

General information for foreign applicants - UAS Technikum Wien



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1. INFORMATION ON THE INSTITUTION: UAS TECHNIKUM WIEN

UAS Technikum Wien in Numbers

- 13 Bachelor's Degree Programs
- 18 Master's Degree Programs
- Approximately 4.000 Students
- More than 9.000 Alumni

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.

2. ADMISSION REQUIREMENTS FOR STUDYING IN AUSTRIA

In Austria, prospective students have to have completed a total of twelve years of school in order to be eligible to attend a university or a university of applied sciences. At the end of the twelfth school year, secondary school students take the university entrance qualification exam, which is called the Matura in Austria. The Matura is an admission requirement for all degree programs (bachelor's, Diplom and Magister) at Austrian universities and universities of applied sciences.

Austria has signed bilateral and multilateral agreements with many countries concerning the mutual recognition of secondary school diplomas. Such agreements ensure that foreign secondary school diplomas are recognized in Austria. This makes foreign secondary school graduates eligible to study at all universities and universities of applied sciences in Austria.

Corresponding exams

Prospective students from countries that do not have such an agreement with Austria and who have a secondary school diploma that is similar to the Matura can have their foreign diploma recognized in Austria. This generally means that students have to take corresponding exams in the subjects that are not recognized. After the successful completion of these exams, the foreign secondary school diploma is recognized as equivalent to the Matura. This means that the admission requirements for studying in Austria are satisfied.

In order to be admitted to a master's degree program, students must provide proof that they have completed an academic degree (e.g. a bachelor's degree). The academic degree must fulfill the technical prerequisites for the master's degree program. The program director is responsible for all decisions regarding the fulfillment of the program's technical prerequisites.

Legalization and Translation of Documents

Foreign secondary and/or tertiary qualifications give the same evidential value as domestic documents only if they are either exempt from legalization or have passed the necessary legalization procedure. Please see our website for detailed information.

Sufficient German language skills

In addition to a secondary school diploma, sufficient German language skills are a prerequisite for the bachelor's and master's degree programs at the University of Applied Sciences Technikum Wien because the language of instruction is German (exceptions: the Electronics and Business distance study bachelor's degree program, the Business Informatics distance study bachelor's degree program, the Biomedical Engineering Sciences master's degree program, the Intelligent Transport Systems master's degree program, the Telecommunication and Internet Technologies master's degree program, the double degree master's program Information Systems Management, the Tissue Engineering and Regenerative Medicine master's degree program).

Generally, written certification of the student's German skills is required. The program director is responsible for all decisions in cases in which a written certification of the student's German skills cannot be provided.

Courses held in English

The UAS Technikum Wien offers the following degree programs fully in English:

- Bachelor Electronics and Business Distance Study
- Master Biomedical Engineering Sciences
- Master Telecommunications and Internet Technologies
- Master Tissue Engineering and Regenerative Medicine

Other study programs offer single courses in English. For further information please contact the Center for International Relations.

3. APPLYING FOR UAS TECHNIKUM WIEN

The University of Applied Sciences Technikum Wien offers a fixed number of spaces for students each year. You will find information about the number of available spaces in each degree program on the individual degree programs' web pages. Please note that the degree programs always start in the winter semester. In order to be accepted into a degree program at UAS Technikum Wien, prospective students must go through the admissions process.

Applying for a bachelor's degree program

Prospective students who fulfill the formal admission requirements for a bachelor's degree program can apply for acceptance into a degree program. Please use the online application form on www.technikum-wien.at to apply. If all of the required data are provided and the formal admission requirements are fulfilled and documented, you will be invited to a written placement test in Vienna.

The placement test

During the placement test, you will work through and solve problems from various fields of knowledge on the computer. Participants are asked Matura-level questions from the following subjects:

- Deductive reasoning
- English
- Mathematics
- Physics (only for the Biomedical Engineering, International Business Engineering, Mechanical Engineering, Mechatronics/Robotics, Sports Equipment Technology and Urban Renewable Energy Technologies degree programs)

No previous specialized technical knowledge is required for the placement test. Specialized knowledge is only tested in the case of applicants who would like to place out of semesters.

Depending on the degree program, placement tests are held at UAS Technikum Wien between April and September. The final step in the application/admissions process is a personal admissions interview at the UAS Technikum Wien with the program director.

On the basis of the results of the placement test and the interview the available spaces will be offered to the applicants with the best results. If one cannot accept the offer the next applicant on the waiting list will take his or her place. Enrolment or immatriculation takes place at UAS Technikum Wien and at the times given in the notification of admission. As soon as the applicant has enrolled he or she has the official status "Student" and receives, if necessary, a confirmation of this status for the residence permit.

Applying for a master's degree program

Prospective students who fulfill the formal admission requirements for a master's degree program can apply for acceptance into a degree program. The main component of the admissions process is a personal interview between the prospective student and the program director. The most degree programs also require applicants to take a written test in the relevant field.

Deadlines

For information on the various admission deadlines please go to

http://www.technikum-wien.at/en/study_programs/student_guide/admission_deadlines.

As intake is limited, an earlier registration is recommended. The recommended deadline for the application is January 31st for non-EU/EEA citizens (according to experience, the administrative procedure may take about six months or even more).

Your path towards studying at UAS Technikum Wien at a glance

| | |
|---------|---|
| 1. Step | Proof of German (or English) skills and recognized university entrance qualification exam |
| 2. Step | Selection of degree program Degree programs offered: www.technikum-wien.at/en/study_programs/ |
| 3. Step | Application – online; possible from abroad www.technikum-wien.at/en/study_programs/application/ |
| 4. Step | Verification of admission requirements If all requirements are fulfilled: placement test – in Vienna |
| 5. Step | Interviews – in Vienna |
| 6. Step | Ranking of applicants |
| 7. Step | Acceptance into the degree program and announcement of enrolment date |
| 8. Step | Enrolment (in Vienna) – official status of student |

Further information

ENIC NARIC AUSTRIA – National Academic Recognition Information Centre

www.enic-naric.net/index.aspx?c=Austria

Student Guide on www.technikum-wien.at

www.technikum-wien.at/en/study_programs/student_guide/

FHTW International – Center for International Relations

www.technikum-wien.at/en/about_us/uas_technikum_wien_international/

4. FEES AT UAS TECHNIKUM WIEN

Tuition Fees

Two weeks before the beginning of each semester (new students: up to August 20 before taking up studies) the student is required to pay tuition fees according to the University of Applied Sciences Studies Act (Federal Law Gazette No 340/1993 as amended) currently to the sum of € 363.36 net payable per semester. This also applies in semesters with graduand status etc. In the event of an increase in the legal tuition fees rate, the amount quoted will increase accordingly. For non-commencement or termination of the study at the beginning or during the semester, the tuition fee is forfeited.

Student Fee (“Austrian Student Union fee”)

According to § 4 section 9 of the Universities of Applied Sciences Studies Act (Federal Law Gazette No 340/1993 as amended and the Federal Ministries Act - 2007 amendment, Federal Law Gazette I No. 6/2007), students at universities of applied sciences degree programs are members of the Austrian Students Union in accordance with the Students Act (HSG 1998). This results in the student being obliged to pay the Austrian Student Union fee. This also applies in semesters with graduand status. The student fee can be annually indexed by the Austrian Students' Union; the exact amount of the student fee for the following year is announced annually by the Austrian Students' Union.

The amount is levied by the University of Applied Sciences. The operator then transfers the amounts paid by the students without deductions to the Students' Union. Payment of the student fee is a pre-requisite for admission to the course or for its continuation.

Deposit

During the process of registration, proof of deposit paid must be provided.

The deposit is € 150.

For non-commencement of studies or termination during the first or second semester, the deposit shall be forfeited.

If, by the beginning of the second semester, registration has been completed correctly the deposit will be credited to the contribution towards expenses (see next point) for the first and second semester.

Contribution towards Expenses

A contribution towards expenses, which is not a lump sum, is payable per semester. The contribution towards expenses represents compensation for the services provided by the UAS that go beyond the normal level, such as electives, counseling / information about studying abroad, graduation ceremonies, lectures / job market, cafeteria, etc.

The amount of the contribution is currently € 75, - per semester. Any possible adjustment is posted on the noticeboard.

In / from the 3rd semester the contribution towards expenses must be paid together with the tuition fees before the start of the semester.

If the contract is cancelled before graduation for reasons that are the fault of the student, or on their wishes, the contribution towards expenses shall be deducted to cover the additional administrative costs borne by the operator.

Teaching Aids and Learning Tools

The acquisition of teaching-related literature and individual learning tools is not covered by the contribution towards expenses. Any additional costs, which arise for example from the course-related, joint purchase of teaching and / or learning materials (scripts, CDs, books, project materials, copying paper, etc.) or result from field trips, are levied by each individual degree program.

Scholarships/Grants

UAS Technikum Wien does not provide any scholarships or grants.

However, international students can apply in their home country for a scholarship offered by the Austrian Agency for International Cooperation in Education and Research (OeAD):

http://www.oead.at/welcome_to_austria/grants_scholarships/EN

We also recommend checking the scholarship database of the OeAD:

www.grants.at

5. STEP-BY-STEP TO VIENNA

5.1 BEFORE ARRIVAL

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)

Accommodation

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**

Non-Austrian students can choose among the whole range of dormitories in Vienna:

- <http://housing.oead.at/en/accommodation/wien-en>
- www.akademikerhilfe.at
- www.oejab.at
- www.wihast.at
- www.aai-wien.at
- www.studentenfoerderung.at

- **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
- 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

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 Costs¹

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

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>

¹ 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

For Non-EU students (or guest professors):

You are not covered by your home country insurance and are required by the Austrian government to insure yourself in Austria by a local insurance for your residence permit and visa.

The process is 2-steps:

1. Get short-term travel insurance for your entry visa (before your appointment at the embassy at home country). Buy online directly at:

<https://www.feelsafe.at/travel-insurance>

2. Long-term health insurance for your residence permit and long-term visa (buy once in Austria and after you get your EU Bank account):

<https://www.feelsafe.at>

5.2 ARRIVAL

... by PLANE

Vienna International Airport is situated approx. 15 kilometres outside 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 4.56 a.m., the interval is 30 minutes, travelling time is about 25 minutes. The last train leaves at 00.17 a.m.

You can also use the *CAT train* (City Airport Train) to travel to Vienna from the airport (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 6.06 a.m., the interval is 30 minutes; travelling time is 16 minutes. The last train leaves at 11.36 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.postbus.at/en/Airportbus/Vienna_AirportLines/Westbahnhof/index.jsp

...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/>

5.3 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/pdf/meldezettel.pdf
- 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

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 nationals² 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“).

² 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.

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 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/Customer_cards/VORTEILSCARD/index.jsp

Other Information

Important hospitals and outpatient clinics:

| | |
|--|---|
| Unfallkrankenhaus Lorenz Böhler Donaueschingenstr. 13, 1200 Wien T: 331 100 | Wilhelminenspital Monteleastr. 37, 1160 Wien T: 491 50-0 |
| Unfallkrankenhaus Meidling Kundratstr. 37, 1120 Wien Tel.: 601 500 | Allgemeines Krankenhaus Lazarettg. 14, 1090 Wien T: 404 000 |
| Sozialmed. Zentrum Ost - Donauspital Langobardenstr. 122, 1220 Wien T: 288 020 | Krankenhaus Lainz Wolkersbergenstr. 1, 1130 Wien T: 801 100 |
| Krankenhaus Rudolfstiftung Juchgasse 25, 1030 Wien T: 711 650 | Hartmannspital Nikolsdorfergasse 26-36, 1050 Wien T: 546 05 |
| 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 1771 ("Patientenservice") or on the internet at: <http://www.praxisplan.at/>.

Important telephone numbers

| |
|---|
| Europanostruf (European Emergency Service): 112 |
| Rettung (Ambulance): 144 |
| Feuerwehr (Fire-brigade): 122 |
| Polizei (Police): 133 |
| Notarzt (Emergency Medical Service): 141 |
| Apothekenbereitschaftsdienst (Pharmacies): 1550 |
| Vergiftungszentrale (Intoxication): 406 43 43 |

6. STUDYING AT UAS TECHNIKUM WIEN

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.

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.

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/

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

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)

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 F building, 3rd 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.