introduce incoming ERASMUS-Students to student life in Vienna) please register at this site:

http://esn.univie.ac.at/anmeldung_needbuddy.php

E) Our **course catalogue** is available **ONLINE** at <http://data.univie.ac.at/vlvz?extended=Y>

If you have questions about the courses please contact your **departmental coordinator** at the University of Vienna!

➤ What do I have to do upon my arrival in Vienna?

1. Register at the Student Mobility Office as soon as possible, at the latest on 10 October (winter semester) / 10 March (summer semester),

Dr. Karl Lueger-Ring 1, 1010 Vienna. **This is obligatory for your enrolment!**

Office hours: Mon & Wed: 10 a.m. - 12.30 p.m. (midday), Tue & Thu 2 - 4 p.m.

You will find our office if you enter the University through the main entrance and then to the right.

2. Meet your departmental coordinator at the University of Vienna who can answer you questions about the courses and your studies at the University of Vienna and signs your Learning Agreement.

3. Register at Magistratisches Bezirksamt within three days of arrival in Vienna.

4. If you are EU/EEA or Swiss citizen and intend to stay longer in Austria than 3 months: Register at the Municipal Department 35 within 4 months of arrival ("Anmeldebescheinigung").

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I. VIENNA AND THE UNIVERSITY OF VIENNA

A. The city of Vienna

<http://info.wien.at>

address directory: <http://www.wien.gv.at/stadtplan>

Vienna, the capital of Austria, is a city of over 1.6 million inhabitants. It is one of the great cultural centres of Europe with a continuous history of more than 2000 years. Situated on the Danube, the first settlements arose at the cross-roads of two important trade routes: the "amber route", connecting the Baltic countries with Italy, and the east-west route along the Danube. The latter route, together with the traces of the Roman settlement "Vindobona", can still be seen in the layout of the city's streets.

During the Middle Ages, Vienna rose to importance both in defending against and connecting central Europe with the East, and eventually became the capital of the vast Habsburg empire. The exceptional concentration of talent, reflected by the great achievements in music, art, and the sciences, was a consequence of Vienna's role as a meeting place of a large number of different nations and traditions. Although much reduced in importance by the break-up of the Austro-Hungarian monarchy at the end of World War I, and placed on the periphery of the western world as a consequence of World War II, Vienna has retained its role as one of the leading capitals of Europe. Since the fall of the Iron Curtain it has successfully resumed its tradition of connecting the East and the West.

Today Vienna is a thriving international city, integrating the rich inheritance of a glorious past with a dynamic approach to the modern world. As a seat of numerous international organisations and an important turntable for business enterprises, Vienna is at the same time a city of operas, concert halls, theatres, universities, museums, and, last but not least, of coffee houses and "Heurigen".

B. The University of Vienna (A-Wien 01)

<http://www.univie.ac.at>

The University of Vienna, founded in 1365 by the Habsburg Duke Rudolph IV, bears the name of "Alma Mater Rudolphina". Today, with a teaching staff of more than 6,500 academics and about 85,000 students from more than 130 nations worldwide it is one of the largest universities in Europe. Approximately 4,000 students graduate every year. The university comprises fifteen faculties and three centers, and offers about 180 different degree programmes. The university's faculties and departments are located all over the city (<http://www.univie.ac.at/plaene/institute.html>).

The main building, simply called "The University" or "Hauptgebäude", is located on the "Ringstraße" in the centre of Vienna (underground line U2, stop "Schottentor - Universität"). The main building, which dates from 1883, houses several administrative offices and the main University Library, as well as several departments and lecture halls. The arcades of its central courtyard exhibit the busts and memorials of a great number of illustrious members of the university. The Student Mobility Office can also be found in the main building.

C. Studying at the University of Vienna

1. General information on studying in Austria

<http://www.bmwf.gv.at/submenu/wissenschaft/>

Traditionally, universities are public institutions of the Republic of Austria. All graduates from an Austrian High school with a "Matura" diploma (school leaving certificate, the equivalent of a British "A-level" or the German "Abitur") or a Higher Education Entrance Qualification are entitled to enrol at the university. There are no entrance examinations but students may be required to take supplementary examinations in certain subjects.

The University of Vienna is gradually introducing the three tier system (Bachelor, Master, PhD). Please contact for updated information: <http://studentpoint.univie.ac.at/>

The most outstanding feature of the Austrian degree programme is that students generally decide on the order in which they intend to complete the lectures and exams themselves.

More information about the degree programmes can be found on the web pages of the departments ("Institut"), search at <http://data.univie.ac.at/pers> . Here some other useful links:
<http://studentpoint.univie.ac.at/>
<http://spl.univie.ac.at>
<http://oeh.univie.ac.at/kontakt/fakultaets-und-studienvertretungen.html>

2. Registration for courses

For most of the courses at the University of Vienna you have to register. The registration for courses and the deadlines differ in the various fields of study.

Information about the courses and details for the registration can be found in the course catalogue (<http://data.univie.ac.at/vlvz?extended=Y>) and by asking your departmental coordinator. If you want to find out **who your departmental coordinator in Vienna** is, go to: <http://erasmus.univie.ac.at> . Please click on "Plätze" on the left hand side, then choose your field of study at "Studienrichtung", choose your country at "Land" and click on "Suche starten". In the column "Koord. Wien" you find the name of the departmental coordinator.

Please click on "KoordinatorInnen" (on the left hand side) where you can find the names and click on "Detail" to find the contact details like e-mail address, etc...

We are sorry that this web site is in German only as it is basically provided for students from the University of Vienna who want to study at an international university. If you have any questions because of the German expressions, please do not hesitate to contact us.

3. Grading system

1 Very good	"Sehr gut"
2 Good	"Gut"
3 Satisfactory	"Befriedigend"
4 Sufficient	"Genügend"
5 Not sufficient, Fail	"Nicht Genügend"

ERASMUS-students should get in contact with the teachers of their classes at the University of Vienna about the method of examination and the registration for exams. Examinations are in general held at the end of the semester, but also at the beginning of the following semester.

At the end of your ERASMUS stay, you will receive a transcript of records ("Sammelzeugnis") including all exams you have taken.

4. ECTS

ECTS (European Credit Transfer System) is a system to facilitate academic recognition of courses taken abroad. It is used by more than 1000 universities.

The Austrian University Studies Act requires that ECTS credits are allocated to courses in all new curricula. Traditionally, the Austrian university courses are based on the concept of *Semesterwochenstunden* (= contact hours per week for the duration of one semester or approximately 15 weeks), i.e. courses are seen from a teacher's point of view.

In contrast, ECTS looks at a course from the student's point of view: ECTS credits are based on the concept of *workload*, which comprises both attendance of a course and study time. ECTS credits represent the workload of a course. The **full workload for one semester is 30 ECTS credits**, for one year it is 60 ECTS credits. Generally students in Austria study longer than the time officially scheduled to finish a degree.

The number of ECTS credits for each course is shown in the course catalogue:

<http://data.univie.ac.at/vlvz?extended=Y>

The transcript of records ("Sammelzeugnis") includes the ECTS credits for each course as well.

Further information on ECTS is available at the pages of the study programmes: <http://spl.univie.ac.at>, or you can ask your departmental coordinator or Mag. Maximilian KUDLER:

Mag. Maximilian KUDLER / ECTS Institutional Coordinator
E-Mail: maximilian.kudler@univie.ac.at, Tel.: (+43-1) 4277 182 10

5. Course catalogue

<http://data.univie.ac.at/vlvz?extended=Y>

The course catalogue of the University of Vienna including the lectures of all faculties and degree programmes is only available on the Internet. In the course catalogue you find all course details (time and place of the course, hours/semester, ECTS, language of instruction - if the course is not taught in German).

If you want to find a course taught in a language other than German, you can select the language in the course catalogue.

Another possibility to find courses taught in English would be to take a look at one of those links:

<http://online.univie.ac.at/vlvz?lang=en&sprachauswahl=108.28&semester=last>

(last semester)

<http://online.univie.ac.at/vlvz?lang=en&sprachauswahl=108.28&semester=current>

(current semester)

To find the field of study, please click on "Browse/Blättern". The course catalogue for the upcoming semester is available from approximately August/January on. In the description of the classes you find the weekly hours of attendance in the class room. This does not include the time you spend on research in a library or on writing a paper.

A "Kommentiertes Vorlesungsverzeichnis" (KoVo) is published by the ÖH (Austrian Student's Union) or by the departments just before the start of the semester for many fields of study. It contains more detailed information about the individual courses. You can find these commented course catalogues at the departments or faculties or on the homepage of your department:

<http://online.univie.ac.at/pers?lang=en>

5. Academic year 2010/2011

Winter semester 2010/2011:

Registration period:	1 July – 15 October 2010
Extension of registration period:	16 October – 30 November 2010
THE REGISTRATION PERIOD CANNOT BE EXTENDED AFTER THE 30/11/2010!	
Start of semester:	1 October 2010
Christmas holidays:	20 December 2010 – 9 January 2011
End of semester:	31 January 2011
Semester break:	1 February - 28 February 2011

Summer semester 2011:

Registration period:	10 January – 15 March 2011
Extension of registration period:	16 March – 30 April 2011
THE REGISTRATION PERIOD CANNOT BE EXTENDED AFTER THE 30/04/2011!	
Start of semester:	1 March 2011
Rector's day (no lectures):	14 March 2011
Easter holidays:	18 April – 1 May 2011
Whitsun:	11 – 14 June 2011
End of semester:	30 June 2011
Semester break:	1 July - 30 September 2011

D. Research Services and International Relations – Student Mobility Office

<http://international.univie.ac.at/>

University of Vienna

Research Services and International Relations - Student Mobility Office

Dr. Karl Lueger-Ring 1, A-1010 Vienna

Fax: (+43-1) 4277 18229

PLEASE COME TO THE STUDENT MOBILITY OFFICE AFTER YOUR ARRIVAL!

Office hours:

Monday and Wednesday: 10 a.m.- 12.30 p.m. (midday)

Tuesday and Thursday: 2 p.m. - 4 p.m.

Friday: closed!

Extended office hours

from 15 February - 15 May and from 15 September - 15 October:

Monday: 9 a.m. - 1 p.m.

Tuesday: 9 a.m. - 12 p.m. and 2 p.m. - 4 p.m.

Wednesday: 9 a.m. - 1 p.m.

Thursday: closed in the morning! 2 p.m. - 4 p.m.

The Student Mobility Office ("Büro für Studierendenmobilität") provides you with information on ORIENTATION sessions, registration, information about your departmental coordinator, housing, insurance etc. You will find our office by entering the main building through the main entrance on "Ringstraße", which leads you into the entrance hall ("Aula"). Turn right, go upstairs and you can find our office on the right side.

ERASMUS – Incoming – contact persons

Alexandra POSPISIL

E-Mail: alexandra.pospisil@univie.ac.at

Tel.: (+43-1) 4277 182 05

Roman SCHETT

E-Mail: roman.schett@univie.ac.at

Tel.: (+43-1) 4277 182 02

Fax: (+43-1) 4277 182 29

E. Enrolment/ORIENTATION

For your enrolment at the University of Vienna, the following steps are necessary:

- 1. Send the ERASMUS-Certificate** to the Student Mobility Office
Deadlines: 1 July (winter semester) / **31 December** (summer semester)

- 2. Register online at:** <http://www.univie.ac.at/zulassung>
between **1 May and 15 June** (winter semester) / between
1 December and 31 December (summer semester)
Guidance can be found at: <http://international.univie.ac.at/en/portal/>
(-> Mobility -> Students -> Erasmus Incoming -> Admission to studies: Online
Pre-Registration for ERASMUS students -> Guidance for the online pre-registration)

The ERASMUS-Certificate will be sent to you after your nomination by your home university.

After receiving the ERASMUS-Certificate and your online registration we can prepare your enrolment. Students for the winter semester should arrive between mid and end of September, for the summer semester between mid and end of February. This gives you time to settle in and to become acquainted with the system. Most of the classes start on 1 October (1 March) and you can also move into your dormitory room at the beginning of the month. The semester ticket for the public transport is valid from 1 October for the winter term or 1 March for the summer term. You might miss important deadlines if you come later, as the course registration might start before the beginning of the semester.

Please **register personally at our office after arriving in Vienna** and come to our office before leaving Vienna to get a **certificate of attendance**.

The Student Mobility Office helps exchange students with the registration in a special ORIENTATION session at the beginning of each semester.

PLEASE REGISTER FOR AN ORIENTATION AT THE STUDENT MOBILITY OFFICE AFTER YOUR ARRIVAL!

The ORIENTATIONS last 1-2 hours and will take place from mid September to mid October and from mid February to mid March. You will receive the exact dates and places when you come to the Student Mobility Office to register for an ORIENTATION. At the ORIENTATION you will receive some practical information and also your student ID card.

Expenses for enrolment

You will also have to pay the compulsory fee ("ÖH-Beitrag") for the Austrian Students Union of € 16,50 per semester in order to be enrolled. Instructions on how to pay the fee by online banking can be found in your UNIVIS account <http://univis.univie.ac.at> (page 16) by choosing "Account information" on the left hand side.

(For problems that might emerge because of the browser settings, please contact: helpdesk.zid@univie.ac.at) In case of a money transfer from abroad, please note that in Austria BIC and SWIFT codes are the same and that the code is stated as BIC code.

In case you would like to pay by using a printed payment form, please use the payment forms provided by the University of Vienna only! You can get it on demand in our office. Therefore it is necessary that you completed the online registration at <http://www.univie.ac.at/zulassung> before.

We advise you to pay the ÖH fee right after you have received the payment form or by online banking in advance. It will then last approximately 1 week until you are enrolled at the University of Vienna. At some departments, you have to be enrolled in order to register for courses. Please inform yourself in the course catalogue (<http://online.univie.ac.at/vlvz?extended=Y>), at the website of your department (search at <http://data.univie.ac.at/pers>) or contact your departmental coordinator.

F. Language requirements and language preparation course

There are no entrance examinations for exchange students for studying at the University of Vienna. However, **students should have sufficient knowledge of German. All lectures and textbooks, with a few exceptions, are in German.**

If you need language preparation, you can enrol for German classes at Innovationszentrum Universität Wien:

Innovationszentrum Universität Wien

<http://www.deutschlernen.at>

Alserstraße 4, Campus, Hof 1, A-1090 Vienna

Tel.: (+43-1) 4277- 24101, Fax: (+43-1) 4277-9241

E-mail: deutschkurse@univie.ac.at

Preparatory intensive German courses 2010/11:

30 August 2010– 17 September 2010

410 €

7 – 25 February 2011: to be confirmed (for updated information please take a look at:

<http://www.deutschlernen.at>)

For the **preparatory intensive German course** (in September for the winter semester and in February for the summer semester) you will get a **100% refund** of the course costs if you attend the course regularly and **pass the exam** at the end of the course (independent of the level of the course). Therefore please contact the secretary of Innovationszentrum Universität Wien and **mind the unexceptional deadlines** for the refund:

15 October 2010 for the course in September 2010 and 15 March 2011 for the course

in February 2011. Please note that this refund is only possible if you attend the course **before your begin** of your study at the University of Vienna. If you study at the University of Vienna in winter AND summer semester, you can only get the 100% refund of the course costs for the September course.

Exchange Students get 20 % reduction of the course costs for the trimester, summer and February courses. You just need a confirmation that you are an ERASMUS student which you will get at your first visit at the Student Mobility Office.

Attention: No reduction for the semester courses!

The German Department of the University of Vienna will probably also offer German language courses (Deutsch für internationale Studierende Mittelstufe & Oberstufe,... no beginner courses!). They start at the beginning of October/March and last for one semester. These courses are free of charge but often crowded. In order to take part in these courses you will also have to do a placement test at the beginning of the semester.

Please note: as the courses for the next semester are not yet fixed, we cannot guarantee that these courses will be offered next semester. You can find them in the course catalogue (approx. July for the winter semester/January for the summer semester): <http://data.univie.ac.at/vlvz?extended=Y>.

If you want to learn another language than German, you can register for the courses of the Language Centre of the University of Vienna. Please note that for these courses you have to pay. Information about the courses, prices etc. can be found here:

<http://www.univie.ac.at/sprachenzentrum/>

The Language Centre also offers a “Language Swap Shop” (SprachenLernbörse/Tandem) where you can exchange your language skills with other students (free of charge).

G. Students with special needs

Please contact the responsible office for students with special needs prior to your arrival at the University of Vienna. There you will also get information about access to the university buildings and where problems might occur and how support can be organised.

Referat Student Point
Birgit Virtbauer
Dr. Karl Lueger Ring 1
Tiefparterre, Stiege 6, Hof IV
1010 Wien
birgit.virtbauer@univie.ac.at, Tel: +43-1-4277-10626
<http://studieren.univie.ac.at/index.php?id=364>

In addition, the University of Vienna offers advice for visually impaired persons:
Susanne Sulzbacher: susanne.sulzbacher@univie.ac.at, Tel: +43-(0)664-60277-10631

You can also get information and assistance at the ÖH Uni Wien:

Referat für Behinderte und chronisch Kranke der ÖH Uni Wien
Universitätscampus AAKH
Spitalgasse 2, A-1090 Vienna
Tel.: (+43-1) 4277 195 68
<http://oeh.univie.ac.at/arbeitsbereiche/behinderte-und-chronisch-krank.html>

Some parts of the main building of the university and also the Student Mobility Office are still difficult to access and cannot be reached by elevator. But we can offer you help and individual appointments at other places. The situation at the departments depends on the age of the building.

H. Austrian Student's Union (Österreichische HochschülerInnenschaft / ÖH) <http://oeh.univie.ac.at/>

The Austrian Student's Union is the official representative body of all students in Austria. The ÖH finances its activities with a compulsory fee ("ÖH-Beitrag").

The International Unit of the ÖH will be available for answering administrative and study questions. If you want to get information about their activities, please sign up for their mailing list: internationales.referat@oeh.univie.ac.at

ÖH Uni Wien, Referat für Internationales
Universitätscampus AAKH
Spitalgasse 2, A-1090 Vienna
Tel: (+43-1) 4277 195 62
E-mail: internationales.referat@oeh.univie.ac.at
<http://www.oeh.univie.ac.at/arbeitsbereiche/internationales.html>

I. Erasmus Student Network / ESN <http://esn.univie.ac.at/>, E-Mail: esn.international@univie.ac.at

ESN is an international student organisation with over a hundred divisions throughout Europe. ESN-Vienna consists of very enthusiastic volunteers, mostly students themselves.

The most important goal of ESN is to help international students to integrate smoothly within the Austrian student life. This goal is achieved by organising activities such as international parties, excursions and city trips. ESN also organises regular meetings with all ERASMUS-students ("Stammtisch") and other activities.

Furthermore, ESN manages the so-called "Buddy-system": students of the University of Vienna will introduce incoming ERASMUS-students to student life in Vienna. If you would like to have a "Buddy" or mentor, please register here: http://www.univie.ac.at/esn/anmeldung_needbuddy.php

They also offer a reciprocal language learning programme (Sprach-Tandem) for which you can register here: http://esn.univie.ac.at/tandem_registration.php

II. GENERAL INFORMATION

A. Passport and visa requirements

1. Entry and residence:

a) If you are a citizen of the **European Union, EEA or of Switzerland**, you will need a valid passport or an identity card to enter Austria.

b) Exchange students with citizenship of **non-EU/EEA countries** (“third country nationals”) usually need a valid visa for entry and/or residence in Austria (exceptions depend on the nationality of the student). Please contact the Austrian Embassy in the country you live in for entrance and residence regulations prior to your departure.

- For a stay up to 6 month you need to apply for a travel visa D or a residence and travel visa D+C
- For more than 6 month you need to apply for a residence permit for study purposes (**Aufenthaltsbewilligung “Studierender”**) for residence in Austria.

In general, you have to apply at the competent Austrian diplomatic authority (Embassy, Consulate-General) abroad **before leaving for Austria**. The decision has to be awaited in one’s home country.

For the application the following documents are necessary (originals and copies):

- fully completed and signed application form (available from the Austrian diplomatic authorities)
- recent colour photograph (size between 3.5 x 4.5 to 4.0 x 5.0cm)
- valid passport (validity has to cover the whole duration of the stay)
- birth certificate (for residence permits)
- Notification of admission (Zulassungsbescheid, Aufnahmebestätigung) of the host university
- Proof of financial means to finance one’s stay (for students up to 24 years at least EUR 432.97 per month, for older students EUR 783.99 per month) has to be offered to the diplomatic authority. If the accommodation costs exceed € 246.80/month or if there are further expenses, you have to proof the availability of additional funds.
- Proof of health insurance (the insurance has to pay out the benefits in Austria; the insurance sum has to reach approximately € 30,000.). As soon as you start your studies at the host university, you can also buy an Austrian student insurance.
- police clearance (Strafregisterauszug) - where available
- Proof of accommodation in Austria (e.g. ÖAD housing confirmation, lease agreement, etc)
- In case of applying for an extension of the permit: proof of successful study in the past academic year (8 WS/16 ECTS credits per academic year)
- The Embassy/Consulate-General may require additional documents and/or certified translations

Students who are allowed to enter Austria without a visa nevertheless must apply for a visa or residence permit for study purposes if they intend to stay in Austria longer than their visa-free status permits.

Caution: Visa cannot be granted or extended in Austria!

Students who are allowed to enter Austria without a visa can apply for the residence permit during their visa-free stay in Austria.

Caution: Please note that the application does not permit you to stay longer than your visa-free stay. It may happen that such students would have to leave the country again, should the Austrian authority delay the decision about the residence permit for study purposes. Therefore, we strongly advise all students to apply for the residence permit in their respective home country and to await the decision abroad.

Detailed information can also be found here:

http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/

<http://www.bmi.gv.at/niederlassung/>

<http://www.bmi.gv.at/einreise/>

2. Registration at „Magistratisches Bezirksamt“

Once in Austria you have to register **within three days of arrival** at the Municipal District Office **“Magistratisches Bezirksamt”**. For the registration you need a passport/ID card. The form for the registration (“Meldezettel”) can be obtained in our office, or under this link: <http://www.wien.gv.at/verwaltung//meldeservice/pdf/meldezettel.pdf>

3. Confirmation of Registration for EU/EEA and Swiss citizens

Since 1 January 2006, all EU/EEA and Swiss citizens, who are staying longer than 3 months in Austria, must register **within 4 months of arrival** at the **Municipal Department 35 – Immigration, Citizenship and Registry Offices (Magistratsabteilung 35)** and receive a confirmation of registration („Anmeldebescheinigung“).

For this registration the following documents are necessary:

- valid identification card or passport
- confirmation of the Municipal District Office („Meldebestätigung“)
- proof of a health insurance covering all the necessary costs (e.g. European Health Insurance Card)
- proof of sufficient financial means (e.g. grant, bank account confirmation, confirmation from parents...) - for students up to 24 years at least EUR 432.97 per month, for older students EUR 783.99 per month. If the accommodation costs exceed € 246.80/month or if there are further expenses, you have to proof the availability of additional funds.
- confirmation of admission by the university (you get it at the Student Mobility Office)
- payment of the registration fee: currently 29 Euro (approx.)

4. Notice of Departure before leaving Austria

Within three days of your departure you need to give notice of your departure at the “Magistratisches Bezirksamt”. Furthermore, students who need a certificate about the duration of their stay, should come to the Student Mobility Office before they leave. This certificate can be issued two weeks before your departure at the earliest. Please note, that afterwards we can issue such a certificate only when you hand in the notice of departure from the “Magistratisches Bezirksamt” or a copy of your flight ticket.

B. Arrival in Vienna

1. Arrival at Vienna International Airport

<http://www.flughafenwien.at>

The cheapest way to go from the airport to the city center is to use an S-train of the line S7 (stations among others: Wien Mitte, Wien Praterstern, Floridsdorf). The fare is € 3.60 (public transport in Vienna included!), the travelling time is about 25 minutes.

Schedule with departures:

http://www.oebb.at/pv/de/Servicebox/Fahrplanabfrage/Kursbuch_aktuell/Fahrplanbilder2010_Wi/kif907_10.pdf

You can also take a bus to “Schwedenplatz”. Another bus goes to the train stations of “Meidling” and then on to “Westbahnhof”. The fare is € 6 (without a ticket for public transport in Vienna). Travelling time is about 20 minutes.

Or you use the train CAT (City Airport Train) to travel to Vienna from the airport. <http://www.cityairporttrain.com>. This train takes you to the station “Wien Mitte”. The fare is € 9 (without a ticket for public transport in Vienna). The first train leaves at: 6.05 a.m., the interval is 30 minutes until 11.35 p.m., the travelling time is approx. 16 minutes.

2. Arrival at the train stations “Meidling”, “Praterstern” or “Westbahnhof”

You can inform yourself about public transport in Vienna at the internet site of “Wiener Linien” <http://www.wienerlinien.at>

Wiener Linien - Timetable information:

<http://www.wienerlinien.at/wl/ep/tab.do/pageTypeId/9082>

C. Cost of living

The following table should give you an idea of the average cost of living. The figures may vary according to your personal lifestyle. Accommodation costs reflect the average price of a room in a dormitory or a private room in a shared flat.

Accommodation (incl. heating and electricity)	€ 250-350
Food	€ 200
Books and entertainment, public transportation	€ 200
Total of expenses per month	€ 650 - 750

D. Accommodation

There are two different types of housing: rooms in halls of residence or private accommodation.

1. Dormitories/Halls of residence

Please choose **one** of the two possibilities to rent a room in a hall of residence.

a) The Austrian Exchange Service (**ÖAD**) organises accommodation in halls of residence ("Studentenheime"). Please fill in the online registration at <http://www.housing.oead.ac.at> as soon as possible but **not later than 15 August for the winter semester and 15 January for the summer semester**.

If you want a single room, please make a note on the form - there is, however, no guarantee that there are enough such rooms available.

For the reservation the ÖAD requires that you fill in the online-form. Then you will get an e-mail from ÖAD with the bank account details, because you have to transfer a reservation deposit to ÖAD.

Without the bank transfer NO reservation will be made!

Please note that administrative costs of € 18 per month will be charged by the ÖAD, the security deposit amounts to € 650 per student.

If you want to arrive earlier because of German classes or other reasons, please mention it on the form and the ÖAD will try to arrange accommodation for you.

The Austrian Exchange Service is situated on the university campus. For questions about your room reservation, please contact ÖAD:

ÖAD WohnraumverwaltungsGmbH
Alserstraße 4/1/1/3, A-1090 Vienna
Tel.: (+43-1) 4277 28 151, Fax: (+43-1) 4277 28 150
e-mail: housing@oead.ac.at
<http://www.housing.oead.ac.at>

b) You can organise your accommodation in a hall of residence yourself. If you choose this option, please contact the manager of the hall of residence in time. You **need not** fill in the form at the ÖAD site in this case. A listing of all the halls of residence for students in Vienna can be found here: <http://www.cycamp.at/hostels/hostels.php3>

However, we suggest the reservation via ÖAD, because the waiting time for the hall of residence might be quite long.

2. Private accommodation

ERASMUS-students who wish to live in a private flat can obtain addresses of persons who sublet rooms or apartments to students at our office.

You can also look for private accommodation in these databases:

<http://www.wohnenboerse.at>
<http://www.jobwohnen.at>

3. Youth hostels

<http://www.oejhv.at>

If you cannot move into your dormitory after your arrival, you might stay temporarily at one of the following youth hostels. In most of these hostels breakfast and linen are included but you have to take your own towels with you.

Jugendgästehaus Hütteldorf

Schloßberggasse 8, A-1130 Wien, Tel.: (+43-1) 877 15-01

<http://www.oejhv.at/quartier/1130/1130.htm>

Jugendherberge Myrthengasse

Myrthengasse 7, A-1070 Wien, Tel.: (+43-1) 523 63 16

<http://www.oejhv.at/quartier/1070/1070.htm>

Jugendgästehaus Brigittenau

Friedrich Engels-Platz 24, A-1200 Wien, Tel.: (+43-1) 332 82 94

<http://www.oejhv.at/quartier/1200/1200.htm>

Hostel Schlossherberge

Savoyenstraße 2 / 1160 WIEN, Tel: (+43-1) 48 10 300,

<http://www.oejhv.at/quartier/1160/1160.htm>

Hostel Ruthensteiner

Robert Hamerling-Gasse 24, A-1150 Wien, Tel.: (+43-1) 893 42 02

<http://www.hostelruthensteiner.com>

Wombat's City Hostel

Grangasse 6, A-1150 Wien, Tel.: (+43-1) 897 23 36

<http://www.wombats.at>

E. Health Insurance

You will need the EHIC (European Health Insurance Card) for your health insurance in Austria. With this card you can go directly to Austrian medical doctors ("Kassenarzt" = doctors who have a contract with the Austrian Health Insurance) and get medical treatment free of charge.

Students from Turkey have the form TR/A3. With this form you get a health insurance certificate ("Krankenschein") at Wiener Gebietskrankenkasse (see address below).

Students from other countries we strongly recommend to join the Austrian Insurance for Students (**Studentenselbstversicherung**) at "Wiener Gebietskrankenkasse" after the registration at the university. You will need the "Studienblatt", the certificate of enrolment ("Studienbestätigung"), and the certificate of registration ("Meldebestätigung") of the Municipal District Office ("Magistratisches Bezirksamt"). The Austrian Students' Insurance is available to all foreign students independent of their nationality.

The cost is currently € 24,42 per month. The insurance includes free medical treatment.

For the self insurance for students please turn to "Wiener Gebietskrankenkasse":

Wiener Gebietskrankenkasse

Wienerbergstraße 15-19, A-1100 Vienna

Tel.: (+43-1) 601 22-0

(Postal address: PO Box 6000, A-1103 Vienna)

<http://www.wgkk.at>

Opening hours:

Monday, Tuesday, Wednesday, Friday: 7.30 a.m. - 2.00 p.m.

Thursday: 7.30 a.m. - 4.00 p.m.

The Student Mobility Office can assist you handling the application procedure. Please do not forget to cancel your registration before you leave.

You will receive the names and addresses of English speaking doctors when you call 1771 ("Patientenservice") or on the Internet: <http://www.aekwien.or.at/997.py>

F. Libraries

1. University Library

<http://ub.univie.ac.at/>

The University Library consists of the main library ("Hauptbibliothek") in the main building with a large reading room ("Großer Lesesaal"), a reference section ("Katalogsaal"), a lending division ("Ortsleihe"), a lending department for textbooks ("Lehrbuchsammlung") and other facilities.

Once you have your student identity card and your certificate of registration ("Meldebestätigung") from the Municipal District Office you can apply for a library sticker to borrow books at the lending division of the University Library in the main building.

Opening hours of the main reading room:

Mon-Fri 9:00 - 21:45, Sat: 9:00 – 18:00

During the University Holidays limited opening hours

Opening hours of the lending division:

Mon-Fri: 9:00 – 19:00

During the University Holidays limited opening hours

Each department has its own special library ("Fachbibliothek") where you will find the books relevant to your subject. It is a good idea to make yourself familiar with both the main and the departmental library. In the department the librarian or ERASMUS-coordinator will help you find your way round. In the main library do not hesitate to ask the librarian in the "Katalogsaal" for help or attend one of the introductory guided tours "Wie benütze ich die Universitätsbibliothek" at the beginning of each semester. For dates and times see the posters at the lending division. Pick up all leaflets that are available at the check-point before you enter the main reading room.

Textbooks can also be bought in the book shops at the university (e.g.: Facultas Shop in the NIG and on the university campus). In some classes you get a special reduction paper ("Hörerschein") from the teacher which allows you to buy books at a cheaper price. Copy cards and stationery can also be bought there.

2. The National Library

<http://www.onb.ac.at/>

Österreichische National Bibliothek

Josefsplatz 1, A-1010 Vienna

Tel.: (+43-1) 534 10-0

All publications printed and published in Austria and all literature about Austria published in other countries or written by Austrian authors are collected by the ONB. The collection consists of about 1,8 million volumes. The fee is € 10 per year.

The opening hours can be found under: <http://www.onb.ac.at/>

3. Libraries of the City of Vienna

<http://www.buechereien.wien.at>

Books can be borrowed at these libraries in almost every district. The main library is located in Urban-Loritz-Platz 2, 1070 Wien

The fee is € 3 per year for students under 27 years.

G. IT Services of the University of Vienna

1. U:net / UNIVIS

<http://www.unet.univie.ac.at/>

U:net is an internet service for all students of the University of Vienna.

It offers the following services:

- access to all internet services (UNIVIS) and to the computer rooms of the University of Vienna
- an email address in the form of: aMatriculationnumber@unet.univie.ac.at
- possibility to create your own homepage

For the activation of your u:net account you need:

- your **matriculation number** which is written on the payment form (as soon as you have an official matriculation number, you will also get an automatic e-mail by the university)
- the **password** that you used at the end of the online pre-registration
- you have to enter a **new password** which you can choose yourself (5 to 8 digits)

You will then be given a **user ID** ("a"+matriculation number, eg. a0412345). With the user ID and your pass word you can log in and use the u:net services.

With your u:net account you can also use the **UNIVIS** system: <http://www.univie.ac.at/uvo>

Here you can **change your personal data (address..)** and **look up your grades** of the exams you've taken!

2. Computer Courses

The ZID also offers cheap computer courses for students. More information is available on information boards next to the user rooms in the NIG or on the Internet: <http://data.univie.ac.at/kurs/bin/kursang.pl/>

Computer Service Centre

NIG, Universitätsstraße 7, A-1010 Vienna

Tel.: (+43-1) 4277 14060

("Stiege 2", first floor): Opening hours: Monday - Friday 9.00 a.m. - 6.00 p.m.

H. Other practical information

1. Price reductions for students

The ÖH "Sozialreferat" (Office for Social Affairs) can provide you with information on reductions for railways, trams, theatres, concerts, museums, books, etc.

Sozialreferat, Universitätscampus AAKH

Spitalgasse 2, A-1090 Vienna

Tel.: (+43-1) 4277 195 53

2. Opening hours

Normal opening hours for shops are 8.00 a.m. to 6.00 p.m. Monday to Friday. Supermarkets generally open at 7.30 a.m. and close at 7.00 p.m. Monday to Friday. Department stores usually open at 9 a.m. On Saturday most stores and supermarkets are open until 5.00 p.m. In the main railway stations the grocery stores are open also till late in the evening and at weekends (at "Westbahnhof", "Wien-Praterstern", "Wien Mitte" and "Franz Josefs-Bahnhof")

3. Banks/Post offices

Generally, banks are open from 8.00 a.m. to 12.30 p.m. and from 1.30 to 3.00 p.m. Monday to Friday, except Thursday when they close at 5.30 p.m. Students normally get special conditions when opening a bank account (Studentenkonto).

Post offices are open for bank transactions from 8.00 a.m. to 12.00 p.m. and 2.00 to 5.00 p.m. and until 6.00 p.m. for posting letters. The Main Post Office (Fleischmarkt 19, 1010-Vienna) is open from 6 a.m. to 10 p.m. each day (also on Sundays).

4. Public Transportation

<http://www.wienerlinien.at>

Vienna has a good transport system with buses, trams, underground and municipal trains that run from about 5.00 a.m. to around midnight. There are also night buses ("NightLine"). Maps of the public transportation network are available at the advance ticket-offices of "Wiener Linien".

If you intend to use public transportation regularly and if you are not older than 26, you can buy a semester ticket (October-January, March-June) for students at the advance ticket-offices for € 128.50. Alternatively you can buy a monthly ticket for students for € 46. For holiday time (February, July, August, September) you can buy reduced monthly tickets (€ 29.50) for unlimited travel in Vienna. If you are older than 26 years you can buy a monthly pass ("Monatskarte") for € 49.50 per month for unlimited travel in Vienna.

VIENNA NIGHT LINE

For night-owls there are 22 bus lines every 30 minutes between midnight and 5.00 a.m. in the morning. Vienna Night Line is for free for those who have a weekly ticket, a monthly pass or the semester ticket. Otherwise you must buy a regular ticket for € 1.80.

TRAINS

<http://www.oebb.at/>

Everyone under the age of 26 can get a reduction pass ("Vorteilskarte") for € 19.90 (valid for 12 months) which secures you a discount on train tickets within Austria and some reduction on train tickets abroad. Therefore you will need an ID-card and a photo. If you buy the tickets online or at the ticket machine you get a discount of 50%, if you buy it at the ticket counter, you get only a discount of 45%. Elderly students can for instance buy a reduction pass ("Vorteilskarte") for € 99.90.

5. Travel Agencies

The following travel agency offers cheap travel for students among others:

STA TRAVEL

AAKH, Alserstraße 4, Hof 1, A-1090 Wien, Tel.: (+43-1) 902 07/0

<http://www.statravel.at/>

6. Lost and Found

Vienna is quite a safe city, although you should not be careless at crowded places. You should report any theft to the nearest police station (Diebstahlsanzeige). If you lose your property you can report it ("Verlustanzeige") at the municipal district office. With these reports you can get copies of lost/stolen ID cards.

You can enquire about any of your lost property at the Lost and Found Office:

Zentrales Fundservice

Am Modenapark 1-2, 1030 Wien

<https://www.fundamt.gv.at/>

I. Leisure activities

1. Sports activities

<http://www.unisport.at>, <http://www.univie.ac.at/USI-Wien/>

The "Sportreferat" of the ÖH (Austrian Student's Union), AAKH, A-1090 Vienna, Alserstraße 4, Tel: (+43-1) 4277-19545 and the University Sport Centre (USI), A-1150 Vienna, Auf der Schmelz 6 a Tel.: (+43-1) 4277 17001 offer a wide range of activities.

Vienna also offers a variety of bicycle paths. You can easily reach the university by bike.

2. Sightseeing, concerts, museums

<http://info.wien.at>, <http://www.wien.at>, <http://www.falter.at>

In a city like Vienna you must attend at least once a concert or theatre performance. In museums there is a wealth of pieces of art from all periods. You can also get reduced tickets with your student identity card.

A free monthly guide of cultural events is available at travel agencies, the CIU (Centre International Universitaire), the tourist information offices and the City Hall (Entrance: Friedrich-Schmidt-Platz, A-1010 Wien)

Information Centre of the Board of Tourism:
Obere Augartenstraße 40, 1020 Wien

Tourist Info Wien
Albertinaplatz, 1010 Wien (behind the Opera house)
Opening hours: daily 9 a.m. until 7 p.m.
Tel: (+43 -1) 24 555

3. Cinemas and Theatres

<http://www.skip.at>, <http://www.bundestheater.at>

Some cinemas offer reduced tickets for students. On specific days there is only a flat rate price for each movie.

In many theatres ("Bundestheater" like "Burgtheater", "Staatsoper", etc.) you can get reduced tickets if you show your student identity card and if you are under 27 years old.

4. Cafeterias ("Mensen")

<http://www.mensen.at>

"Mensen" are student restaurants with self-service that offer cheap meals, often connected with cheap coffee houses. Menu prices range between approx. € 3 and € 6. With your student identity card and a special sticker ("Mensapickerl") available at the ÖH in the university campus you get a reduction of 50 Cent per menu.

5. Markets

In Vienna there is a broad range of markets. The most important and exciting one is the "Naschmarkt" near the Technical University.

The opening hours of the markets are mostly: Monday to Friday 6.00 a.m. to 7.30 p.m. and Saturday 6.00 a.m. to 5.00 p.m.

J. Emergency telephone numbers

122 Fire Brigade (Feuerwehr)
133 Police (Polizei)
144 Ambulance (Rettung)
141 emergency doctor (Notfallarzt) (7.00 p.m. to 7.00 a.m.)
1550 chemists (Apothekenbereitschaft)
717 19 emergency call for women (Frauennotruf)
406 43 43 poisoning emergency (Vergiftungszentrale)

K. Abbreviations

AAKH	Altes Allgemeines Krankenhaus, Alserstraße 4, 1090 Wien
AKH	Allgemeines Krankenhaus./General Hospital, Währinger Gürtel 18-20, 1090 Wien
CIU	Centre International Universitaire, Schottengasse 1, 1010 Wien
FSIB	Forschungsservice und Internationale Beziehungen/ Research Services and International Relations
HG	Hauptgebäude/Main Building
KOVO	kommentiertes Vorlesungsverzeichnis/commented course catalogues
NIG	Neues Institutsgebäude (University building), Universitätsstraße 7, 1010 Wien
ÖAD	Österreichischer Austauschdienst/Austrian Exchange Service
ÖBB	Österreichische Bundesbahn/Austrian Federal Railways
ÖH	Österreichische HochschülerInnenschaft/Austrian Student's Union
p.A.	persönliche Anmeldung/personal registration
PS	Proseminar
SE	Seminar
SoSe	Sommersemester/summer semester
UB	Universitätsbibliothek/University Library
UE	Übung/Exercise
VO	Vorlesung/Lecture
WS	Wintersemester/winter semester
ZID	Zentraler Informatikdienst/Computer Service Centre