

Handbook for Exchange Students

Academic Year 2019/20

www.fh-campuswien.ac.at

INTERNATIONAL OFFICE



Österreichischer Austauschdienst

Nationalagentur
Österreich



GD Bildung und Kultur

Programm für lebenslanges Lernen

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Dear Students,

the International Office team welcomes you to the FH Campus Wien, University of Applied Sciences, and to Austria's capital, Vienna. You have decided to pursue part of your studies at our institution; this will add an international dimension to your professional and personal journey, 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 that we offer, we successfully cooperate with more than 100 partner institutions across Europe. All students from abroad who, like you, come to study at our institution for some time contribute to the internationalisation of the FH Campus Wien; in return, we will do our best to make your stay in Austria a pleasant and enriching episode of your life.

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

Although we don't necessarily assume it, there is a possibility that during your stay you will be confronted with problems with other people that arise from cultural differences. If this should be the case, don't worry too much. It is only natural that you should come across cultural discrepancies: our different cultural and social backgrounds prompt us to act differently in certain situations. But the willingness to recognise cultural diversity, accept

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

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

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

Your team at the International Office

1 FH Campus Wien

1.1 Address

Favoritenstraße 226

1100 Wien

Österreich

Tel: +43 1 606 68 77-1000

Fax: +43 1 606 68-77-1009

Mail: office@fh-campuswien.ac.at

1.2 General Information

The FH Campus Wien has existed since 2001, when it resulted from the merger of two course-providing bodies in the technical field. In autumn 2002, it started to provide programmes formerly offered by the Vienna City Academy of Social Work and the Federal Academy of Social Work, Vienna, both of which were closed down in 2005. Finally, in 2007, Higher Education Institutions for Special Allied Health Professions and Midwifery were transferred into the tertiary education sector and integrated into the FH Campus Wien. Currently, the FH Campus Wien offers a wide variety of study programmes: students can choose between bachelor and master degree programmes as well as Master's courses in the fields of Engineering, Public Management, Health, Social work, Civil Engineering and Applied Life Sciences.

Construction for the new building of the FH Campus Wien in the south of Vienna started in February 2008. The new premises are located in the densely populated 10th district of Vienna, Favoriten, where many different cultures and nationalities mix. In the 2013/14 academic year, all study programmes except Applied Life Sciences and Public Management are held at the new building already. The Applied Life Sciences programme continues at the Campus Vienna Biocenter and at the University of Natural Resources and Applied Life Sciences in Muthgasse, where it is very well linked to biotech undertakings and research institutions. The Public Management programme is held at

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



1.3 Facts and Figures about FH Campus Wien

- > approx. 5.800 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 administration

1.4 Getting to FH Campus Wien

The FH Campus Wien is located at the U1 underground stop *Altes Landgut* or it can be reached by bus 15A (heading towards *Grillgasse/Enkplatz*) from *Meidling Hauptstraße* underground station (U4), the bus stop is also called *Altes Landgut*.

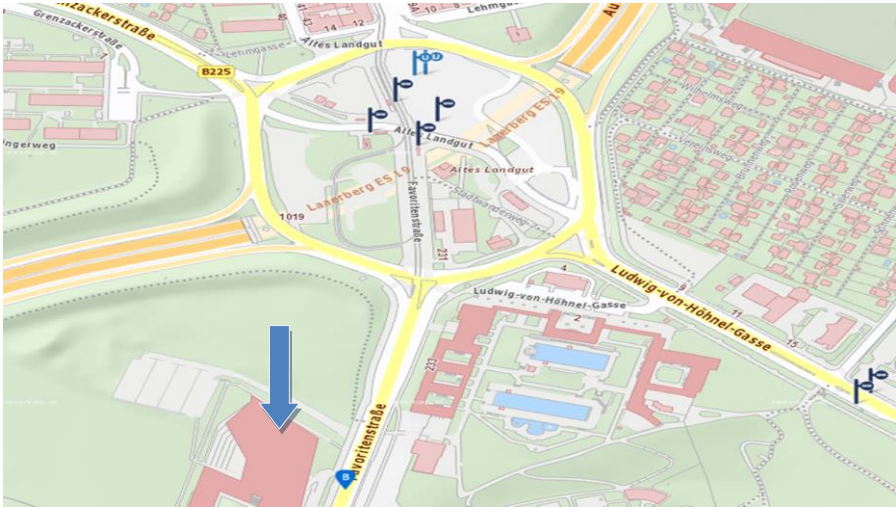
From Vienna International Airport: Take the train to *Hauptbahnhof* and change there to U1 to *Oberlaa*. Get off at *Altes Landgut*.

From *Hauptbahnhof*: Take the U1 to *Oberlaa*. Get off at *Altes Landgut*.

From *Westbahnhof* train station: Take the U3 underground to *Stephansplatz* station and change to the U1 underground to reach *Altes Landgut* station.

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

1.5 Map



2 International Office and Departmental Coordinators

2.1 Contact Persons at the International Office

Leitung

Mag.^a Elisabeth Brunner-Sobanski
Head of the International Office

T: +43 1 606 68 77 – 6151

E-Mail: elisabeth.brunner-sobanski@fh-campuswien.ac.at



Mobility Coordinator

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

Dr. Susanne Zhanial
Mobility Coordinator Outgoings

T: +43 1 606 68 77 - 6152

F: +43 1 606 68 77 - 6159

E-Mail: susanne.zhanial@fh-campuswien.ac.at



Daniel Haag, BA
Mobility Coordinator Incomings and
contract management

T: +43 1 606 68 77 - 6155

F: +43 1 606 68 77 – 6159

E-Mail: daniel.haag@fh-campuswien.ac.at



Internationalisation at Home

Mag.^a Katharina Kloser
International Coordinator

T: +43 1 606 68 77 - 6153

F: +43 1 606 68 77 - 6159

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



2.2 Contact Data of the International Office

Favoritenstraße 226

Room B.1.16 opening hours/ Room B.1.18/ Room B.1.19

1100 Vienna

Austria

Tel: +43 1 606 68 77-6150

Fax: +43 1 606 68 77-6159

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

Opening Hours of the International Office

Monday	1:00 – 3:00 pm
Tuesday	1:00 – 3:00 pm
Wednesday	11:00 am - 1:00 pm
Thursday	11:00 am - 1:00 pm

If you want to come to the International Office outside of opening hours, you need to make an appointment with us by writing us an e-mail (international@fh-campuswien.ac.at) or giving us a call at +43 1 606 68 77-6150.

Please note our restricted opening hours during vacation times.

2.3 International Coordinators

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

Below you can find the contact data of the international coordinators at the different study programmes.

Applied Life Sciences

Bioengineering

Michael Maurer
T: +43 1 606 68 77-3601
michael.maurer@fh-campuswien.ac.at

Molecular Biotechnology

Paul Watson
T: +43 1 606 68 77-3502
paul.watson@fh-campuswien.ac.at

Engineering

Applied Electronics

Gerhard Engelmann
T: +43 1 606 68 77-2112
gerhard.engelmann@fh-campuswien.ac.at

Information Technologies and Telecommunications

Thomas Fischer
T: +43 1 606 68 77-2136
thomas.fischer@fh-campuswien.ac.at

High Tech Manufacturing

Sebastian Geyer
T: +43 1 606 68 77-2313
sebastian.geyer@fh-campuswien.ac.at

Building and Design

Civil Engineering and Construction Management

Manfred Steiner
T: +43 1 606 68 77-2210
manfred.steiner@fh-campuswien.ac.at

Health

Biomedical Science

Susanne Bauer-Mitlinger
T: +43 1 606 68 77-4110
susanne.bauer-mitlinger@fh-campuswien.ac.at

Dietetics

Anna Tritscher
T: +43 1 606 68 77-4214
anna.tritscher@fh-campuswien.ac.at

Occupational Therapy

Petra Schwab (Student Mobility)
T: +43 1 606 68 77-4316
petra.schwab@fh-campuswien.ac.at

Nursing

Sabine Schweiger

T: +43 1 606 68 77-4011

sabine.schweiger@fh-campuswien.ac.at

Midwifery

Katharina Wallner

T: +43 1 606 68 77-4411

katharina.wallner@fh-campuswien.ac.at

Logopedics – Phoniatics - Audiology

Doris Huber

T: +43 1 606 68 77-4511

doris.huber@fh-campuswien.ac.at

Orthoptics

Claudia Ecker

T: +43 1 606 68 77-4602

claudia.ecker@fh-campuswien.ac.at

Physiotherapy (Bachelor)

Silke Gruber

T: +43 1 606 68 77-4718

silke.gruber@fh-campuswien.ac.at

Radiological Technology

Barbara Kraus (Student Mobility)

T: +43 606 68 77-4812

barbara.kraus@fh-campuswien.ac.at

Christoph Kamp (Incoming Students)

T: +43 1 606 68 77-4829

christoph.kamp@fh-campuswien.ac.at

Public Management

Public Management

Mag. Günter Horniak
T: +43 1 606 68 77-3810
guenter.horniak@fh-campuswien.ac.at

Social Work

Social Work (Bachelor)

Mag.^a Sonja Beran
T: +43 1 606 68 77-3102
sonja.beran@fh-campuswien.ac.at

Clinical and Spatial Social Work

Florian Toifl
T: +43 1 606 68 77-3235
florian.toifl@fh-campuswien.ac.at

Social Work and Social Economy

Catharina Peric
T: +43 1 606 68 77-3205
catharina.peric@fh-campuswien.ac.at

Children- and Family-Centered Social Work

Florian Toifl
T: +43 1 606 68 77-3235
florian.toifl@fh-campuswien.ac.at

Application as an exchange student at FH Campus Wien

2.4 Exchange Programmes

ERASMUS+

At the moment FH Campus Wien has more than 100 partner institutions all over Europe. Students of these universities have the opportunity to come to FH Campus Wien for one or two semesters within the framework of the ERASMUS+ programme. If you would like to come to FH Campus Wien as an ERASMUS+ student, you first of all need to contact your home institution to find out if there is an ERASMUS+ agreement between your institution and FH Campus Wien. If you have already been nominated for an ERASMUS+ period at FH Campus Wien by your home university, you need to apply as an exchange student as described in chapter 3.2.

Freemover

Students whose home institution does not have an ERASMUS agreement with FH Campus Wien can apply as so-called freemover students. Please be aware that if you apply as a freemover we cannot guarantee that you will be accepted as a guest student. All applications will be assessed by the international coordinators at the study programmes, who will then decide if you will be accepted as a guest student.

2.5 Application

To apply to FH Campus Wien as an Erasmus+ student, SEMP student or freemover, please follow the instructions below:

1. Fill out the online application form.

<https://fhcw.moveon4.de/form/58b5520685fb96165e2b1ee0/eng>

2. Prepare the following documents as they have to be uploaded during the online application process:

> Learning Agreement (pdf)

Submitting a learning agreement is mandatory for students. The Learning Agreement specifies which courses you plan to take at the University of Applied Sciences Campus Wien. In case you are coming for an internship, please indicate this fact on the learning agreement along with the exact number of hours and your field of study. If necessary, the learning agreement can be changed in accordance with your international coordinator at the FH Campus and your home university's coordinator.

Please use this form to create the learning agreement.

https://www.fh-campuswien.ac.at/fileadmin/redakteure/FH_Campus_Wien/International_Office/Erasmus_Learning_Agreement.doc

Help Document: https://www.fh-campuswien.ac.at/fileadmin/redakteure/Studium/International/Dokumente/Learning_Agreement_HELP.pdf

- > Passport photo (jpg)
- > Transcript of records of your previous years of study (pdf)
- > A copy of your passport or ID card (pdf)

3. After fully completing the application form submit your application.

As soon as we receive your application, an automatically generated email will be sent.

Once the application has been reviewed a decision on the acceptance will be sent via email. Please note that we can only process your application if it is complete and contains the required documents and signatures!

Application deadlines

30th April for the winter semester or the complete academic year

31st October for the summer semester

3 Courses and internships

3.1 Study programmes

FH Campus Wien offers a rich variety of Bachelor's and Master's degree programmes as well as Master's courses in the fields of Applied Life Sciences, Engineering, Construction Engineering, Social Work and Public Sector.

You can find detailed information at <https://www.fh-campuswien.ac.at/en/studies/study-programs.html>

3.2 Participation in courses

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

Courses offered at the study programmes

You can find detailed information on the courses offered at the study programmes by going to <https://www.fh-campuswien.ac.at/en/studies/study-programs.html>.

You first need to choose the study programme and then follow the link "curriculum", which will lead you to a list of all the courses offered at the study programme. You can find detailed descriptions of the courses by following the link of the corresponding course.

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

For organisational reasons, you can only choose courses from one semester at the bachelor programme Physiotherapy.

German courses for exchange students

The language centre of the University of Vienna offers a broad choice of German courses (www.deutschlernen.at). These courses have to be organised and paid by the participants themselves. Please note that Erasmus students can get a 20% discount for German Courses at the language centre of the University of Vienna upon presentation of Erasmus papers. All Incoming students at FH Campus Wien can get a grant of 200€ for the course at the International Office.

Course selection and registration

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

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

Language of academic instruction – German Language Skills

As most courses at FH Campus Wien are held in German, you have to be able to communicate in German up to a standard that allows you to follow the lectures and to actively participate in the courses without major difficulties before coming to Vienna. A German level of B2 is therefore required.

Types of courses

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

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

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

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

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

Exam season and transcript of records

There is no fixed exam season. Exams are usually held towards the end of each semester. Please be aware that grades are usually published rather late (around 1-2 months after the close of the semester). If you need your transcript earlier, contact your lecturers and ask them to

publish your marks earlier. As soon as you have got the grades for all your courses, we will issue your transcript of records. You can either pick it up at the International Office or we will send it to you if you have left already.

The Austrian Grading Scheme

In Austria there is a five-part grading scheme.

1 = Very Good

2 = Good

3 = Satisfactory

4 = Sufficient

5 = Fail (less than 60% of maximum number of points)

3.3 Bachelor's or Master's Thesis

It is also possible to work on your bachelor or master thesis during your stay in Vienna. If you need a supervisor for your thesis at FH Campus Wien, please say so on your learning agreement and we will try to find someone to support you in this regard.

When writing your thesis you have, of course, full access to FH Campus Wien's library. Furthermore, there is a number of other libraries in Vienna that you can make use of.

Key facts of FH Campus Wien's library and media centre

- > 36 reading and working spaces, among those 20 thin clients
- > 40,000 items, including 1,000 audiovisual resources
- > self-service stations for renting and returning items
- > copy machines

For further information please go to:

<https://www.fh-campuswien.ac.at/studium/bibliothek-und-mediathek.html> (in German)

Other important libraries in Vienna

- > Austrian National Library
- > Library of the Chamber of Labour
- > Vienna Public Libraries
- > Austrian State Archives
- > Vienna University Library
- > University Library of the Vienna University of Economics and Business
- > University Library of the University of Natural Resources and Applied Life Sciences, Vienna
- > University Library of the University of Veterinary Medicine Vienna
- > University Library of the Medical University of Vienna
- > Max Perutz Library at the Research Institute of Molecular Pathology at the Campus Vienna Biocenter
- > Austrian Central Library for Physics
- > Education Library
- > Library of the University of Education Vienna
- > Vienna University of Technology Library

Internships

If you are interested in doing an internship in Vienna, you need to inform us as early as possible. In many cases the departmental coordinators will be able to help you find a suitable placement.

4 Administrative Issues

4.1 Orientation Days

At the beginning of each semester the International Office of FH Campus Wien organises Orientation Days for incoming students. In the course of these days students do not only have the opportunity to get to know their new home city but also to get acquainted with their fellow students. Furthermore, you will get assistance with many administrative issues – ranging from getting your new student IDs to registering with the Austrian authorities. We advise all students to come to Vienna early enough to be able to participate in the Orientation Days. The Orientation Week will take place in the second week of February for the Summer Term and in the last week of August for the Winter Term (from Monday to Friday).

4.2 Financial Matters

Tuition fees

Exchange students who study at FH Campus Wien within the Framework of an Exchange Programme (ERASMUS, SEMP, etc.) do not have to pay tuition fees at FH Campus Wien.

Freemovers have to pay the full tuition fees at FH Campus Wien unless the head of the respective study programme decides otherwise.

You can find the current tuition fees online by going to: <http://www.fh-campuswien.ac.at/en/studies/>. Choose the study programme and then go to "Overview".

Material Expenses

In some study programmes, you also have to pay the so-called material expenses. These fees are used to buy teaching material (books, hand-outs, etc.). Usually teaching expenses are around 50€ per semester.

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 about EUR 19.70€ per semester to the *Österreichische Hochschülerschaft*, ÖH (Austrian National Union of Students). **It includes a general liabilities insurance and an accident insurance covering both your way to and stay at the FH Campus Wien building as well as excursions you participate in as part of your studies.**

Payment of fees

Before you come to Vienna, FH Campus Wien's Accounting Department will send you an invoice via e-mail with the amount due for your stay at FH Campus Wien. You need to transfer the money to the account given in the invoice at least two weeks before coming to FH Campus Wien. If you have problems transferring the money or if there are any questions concerning the fees, please contact the team of the International Office as soon as possible. Also, you should enquire at your bank institute regarding charges that may arise through a money transfer, if your country is not a member of the EU (especially for students from Switzerland). You can also pay the money in cash during the Orientation Week in the International Office.

4.3 Online Portal

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

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

Around two weeks before coming to Vienna, FH Campus Wien Online Services will send your login data for the student portal. Before coming to Vienna you need to log in to the Online Portal and complete all your data. Please do not forget to also upload a photo for your Campus Card.

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

4.4 Student ID – Campus Card

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

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

> at the printers and photocopiers at FH Campus Wien

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

If you lose or damage your Campus Card in any way, please contact Ms. Doris Helfert at +43 1 606 68 77 -6640 or by writing a mail to doris.helfert@fh-campuswien.ac.at. You can also reach Ms. Helfert during her office hours (Mo, Tue, Wed from 9:00 am to 1:00 pm; Thu and Fri from 2:00 pm to 6:00 pm) in room B.2.37.

4.5 Buddy network

The International Office promotes exchange between international students and Austrian students through the Buddy network. Buddies are Austrian students who help international exchange students get started in Vienna. If you would like to get the help of a buddy during your stay in Vienna, you just need to say so on the online application. Your buddy will contact you before you come to Vienna.

4.6 Cultural Programme

In the course of the semester the International Office organizes a couple of excursions and trips so that students can gain some insight into different aspects of life in Austria. Among other things there will be trips to the Vienna Ferris Wheel, to the opera or to a musical, to a "Heurigen" (a typical Austrian restaurant) or tours through special areas of the city. The trips will be accompanied by one of the buddies (students at FH Campus Wien). Students have to pay 30€ to be able to participate in all the trips (there will be no further costs for the students). For attending at the cultural programme you can get 1 ECTS credit. More information in the international office! You will receive information about the application for the cultural program prior to your arrival.

Students' Union

The Student's Union (*Studierendenvertretung - STUVE*) at FH Campus Wien is part of the Austrian National Union of Students and thus the special interest group for students in Austria. For further information please consult the following links:

FH Campus Wien Student's Union: <http://www.oeh-fhcw.at/>

ESN Austria: www.esnaustria.org

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

4.7 Organisation of the academic year 2017/18

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.

The Winter Term normally starts at the beginning of September and the Summer term at the beginning of February, but please look into this list or ask your international coordinator for exact dates.

4.8 Holidays

	Beginning	End
Christmas Holidays	23.12.2019	06.01.2020
Semester Holidays	25.01.2020	09.02.2020
Easter Holidays	04.04.2020	13.04.2020
Summer Holidays	11.07.2020	23.08.2020

4.9 Public Holidays

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

5 Living in Vienna

5.1 General Information about Vienna

Vienna is the capital of Austria and with 1.8 million inhabitants it is also the largest city in the country. Population numbers are on the rise as Vienna is not only considered the cultural and economic hub of the central and eastern European region but also offers its inhabitants and visitors high quality of living (according to the Mercer ranking 2012, it takes first place in the world) and a rich culture acquired during an eventful 2000-year-old history.

Vienna covers an area of 41,495 hectare divided into 23 districts. With an area of 31.8 square kilometres and a population of 171,600, the 10th district (Favoriten) is the largest among these districts and would be the fourth largest city in Austria (after Vienna, Graz, and Linz).

Vienna is situated between the Vienna Woods and the Danube. Numerous guidebooks praise the beauty of this city, where the traces of history and tradition can be found on every corner.

For a Time Lapse of Vienna, you might want to watch this short video: <https://www.youtube.com/watch?v=JfKKjD0GSZo>.

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

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



Links:

Information about the city of Vienna

www.wien.gv.at

Vienna Tourist Board

www.wien.info

City Map:

<http://www.wien.gv.at/stadtplan/en/>

Weather:

wetter.orf.at/oes (in German)

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

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

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

Links:

Vienna International Airport: www.viennaairport.at

Search engine for cheap flights: www.checkfelix.com

Austrian federal railways: www.oebb.at

Westbahn: www.westbahn.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

Google Maps: <http://maps.google.at/>

5.3 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.

You can get more detailed information concerning entry and residence regulations in Austria by going to:

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

5.4 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).

In order to register, you need to go to the Registration Service Centre (*Meldesstelle*) of one of Vienna's District Offices (*Magistratisches Bezirksamt*) and bring the following documents:

- > valid passport or identity card
- > a completed residence registration form (*Meldezettel*), signed by the lessor (e.g. the caretaker in your dormitory)

Residence registration forms are available directly at the District Office, at FH Campus Wien's International Office, in the ÖAD or WIHAST dormitories or online:

https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez_speicherbar.pdf

Contact data as well as opening hours of the registration service centres can also be found at: <http://www.wien.gv.at/english/living-working/registration/>.

Vienna consists of 23 districts most of which have their own District Office. In each District Office there is a Registration Service Centre. You can register at any of the Registration Service Centres, no matter in which district you live, i.e. you do not necessarily have to go to the District Office of the district you live in when you register after arrival.

If you change your residence during your stay in Vienna, you need to register this change with the Registration Service Centre. Please note that you also have to de-register before your leave Vienna.

Notice: During the Orientation Days we will help you fill in all the necessary forms for your registration and jointly go to a District Office where you can register.

Attention: Deregistration has to happen within three days before or latest three days after leaving the residence.

Links:

Residence registration form: <http://www.wien.gv.at/english/living-working/registration/>

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

Registration Service Centres: <http://www.wien.gv.at/english/living-working/registration/>

5.5 Registration Certificate

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

<http://www.wien.gv.at/english/administration/civilstatus/index.html>.

Costs can be as high as 30€.

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

5.6 Health Insurance

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.

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

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

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

Emergency numbers

European emergency number: 112

Police: 133

Fire: 122

Ambulance: 144

Social Hotline Vienna +43 1 533 77 77

Health insurance carrier for Vienna

Wiener Gebietskrankenkasse (WGKK)

Wienerbergstraße 15-19, 1100 Vienna

phone: +43 1 601 22-0

web: www.wgkk.at (in German)

e-mail: office@wgkk.at

5.7 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. It is customary to call and make an appointment before seeing a physician.

Links:

Doctors in Vienna: www.praxisplan.at (in German)

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

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

5.8 Living in Vienna

Guest students of FH Campus Wien need to make their own living arrangements in Vienna, i.e. FH Campus Wien will NOT arrange a place to live for you. But there are many halls of residence and shared flats in Vienna and thus is it comparatively easy to find an adequate place to live. Please be sure to start looking for a place to live early enough (at least 3 months before coming to Vienna).

Halls of Residence

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

ÖAD Housing

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

<https://housing.oead.at/en/application>

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

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

For more information on ÖAD Housing go to:

<https://housing.oead.at/en/>

For a trouble-free arrival you also have the possibility to book the Student Welcome Service iHouse. For € 119 you will be picked up from the airport in a taxi, your keys will be organized and you will receive a survival guide for a better adjustment time in Vienna.

You can find more information and booking on the website:

<http://www.ihouse.at>

WIHAST

WIHAST offers cheaper rooms than ÖAD-Housing, but there are also certain limitations. All rooms are of course fully furnished, but there is no bedding and no pots, pans, plates or cutlery. Bedding can be ordered

separately, but you have to pay a 90€ deposit. In addition, you have to pay an administration fee as well as a deposit. Upon moving out, you also have to pay a cleaning fee. The rent has to be paid monthly. If you want to apply for a room with WIHAST you can do so by going to <http://www.wihast.at/index.en.html>. Please remember to state that you are a guest student at FH Campus Wien in the "Notes" section of the application form, so that you get preferential treatment.

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

Renting apartments and flat-sharing

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

Furnished apartments are rather difficult to find and usually also more expensive than staying in a dormitory. Apart from the 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)

International @ FH Campus Wien Facebook Group:

<https://www.facebook.com/groups/221718001274012/> A lot of our outgoing students try to rent their flats or rooms to incoming students for the duration of their stay abroad.

Housing Anywhere: <https://housinganywhere.com/s/Vienna--Austria>

For short stays: www.airbnb.at

Attention: Please be careful with financial transfers and check the reliability of an offer carefully.

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

5.9 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 400 to 600

Food approx. EUR 200 to 300

Semester ticket EUR 75 (valid from September 1 to January 31 for the winter semester and from February 1 to June 30 for the summer semester – only for students under 26)

Daily newspaper approx. EUR 1,50

1 litre of milk approx. EUR 1,20

1 big loaf of bread approx. EUR 2,50

500 g coffee approx. EUR 5

Movie ticket approx. EUR 10

Museum ticket approx. EUR 8

5.10 Banks/Post Offices

The opening hours of banks differ according to institute and branch. Apart from in banks, you can withdraw money at automatic teller machines all over Austria at any time of the day. At these ATM machines, you can use Austrian and foreign debit cards (Maestro) or credit cards (Master, VISA, American Express, Diners) as well as Cirrus and Visa-Plus cash cards, which can be used in the interbank network provided by the mentioned credit card companies. Many hotels, restaurants, and shops in cities and tourist centres as well as filling stations accept credit cards.

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

5.11 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. On weekends (Friday and Saturday night) as well as on nights before public holidays, the subways run all night long.

Semester tickets for students

International students who are younger than 26 years and have their main residence in Vienna can purchase a semester ticket for EUR 75. If you still want to have your main residence in your home country, it will cost you EUR 150. A semester ticket is valid from September 1 to January 31 for the winter semester and from February 1 to June 30 for the summer semester.

You can buy your semester ticket directly at the Customer Service Centre or at any other *Wiener Linien* ticket counter

(*Vorverkaufsschalter*). You can find a list of ticket counters under the following link:

<http://www.wienerlinien.at/eportal3/ep/channelView.do?channelId=-46621>

Moreover, it is possible to buy the ticket online at <https://shop.wienerlinien.at/> or by Wiener Linien mobile app. So the ticket can be re-printed in case of loss.

The following documents are required to obtain a semester ticket

- > filled in application form
- > valid student ID for the respective semester or enrolment confirmation to the FH Campus Wien and your Viennese address has to be filled in in the student portal.

Please note: During the orientation days we will be going to the Wiener Linien Customer Service Centre together, so that you can obtain your eligibility card as well as the semester ticket all at once. Of course we will also assist you in filling in the required forms.

Vienna annual ticket

If you are older than 26 and you stay in Vienna longer than 3 months, we recommend buying the Vienna annual ticket

(<https://www.wienerlinien.at/eportal3/ep/channelView.do/pageTypeId/66533/channelId/-47408>) This ticket costs EUR 396 for one year or EUR 33 per month. You can return the ticket every month.

Monthly ticket

If you are older than 26 and stay only for 1 or 2 months, we recommend buying a monthly pass. It will cost you EUR 51.

Monthly tickets for students during the holidays (July & August)

This ticket can be bought by students younger than 26 years for EUR 29.50. It entitles you to unlimited use of public transport in Vienna for one month during university holidays. You can get this ticket at any ticket office or in the customer centre of the Wiener Linien.

Wiener Linien Customer Service Centre

(U3 underground station Erdberg)

Erdbergstraße 202, 1030 Vienna

web: www.wienerlinien.at

phone: +43 1 7909 100

5.12 Austrian Federal Railway ÖBB

Exchange students younger than 26 years can buy a customer card for the Austrian federal railways ÖBB (Österreichische Bundesbahnen), which reduces train fares in all of Austria by 50 %. The VORTEILScard < 26 costs EUR 19,00 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)

5.13 Getting around 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

5.14 Working in Austria

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

Links:

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

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

Jobs: www.jobwohnen.at (in German)

5.15 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), the Rathauspark (city hall park) and Burggarten.

Link:

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

Lobau – Danube-Auen National Park

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

BBQ in Vienna

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

Link:

BBQ in Vienna:

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

Schönbrunn Palace and zoo

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

Vienna Prater

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

Böhmischer Prater

The Bömischer Prater (Bohemian 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 for students are the numerous bars and clubs along the city ring road Gürtel, which usually hosts 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. The area around Schwedenplatz offers as well a wide variety of bars and parties.

Party-Tipps

You can find a detailed programme of events in the city newspapers for Vienna: 'City' (www.city-online.at) and 'Falter' (www.falter.at, in German). Dorm parties: www.heimfest.at (in German). Events: www.szene1.at (in German)

Movie theatres

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

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

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

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

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

Newspapers

In order to have a good overview on what is happening in Vienna you can inform yourself through the Vienna City Newspaper "Falter". It is published once a week and you can get it in kiosks as well as at Viennese Colporteurs

Link: www.falter.at

5.16 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.