



# WELCOME GUIDE

Dear Students,

First of all, thank you for your interest in spending your semester abroad at the University of Applied Sciences Technikum Wien.

The following Welcome Guide will give you a short overview about our University as well as provide you with the basic information about living and studying in Vienna.

We are looking forward to welcoming you at the UAS Technikum Wien!

Sincerely yours,  
Florian Ellinger

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# 1. INFORMATION ON THE INSTITUTION: UAS TECHNIKUM WIEN

## TECHNOLOGY, BUSINESS AND PERSONAL SKILLS

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We are a technical institution of higher learning and we educate people in engineering degree programs. We place great emphasis on combining technical content with subjects focusing on business and personal development as well as on refining our educational offerings in order to increase their level of quality and broaden their international scope.

## THEORY AND PRACTICAL APPLICATION

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Our teaching and learning processes are oriented towards the latest scientific findings as well as the current and future requirements for practical application in professional settings. The combination of theory and practical application is also the highest priority in the institution's research activities. In this way, we create value and utility – for people, for society and for the economy.

## DIVERSITY IN INSTRUCTION AND LEARNING

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We encourage an academic culture in which independent and active learning plays a key role. Our teaching and learning processes offer our students the opportunity to better themselves. We see the diversity of our students as a source of enrichment and account for it using a wide range of didactic methods. We support our students to learn and further their education in different living situations.

## SHAPING THE FUTURE WITH RESEARCH

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As a research-oriented institution of higher learning, we work towards the development of knowledge. The exchange between research and instruction plays a crucial role here. We aim to contribute to the development of innovations through scientific creativity in the course of partnerships with other academic institutions, business and industry at the national and international level as well as through the intense transfer of technology and knowledge.

## BY PEOPLE FOR PEOPLE

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Instruction and research are social, interactive processes that are designed by people for people. Their knowledge and expertise make a special contribution to the success of our institution. It is important to us to foster a sense of solidarity among our staff, faculty, students and graduates. Accordingly, we place great emphasis on ensuring that people treat one another in a trusting and respectful way. We cultivate an open, dialogue-oriented culture of communication and respect and promote equal opportunity and diversity. Our pursuit of quality and an international positioning for our institution helps to make UAS Technikum Wien more attractive for the future to both potential students and companies.

## UAS TECHNIKUM WIEN IN NUMBERS

- 13 Bachelor's Degree Programs
- 17 Master's Degree Programs
- 15 Departments
- 4 Study Centres
- 4.107 Students (2015/16)
- 7.699 Alumni
- 130 Full-Time Lecturers
- 488 Lecturers from the Business World

## ACADEMIC YEAR

The academic year is divided into two semesters: the winter and the spring term. Lectures are held from September to January in autumn and from February to June in spring. Public and national holidays are included in the Academic Calendar. On public holidays there are no lectures, shops and banks are usually closed.

## COURSES HELD IN ENGLISH

The UAS Technikum Wien offers the following degree programs fully in English: Master Biomedical Engineering Sciences, Master Tissue Engineering and Regenerative Medicine, Master Telecommunications and Internet Technologies and Bachelor Electronics and Business (Distance Learning). Other study programs offer single courses in English. The curriculum with the information about the courses of all study programs you can find at [http://www.technikum-wien.at/en/study\\_programs/](http://www.technikum-wien.at/en/study_programs/)

## 2. STEP-BY-STEP TO VIENNA

### 2.1 BEFORE ARRIVAL

#### WHEN SHOULD I ARRIVE?

International students are advised to arrive in Vienna for the summer term at the beginning of February and for the winter term at the beginning of September, when the Orientation Weeks start.

Depending on the courses of your choice, the regular classes start in the middle of September or in the middle of February.

#### VISA

Please contact the Austrian Embassy in the country you live in for entrance regulations prior to your departure. You will have to apply for an entry visa to Austria at the nearest Austrian consulate before you travel to Austria. The issue of a student visa may be a lengthy process, so students should plan ahead as much as possible.

**Please note that YOU are responsible for your visa!**

EEA nationals and Swiss students do not need to apply for visa. Nevertheless, they need to register their residence in Austria after their arrival. For more detailed information, please refer to the chapter: "Important information for EEA nationals and Swiss students." (Page 8)

#### ACCOMODATION

Besides the admission procedure and the formalities of your visa application, it is also necessary to find suitable accommodation. There are various options for you depending on your individual needs and life style:

##### ▪ Dormitories

The students can choose among the whole range of dormitories in Vienna:

- <http://housing.oead.at/en/accommodation/wien-en>
- <http://www.akademikerhilfe.at/en/residences/vienna/>
- <https://www.home4students.at/en/>
- <http://www.base19.at/en/base19/>
- [www.oejab.at](http://www.oejab.at)
- [www.wihast.at](http://www.wihast.at)
- [www.aai-wien.at](http://www.aai-wien.at)
- <http://www.housingvienna.com/>
- <https://www.dormy.at/>
- <http://www.heimfest.at/studentenheime/wien> (database is only in German, but the dormitories have their websites in English)
- <http://www.the-fizz.com/studentenwohnungen/standorte/studentenwohnungen-in-wien-studentenwohnheime-bei-the-fizz.html> (exclusive rooms from EUR 460,-)

##### ▪ Apartment Sharing

A very common alternative to living in a dormitory is sharing a flat/apartment with other students. These are websites where you can search for a suitable place:

- <https://housinganywhere.com/>
- [www.wohnenboerse.at](http://www.wohnenboerse.at)
- [www.jobwohnen.at](http://www.jobwohnen.at)

- **Renting an Apartment**

Before signing a rental agreement it is advisable to gather information about your rights and duties and to have the rental contract checked by an expert. An apartment search is time-consuming and should be well planned. If you assign an estate agency to the search of the suitable accommodation you have to pay commission (usually three monthly rents) for this service. Take into account that deposits might have to be paid as well as payments for previous investments.

The Housing Office of the Austrian Exchange Service (<http://housing.oead.at/en>) provides flats and rooms in halls of residence for international students (receivers of the OeAD grant, Erasmus students etc.). The deposit of the accommodation amounts to € 950. After leaving the student residence the reservation deposit will be returned to you. On receipt of the completed application form, you will be informed about the address and location of your student residence.

The contact details of the Housing Office are:

Ebendorferstrasse 7 1010 Wien

Email: [housing@oead.at](mailto:housing@oead.at)

Phone: +43 1 53408 800

- **Youth Hostels for Temporary Housing:**

Hostel Ruthensteiner Robert-Hamerling-Gasse 24 1150 Wien T: 01/893 42 02	Turmherberge Don Bosco Lechnerstraße 12 1030 Wien T: 01/7118455
Hostel Zöhrer Skodagasse 26 1080 Wien T: 01/4060730	Jugendgästehaus Hütteldorf Schloßberggasse 8 1130 Wien T: 01/8770263
Jugendgästehaus Brigittenau Friedrich-Engels-Platz 24 1200 Wien T. 01/33282940 or 01/3300598	Jugendherberge Myrthengasse Myrthengasse 7 1070 Wien T: 01/ 52363160

## LIVING COSTS<sup>1</sup>

A foreign student in Vienna has to take the following average living costs into account:

Rent for a room (incl. electricity/heating) starting at € 350,-

Public transport for a student (student ID) under 27: €75 each semester, €30 during holiday months per month (February, July, August)

Don't forget costs for food, books, leisure time activities, etc.

MONTHLY TOTAL approx. € 800

## HEALTH INSURANCE

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<sup>1</sup> Costs are only approximately and may vary according to your needs. Also check out: [http://www.numbeo.com/cost-of-living/country\\_result.jsp?country=Austria](http://www.numbeo.com/cost-of-living/country_result.jsp?country=Austria)

Make sure to check with your own Health Insurance Company or local embassy prior to your arrival. If necessary you can register for Austrian student health insurance when you are in Vienna ("Studentenversicherung").

The student health insurance is offered by *Wiener Gebietskrankenkasse*. Please find more information at: <http://www.wgkk.at/portal27/portal/wgkkportal/content/contentWindow?contentid=10007.755276&action=2&viewmode=content>

## 2.2 ARRIVAL

### ... BY PLANE

Vienna International Airport is situated approx. 15 kilometres outside of the city.

### TO VIENNA CITY CENTRE BY TRAIN

The cheapest way to go from the airport to the city centre is to use the city train "S7" ("S-Bahn") to the station "Wien Mitte." The fare is € 4,40 (one direction, this includes public transport in Vienna eg. metro or bus). The first train leaves at 4.41 a.m., the interval is 30 minutes, travelling time is about 25 minutes. The last train leaves at 00.18 a.m.

You can also use the *CAT train* (City Airport Train) to travel to Vienna from the airport ([www.cityairporttrain.com](http://www.cityairporttrain.com)). This train also takes you to the station "Wien Mitte". The fare is € 11 (without a ticket for public transport in Vienna). The first train from the Airport to Vienna Center leaves at 6.09 a.m., the interval is 30 minutes; travelling time is 16 minutes. The last train leaves at 11.39 p.m.

Once you are in the city, buy a ticket for € 2,20 (if you have not taken the S-Bahn) at the train station "Wien Mitte" (above the underground station "Landstraße" for the lines U3 and U4).

### TO VIENNA CITY CENTRE BY BUS

You can also take an airport bus to the city centre (one way: €8).

Please find more information at: <http://www.viennaairportlines.at/en/>

### ...BY BUS

- **Westbahnhof** (from and to Western Europe)  
More information at: <http://www.westbahnhof.at/>
- **Hauptbahnhof** (all other directions)  
More information at: <http://hauptbahnhofcity.wien/>

## 2.3 AFTER ARRIVAL

### LIVING IN VIENNA

Within three days after your arrival in Vienna you have to register at the Registration Service Centre in one of the Vienna Municipal District Offices (“Magistratisches Bezirksamt”). You can register at any of the Registration Service Centres no matter which district you live in.

The address of the Municipal District Offices you can find at:

<https://www.wien.gv.at/verwaltung/meldeservice/stellen.html>

#### **For the registration, please bring along:**

- A valid passport
- The completed application form (residence registration) and your landlord’s signature if you live in a rented flat. This form is available at every Registration Service Centre in the Vienna District Offices or online at: [www.wien.gv.at/verwaltung/meldeservice/meldezettel.html](http://www.wien.gv.at/verwaltung/meldeservice/meldezettel.html)
- If you hold more than one citizenship you have to submit all documents proving your identity, place of birth, and nationality, i.e. basically travel documents

More information you can find at: [www.wien.gv.at/verwaltung/meldeservice/pdf/meldeserviceenglisch.pdf](http://www.wien.gv.at/verwaltung/meldeservice/pdf/meldeserviceenglisch.pdf)

Before leaving the country it is compulsory to deregister. You have to do it at the District Office as well. Take your passport and all copies of the registration form with you.

Registration certificate for EEA nationals<sup>2</sup> and Swiss nationals

If you intend to stay in Austria for more than three (3) months, the Law on Residence and Settlement in Austria stipulates that you have to apply for a registration certificate at the Municipal Department 35 („Magistrat 35“). Please note that you have to do it in addition to registering at a Municipal District Office (see chapter Living in Vienna).

More information about the registration at the Municipal Department 35 please find at:

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

#### **For the registration, please bring along:**

- A valid personal identity card or passport
- Proof of health insurance
- Confirmation of sufficient financial means (e.g. statement of bank account, confirmation of scholarship)
- Confirmation of registration at the Municipal District Office („Meldezettel“).

Please note that if you do not apply for a registration certificate in time, you commit an administrative offence punishable with a fine.

### PUBLIC TRANSPORTATION

Vienna has a good public transport system, which runs from about 5.30 am until around midnight. From

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<sup>2</sup> EEA countries: all 28 EU Member States, plus Iceland, Liechtenstein, Norway EU Member States: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Croatia.



Friday to Sunday and on the public holidays the underground lines are running the whole night. The night buses are available during the whole week.

One ride into one direction with the possibility to transfer costs € 2,20 with a so-called "Vorverkaufsfahrschein". A monthly ticket („Monatskarte") costs € 48,20 and is valid for the whole public transport system in the city of Vienna (zone 100).

All students under 26, who are registered at an Austrian university can buy a Student Semester Pass for € 75,00, which is valid for the whole semester. You can purchase your Student Semester Pass at all points of sale of Wiener Linien and at the customer service center at the subway station "Erdberg".

For buying the Student Semester Pass you need:

- Student ID Card with a valid semester stamp
- Application Form (you get it directly at the station, "Bestellformular")
- Confirmation of Registration („Meldezettel")

More information about the tickets and prices you can find at:

<http://www.wienerlinien.at/eportal2/ep/channelView.do/pageTypeld/66533/channelId/-47643>

## Trains

Every student under the age of 26 can get a reduction pass ("Vorteilskarte") for € 19 (valid for 12 months) which secures you a discount on train tickets within Austria and some reduction on train tickets abroad. If you buy the tickets online or at the ticket machine you get a discount of 50%, if you buy it at the ticket office, you get only a discount of 45%. Nevertheless, students older than 26 have to pay the full price.

Please find more information at: <http://www.oebb.at/en/angebote-ermaessigungen/vorteilscard>

## Other Information

Important hospitals and outpatient clinics

Unfallkrankenhaus Lorenz Böhler Donauerschingerstr. 13, 1200 Wien T: 5 9393-41000	Wilhelminenspital Monteleastr. 37, 1160 Wien T: 491 50-0
Unfallkrankenhaus Meidling Kundratstr. 37, 1120 Wien Tel.: 5 9393-45000	Allgemeines Krankenhaus Währinger Gürtel 18-20, 1090 Wien T: 404 000
Sozialmed. Zentrum Ost - Donauspital Langobardenstr. 122, 1220 Wien T: 288 020	Krankenhaus Lainz Wolkersbergenstr. 1, 1130 Wien T: 801 1011
Krankenhaus Rudolfstiftung Juchgasse 25, 1030 Wien T: 711 650	Hartmannspital Nikolsdorfergasse 26-36, 1050 Wien T: 546 050
Hanuschkrankenhaus Heinrich Collin Str. 30, 1140 Wien T: 910 21-0	Kaiserin Elisabeth Spital Huglgasse 1-3, 1150 Wien T: 981 040

You will receive the names and addresses of English speaking doctors when you call 79011-61 (“Patientenservice”) or on the internet at: <http://www.praxisplan.at/>.

Important telephone numbers

Euronotruf (European Emergency Service): 112
Rettung (Ambulance): 144
Feuerwehr (Fire-brigade): 122
Polizei (Police): 133
Notarzt (Emergency Medical Service): 141
Apothekenbereitschaftsdienst (Pharmacies): 1450
Vergiftungszentrale (Intoxication): 406 43 43

# 3. STUDYING AT UAS TECHNIKUM WIEN

## ECTS – WHAT IS IT?

The European Credit Transfer System (ECTS) is a measure of the scope of studies and indicates the maximum semester workload per course for students. Study units are allotted credits according to the amount of work they require.

For each course students are accredited certain ECTS points. Information on courses and ECTS you can find at [http://www.technikum-wien.at/en/study\\_programs/](http://www.technikum-wien.at/en/study_programs/)

1 ECTS equals a workload of 25 hours á 60 minutes (≠ courses á 45 minutes!).

The number of ECTS you take during your semester at the UAS Technikum Wien depends on your own study plan and curriculum. Please check with your coordinators at your home university. We strongly recommend a maximum of 30 ECTS.

## ASSESSMENT AND THE GRADING SYSTEM

The assessment of students' competence is based on the objectives and learning outcome presented in the curriculum. The performance requirements for study units may include examinations and various written and oral exercises. Study units are graded on a scale of:

- Excellent (1)
- Good (2)
- Satisfactory (3)
- Work meets minimal criteria (4)
- Failed (5)

## TRANSCRIPT OF RECORDS

At the end of each term and after the examination period, lecturers put the grades into the online system of the UAS Technikum Wien. Once the grades are entered in the system, you will receive a transcript of records at the International Office. It lists all courses including grades and ECTS points. This transcript is an official document!

## CAMPUS INFORMATION SYSTEM

After you are accepted as an exchange student at the UAS Technikum Wien and completed the application procedure (registration on the online platform, signing the Learning Agreement etc.), you will get an access to our Campus Information System (CIS). The CIS offers you the possibility to see your personal schedule, grades as well as to create your personal profile with picture and other personal details. You also have to use it for some of your classes in case the lecturers put the assignments and other important information online.

The login details for the CIS you will get via email. On the account info sheet you will get:

- Your email account and password
- Your email address: You are expected to check this email address regularly (or install a permanent forward to another mail account), as all information regarding your studies will be sent to this account.

## COURSE REGISTRATION

- Registration for your regular courses will be done by the coordinator of the Incoming Mobility.
- Registrations for the elective courses (“Freifächer”), which are offered for all students of the UAS Technikum Wien, have to be done by your own. You can do it as soon as you have your CIS account and the registration for the courses has started.

## THESIS

If you are planning to write your Final Thesis at the UAS Technikum Wien you have to inform the Incoming Mobility Coordinator as soon as you get the first registration email. In order to apply for writing your Final Thesis at the UAS Technikum Wien you have to submit a template with all the required information (ask Incoming Mobility Coordinator). After we received the required information, we can start with looking for a suitable supervisor for you. Please be aware that not in all cases the supervisor can be found and that our university doesn't offer any topics for your Final Thesis.

## IT-SERVICE CENTRE

Our IT Service Centre helps you with questions concerning W-LAN, E-mail account and other things related to the field of information technologies. It is located in the main building (F), 3<sup>rd</sup> floor.

## LIBRARY

The library at the UAS Technikum Wien offers an impressive range of technical literature. The library currently has over 18,000 books, theses, magazines and CDs available. In addition to this students also have access to electronic resources. The library has subscribed to more than 3,700 Springer eBooks, the Science Direct College Edition (eJournals) and IEEE/IET Electronic Library.

The materials focus on everything from computer science to social competence and management methods, from biomedical engineering to sports equipment technology and mechatronics/robotics.

Please find more information at CIS> Studies> Library and under <http://www.technikum-wien.at/en/student-guide/our-campus/our-library-green-oasis-people-thirsting-knowledge/>

The library team will be happy to answer any questions you may have! You can find the library in room A4.09 (building A) or send an email to [bibliothek@technikum-wien.at](mailto:bibliothek@technikum-wien.at).

## GERMAN COURSES AT THE UAS TECHNIKUM WIEN

### ▪ German course during the Orientation Weeks

In the first two weeks of each semester (September and February) we offer a German Language Course with 24 lessons. You will get the schedule for the Orientation Weeks before your arrival in Vienna.

### ▪ German courses as an elective course

You can register for the German courses as soon as you have an accession to the Campus Information System (CIS) and the registration for the course has started.

## 4. CONTACT INFORMATION

### Center for International Relations



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