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Währinger Gürtel 97
1180 Vienna, Austria
www.fh-wien.ac.at

Erasmus+ Code A WIEN21

PIC Code 890988942

Teams and Responsibilities

ISTa – International Student Affairs

- Administration of student exchange
- All matters relating to student mobility

e-mail: ista@fh-wien.ac.at

CIEM – Center for International Education and Mobility

- Erasmus+ projects
- Internationalization strategy
- International Management courses
- Partnership agreements
- Staff mobility
- Quality assurance measures

e-mail: ciem@fh-wien.ac.at

Nomination and Application Deadlines for students from partner universities

Winter semester

- ▶ Nomination deadline for partners: 15 April
- ▶ Application deadline for students: 01 May

Summer semester

- ▶ Nomination deadline for partners: 15 September
 - ▶ Application deadline for students: 01 October
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Nomination and Application Process for students from partner universities

- ▶ Students must be nominated by a coordinator of their home university.
 - ▶ Partner universities will receive the nomination link leading to the nomination form via e-mail.
 - ▶ After the coordinator has filled out the nomination form, the university will get a confirmation of the nomination via e-mail.
 - ▶ Nominated students will receive an email with a link to their application form, which they will have to complete until the application deadline.
 - ▶ No documents need to be sent in hardcopy.

 - ▶ **Full year:** Students who wish to study for the full year have to be nominated separately for the winter and summer semester adhering to the respective deadlines. Students have to undergo the same application process twice.
 - ▶ **Extensions for an additional semester:** Students who wish to prolong their stay must be nominated again for the following semester adhering to the respective nomination deadlines and have to undergo the same application process again.
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Application for freemover students

Application deadline for freemover students

- ▶ **Winter semester:** 15 April
- ▶ **Summer Semester:** 15 September

Contact ista@fh-wien.ac.at about the application procedure for freemovers.

Website for Incoming Students

<https://www.fh-wien.ac.at/en/study/international/incoming-students/>

Visa and International Travel

The Austrian Federal Ministry for European and International Affairs issued guidelines regarding **visa and international travel**. Follow and check the latest updates on this [website](#).

Course Offer

Incoming students can choose a semester package (International Semester Program) or compose their own study program. Students may select courses from different programs. In order to avoid schedule overlaps, we highly recommend choosing one of the International Semester Programs. The Course Guide for each semester is available on our [website](#). There is one Course Guide with all courses offered in English and one Course Guide with all courses offered in German. It is possible to mix courses from both Course Guides.

German Language Courses

German language courses (4 ECTS credits) for beginners and advanced learners are available every semester and they are free of charge for international students.

Housing

Accommodation has to be organised by the students themselves. You can either book a room in one of the students' residences or check the private market for available rooms. Further information and links to housing providers are available on our [website](#).

Academic Calendar

Winter semester 2024/2025

Virtual Orientation Week: August 26 – August 30, 2024 (mandatory!)
Semester starts: September 2, 2024
Semester ends: January 24, 2025

Summer semester 2025

Virtual Orientation Week: February 10 – February 14, 2025 (mandatory!)
Semester begins: February 17, 2025
Semester ends: July 1, 2025

Public Holidays

Austria's National Holiday: October 26, 2024
All Saints' Day: November 1, 2024
Immaculate Conception: December 8, 2024

Christmas Break: December 22, 2024 – January 6, 2025
Easter Break: April 14 – April 21, 2025

Labour Day: May 1, 2025
Ascension Day: May 29, 2025
Whit Monday: June 9, 2025
Corpus Christi: June 19, 2025

Estimated Expenses

Per semester – 5 months:

- ▶ Accommodation: ~ €2,500
- ▶ Food: ~ €900
- ▶ Public Transport: ~ €75 for students' semester pass
- ▶ Student union membership (ÖH): ~ €25.00
- ▶ Miscellaneous expenses: ~ €800 (depending on the student's lifestyle)

Mandatory Residence Registration with Municipal Department 62 (MA 62)

According to Austrian law, you have to register with the authorities. [Here](#) you can find which documents you need and further information that you should consider. The registration of residence is mandatory for all incoming students. The official registration form (*Meldezettel*) is available only in German. An English version that will help you fill in the form will be provided during the Orientation Week.

Residence Registration with Municipal Department 35 (MA 35)

Students with **EU/EEA or Swiss nationality** who are staying in Austria for more than 3 months have to apply for a confirmation of registration (*Anmeldebescheinigung*) within four months of arrival. Further information about the required documents and fees can be found [here](#).

Erasmus Student Network

The ESN in Vienna runs a buddy system and offers a wide range of activities throughout the semester. Details to be published in the first weeks of the semester.
esn@fh-wien.ac.at

Things to do in Vienna

Explore and enjoy the city! Here are some recommendations for what you can do in Vienna: <https://www.wien.info/en>

Virtual Orientation Week (mandatory for all Incoming students!)

To get an impression, how the Virtual Orientation Week (VOW) for Incomings is structured – here you can see a preliminary schedule. The final program will be sent out shortly before the VOW. Please note that the compulsory lectures and personal appointments are held online. The ESN social activities are personal get-togethers in Vienna and are a great opportunity to get to know other exchange students.

Virtual Orientation Week – Program Preview

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 AM						ESN social activities in Vienna	ESN social activities in Vienna
10:00 AM	10:00-10:45 Welcome Lectures I	10:30-11:00 Welcome Lectures III	8:00-13:00 Personal Appointments	8:00-13:00 Personal Appointments	8:00-13:00 Personal Appointments		
11:00 AM	11:00-12:00 Welcome Lectures II	11:00-12:00 Q&A Session					
12:00 PM	12:00-12:30 ESN Presentation						
1:00 PM	12:30-17:30 Personal Appointments	12:30-17:30 Personal Appointments	13:00-15:35 Austrian Culture & More Miša Krenčeyová (Group A+B) Claudia Unger (Group C+D)	13:00-15:35 Austrian Culture & More Miša Krenčeyová (Group B) Claudia Unger (Group D)	13:00-15:35 Austrian Culture & More Miša Krenčeyová (Group B) Claudia Unger (Group D)		
2:00 PM							
3:00 PM							
4:00 PM			15:45-18:15 Austrian Culture & More Miša Krenčeyová (Group A) Claudia Unger (Group C)	15:45-18:15 Austrian Culture & More Miša Krenčeyová (Group A) Claudia Unger (Group C)	15:45-18:15 Austrian Culture & More Miša Krenčeyová (Group A+B) Claudia Unger (Group C+D)		
5:00 PM							
	ESN social activities in Vienna	ESN social activities in Vienna	ESN social activities in Vienna	ESN social activities in Vienna	ESN social activities in Vienna		

Colour Key:

Blue - Compulsory (online)

Light Blue - Optional
(on-site in Vienna)

Green - Personal Appointment (date and time will be provided shortly before the Virtual Orientation Week)

Orange - Austrian Culture & More (information on group allocation will be provided in the beginning of VOW)