

## Joint Study - Fact Sheet 2019/2020

<b>Name of the institution</b>	<b>KARL-FRANZENS-UNIVERSITÄT GRAZ</b>
<b>Visiting &amp; post address</b>	Universitätsplatz 3 A-8010 Graz Austria/Europe
<b>Head of institution</b>	Professor Dr. Christa Neuper, Rector
<b>Website</b>	<a href="http://www.uni-graz.at/en/">http://www.uni-graz.at/en/</a>

<b>Office of International Relations</b>	Universitätsplatz 3 A-8010 Graz- Austria/Europe ph:+43-316-380-1249
<b>Head of office</b>	<b>Sabine PENDL</b> ph:+43-316-380-2211 / e-mail: <a href="mailto:sabine.pendl@uni-graz.at">sabine.pendl@uni-graz.at</a>
<b>Exchange Agreement Staff Exchange</b>	<b>Doris KNASAR</b> (North, Central and South America, Asia, Australia) ph:+43-316-380-2213  <b>Mediha OHRANOVIĆ</b> (South East Europe, Africa, CIS, Georgia, Near and Middle East, Ukraine) ph:+43-316-380-2214 e-mail: <a href="mailto:int.cooperation@uni-graz.at">int.cooperation@uni-graz.at</a>
<b>OUTGOING students</b>	<b>Petra RABITSCH</b> ph:+43-316-380-1243 / e-mail: <a href="mailto:outgoing.exchange@uni-graz.at">outgoing.exchange@uni-graz.at</a>
<b>INCOMING students</b>	<b>Christa GRASSAUER</b> ph:+43-316-380-1254 / e-mail: <a href="mailto:incoming.exchange@uni-graz.at">incoming.exchange@uni-graz.at</a>
<b>Websites</b>	<a href="http://international.uni-graz.at/en/">http://international.uni-graz.at/en/</a> (office) <a href="http://international.uni-graz.at/en/stud/incoming/about-uni-graz/">http://international.uni-graz.at/en/stud/incoming/about-uni-graz/</a> (INC Web)

	<b>Winter semester (W)</b>	<b>Summer semester (S)</b>
<b>Planning your trip &amp; Arrival</b>	<b>Planning the trip and arrival:</b> make sure you arrive in time for the welcome events, in case you sign up for the German course in time for the start of the German course.	
<b>Pre-semester German Course</b>	<b>03 – 25 Sept 2019</b>	<b>04 – 26 Feb 2020</b>
<b>Welcome Week</b> <i>INC Web &gt; Welcome Events</i>	Welcome Week sessions are <b>NO walk-in sessions</b> , they are <b>MANDATORY</b> and include sessions about orientation / registration / course system / residence permit / health insurance.	
	Welcome Week I <b>05.09.2019 – 11.09.2019</b> Welcome Week II <b>16.09.2019 – 20.09.2019</b>	Welcome Week <b>17.02.2020 – 20.02.2020</b>
<b>Academic Calendar</b> <i>INC Web &gt; Academic Calendar</i>	beginning of Oct – end of Jan <b>01 Oct 2019 – 31 Jan 2020</b>	beginning of Mar – end of Jun <b>02 March – 26 June 2020</b>

<b>Nomination</b>	<p>The home university nominates students by completing the nomination spreadsheet and e-mailing it to <a href="mailto:christa.grassauer@uni-graz.at">christa.grassauer@uni-graz.at</a></p> <p><b>Nomination deadlines:</b>  <b>1<sup>st</sup> May</b> for the winter semester / academic year  <b>1<sup>st</sup> October</b> for the summer semester</p>
<b>Application</b>	<p>Nominated students will receive an access code for the online registration!</p> <p><b>Application documents must be sent in 1 PDF-file to:</b>  <a href="mailto:christa.grassauer@uni-graz.at">christa.grassauer@uni-graz.at</a></p> <p><b>Application deadlines:</b>  <b>1<sup>st</sup> June</b> for the winter semester / academic year  <b>1<sup>st</sup> November</b> for the summer semester</p>
<b>Acceptance</b>	<p>Once the complete application has been handed in and processed, students will receive the <b>Acceptance Letter</b> and a <b>Visa/Residence Permit Letter</b>.</p>
<b>Welcome Guide</b>	<p>Our "Welcome Guide" is available online: <a href="http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/">http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/</a>.</p>

<b>Fields of Study</b>	<p>University of Graz is a public HEI with an enrolment of 32.500 students and a strong international profile offering more than 120 BA, MA and PhD degrees which are open to exchange students (except for a few restrictions – see below).  <a href="http://studien.uni-graz.at/en/degree-programmes/">http://studien.uni-graz.at/en/degree-programmes/</a></p> <p><b>Focus:</b> The university's regional focus on South-Eastern Europe is one of the defining factors throughout all areas of study.</p> <p><b>Co-enrollment:</b> A unique cooperation with the Technical University of Graz (TUG) as well as Kunstuniversität Graz (KUG) allows students to co-enroll at TUG and/or KUG at no extra cost (TUG and KUG transcripts available). A min of 50 % of courses during the exchange must be taken at University of Graz.</p>
<b>Course information English-taught courses</b> <i>INC Web &gt;</i>	<ul style="list-style-type: none"> <li>&gt; <i>Online course guide</i></li> <li>&gt; <i>Guidelines for course system</i></li> <li>&gt; <i>Search for English-taught courses</i></li> </ul>
<b>Restrictions</b>	<p><b>Pharmacology</b> as well as <b>Joint Degree Programs</b> are NOT open to exchange students.</p> <p><b>Lab placements</b> are generally difficult and cannot be guaranteed.</p> <p>An application for <b>translation/interpretation/transcultural communication with German</b> is only possible if students are enrolled in a translation/interpretation degree at their home university.</p>
<b>Early exams / Alternative exam modes</b>	<p><b>CANNOT BE GUARANTEED!! Please note that each professor decides for his/her course whether early exams / alternative exam modes are possible. It is the student's responsibility to contact each professor as early as possible in the application process and definitely before finalizing travel plans in case they need to return to their home universities before the end of the exchange semester at Uni Graz.</b></p> <p>Early exams are <u>NOT available</u> for lecture-type courses at the Faculty of Business and of the field of English and American Studies. For other types of courses such as pro-seminars, seminars professors have the last say.</p>
<b>Housing</b>	<p>Students can apply for housing either via the housing office of the Austrian Exchange Service (OeAD) or at the different dorms directly. For deadlines of housing applications at the individual dorms, please check the respective websites. Information on living expenses can be found in the welcome guide.</p> <p><a href="https://housing.oead.at/en/accommodation/graz-en">https://housing.oead.at/en/accommodation/graz-en</a></p> <p><a href="https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/">https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/</a></p>

<b>Language Requirements</b>	<p>The University of Graz recommends language level B2 in German in order to take full advantage of the mobility. Students who will only take courses in English must have B2 English knowledge.</p> <p>Students who will only take courses in English must check whether they can find enough English-taught courses to fulfill their home university's credit requirements.</p>
<b>Language courses</b>	<p>3-week German Intensive Language Courses (6 ECTS credits incl. in transcript) are offered <b>in September and February</b> before the start of the semester at a reduced fee. Also German courses during the semester are offered. Further information: <a href="https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/">https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/</a>.</p>
<b>Buddy program</b>	<p>Buddies are Austrian students interested in supporting international exchange students as unpaid volunteers during their time in Graz (pick-up service, support in practical matters, etc.).</p> <p>More information at <a href="http://unigraz.esnaustria.org/buddy-program-karl-franzens-uni-graz-0">http://unigraz.esnaustria.org/buddy-program-karl-franzens-uni-graz-0</a>.</p>
<b>Students - special needs</b>	<p>The <b>Disability Resource Center</b> is the central information and contact point: <a href="https://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/">https://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/</a></p>
<b>Health &amp; Safety Policy</b>	<p>The compulsory student union fee includes <b>liability and accident insurance</b> (way to and from the university as well as on campus). This does, however not replace full health insurance coverage for the exchange stay.</p> <p>Safety facilities and trainings are provided in specific departments where applicable (e.g. labs).</p>
<b>Health Insurance</b>	<p><b>FULL YEAR STAY:</b> All exchange students nominated for 2 semesters are <u>required by law to register for Austrian health insurance upon arrival</u> (assistance and more information available during the mandatory WELCOME WEEK). Austrian health insurance is offered for currently EUR 58,39 / month (info 2018) and also includes basic dental and eye examinations. This insurance <u>will NOT cover the student's journey to and from Graz or medical evacuation and repatriation</u> – the student must purchase travel insurance accordingly.</p> <p><b>SEMESTER STAY:</b> All exchange students nominated for 1 semester are free to choose their insurance as long as this insurance is in accordance with the requirements for an Austrian visa application. For details students have to contact the Austrian embassy in their country of residence. The insurance must also cover their journey to Graz including medical evacuation and repatriation.</p>
<b>Visa &amp; Residence Permit</b>	<p><b>SEMESTER STAY:</b> Non-EU/EEA students must apply for a Visa D through the Austrian Embassy in their country of residence <u>BEFORE arrival in Austria</u>. Costs: approx. EUR 150 (info 2018). Additional fees may apply.</p> <p><u>Exception:</u> students holding a US or Canadian passport and studying at US or Canadian universities coming to University of Graz for their mobility semester, can apply for the visa after arrival at the Austrian embassy in Ljubljana (Slovenia). The process <u>must be completed within the first 90 day of entry into the Schengen Area</u>. These students <u>must make sure that they fly directly to Austria</u> without layover in any other Schengen country when commencing their exchange!</p> <p><b>FULL YEAR STAY:</b> Depending on their nationality students either need to apply for a residence permit via the Austrian embassy in their country of residence or can apply in Graz after arrival &gt; details: <a href="https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/exemption-from-visa-requirements-visumfreiheit/">https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/exemption-from-visa-requirements-visumfreiheit/</a></p> <p><u>Students who are eligible to apply after arrival in Graz</u> must bring along all necessary documents incl. legalization/Apostille and translations where necessary (check with Austrian embassy for details).</p> <p><u>Students who must apply for the residence permit before travelling to Graz</u> have to send their Uni Graz application documents timely enough to receive the Acceptance &amp; Residence Permit letters by regular mail.</p> <p>Costs: approx. € 160 (info 2018). Additional fees may apply. Further information: <a href="https://oead.at/en/to-austria/entry-residence-and-employment/">https://oead.at/en/to-austria/entry-residence-and-employment/</a></p> <p><u>Student jobs available/allowed?</u> Visa regulations make finding a job very difficult (unless students also hold an EU passport). Graz University has no facilities to help secure a job. Students should NOT rely on getting a job in Graz when budgeting their exchange!</p>

<p><b>Transcripts</b> <i>INC Web &gt; Transcript</i></p>	<p>Transcripts are electronically signed via UNIGRAZonline. Thus, according to Austrian legislation a signature / stamp / underprinting paper for a printout are no longer necessary. In addition, the transcript is electronically verifiable. All students who hold an active UNIGRAZonline account are expected to access and download the electronically signed transcript by themselves. Transcripts can be verified by using the following link: <a href="https://www.signatur.rtr.at/en/vd/Pruefung">https://www.signatur.rtr.at/en/vd/Pruefung</a></p>		
<p><b>ECTS &amp; Grading system</b> <i>INC Web &gt; ECTS &amp; grading information</i></p>	<p>The student workload consists of the time required to complete all planned learning activities, i.e. contact hours (lectures, seminars etc) and private study (preparation for exams, writing of paper, reading etc.): <b>1 ECTS credit = 25 hours.</b></p> <p>Each <b>semester</b> is comprised of <b>15 teaching weeks</b>, therefore a course indicated as a 1 hour course in the online system equals 15 contact hours, a 2 hour course equals 30 contact hrs etc. For exchange students we consider a range <b>between 24 to 30 ECTS per semester as a full time study load.</b></p>		
	<p><b>Grade</b></p>		<p><b>US Grade recommendation</b></p>
	<p>1 = Sehr Gut</p>	<p>Excellent: outstanding performance</p>	<p>A</p>
	<p>2 = Gut</p>	<p>Good: above the average standard but with some errors</p>	<p>A-/B+</p>
	<p>3 = Befriedigend</p>	<p>Satisfactory: generally sound work with a number of notable errors</p>	<p>B-</p>
	<p>4 = Genügend</p>	<p>Sufficient: performance meets the minimum criteria</p>	<p>C</p>
	<p>5 = Nicht Genügend</p>	<p>Unsatisfactory: substantial improvement necessary; requirement of further work</p>	<p>F</p>