



Joint Study - Fact Sheet 2017/2018

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

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INCOMING students	Christa GRASSAUER ph: +43-316-380-1254 / e-mail: christa.grassauer@uni-graz.at
Website (INC Web >)	http://international.uni-graz.at/en/stud/incoming/about-uni-graz/ (INC Web)

	Winter semester (W)	Summer semester (S)
Arrival Dates	Arriving at the beginning Sept 01 – 03 Sept 2017 All other students 01 – 14 Sept 2017	Arriving at the beginning Feb 05 Feb 2018 All other students 05 – 14 Feb 2018
Pre-semester German Course	04 – 27 Sept 2017	05 – 28 Feb 2018
Welcome Week <i>go to INC Web > Welcome Events</i>	Welcome Week sessions are NO walk-in sessions , they are MANDATORY and include sessions about orientation / registration / course system / residence permit / health insurance: Welcome Week I 04.09.2017 – 08.09.2017 Welcome Week II 15.09.2017 – 21.09.2017	Welcome Week 15.02.2018 – 21.02.2018
Academic Calendar <i>go to INC Web > Academic Calendar</i>	beginning of Oct – end of Jan 01 Oct 2017 – 02 Feb 2018	beginning of Mar – end of Jun 05 March – 29 June 2018

Nomination	<p>For nomination complete spreadsheet and email to christa.grassauer@uni-graz.at including the following information</p> <ul style="list-style-type: none"> • <i>first and last name as it appears in the passport,</i> • <i>student's email address,</i> • <i>semester/s student is nominated for</i> [winter semester = Sept-Jan, summer semester = Feb-June/July], • <i>field/s and level of study at home university</i> <p>Nomination deadlines: 15th March for the winter semester / academic year 15th August for the summer semester</p> <p>Late nominations can be accepted but <u>without guarantee for housing!</u></p>
Application	<p>Nominated students will receive an access code for the online registration!</p> <p>Application documents must be sent in 1 PDF-file to: christa.grassauer@uni-graz.at</p> <p>Application deadlines: 1st June for the winter semester / academic year 1st November for the summer semester</p>
Acceptance Welcome Guide	<p>Once the complete application has been handed in and processed, students will receive the Acceptance Letter, a Visa/Residence Permit Letter and our Welcome Guide (http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/).</p>

Fields of Study	<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).</p> <p>Focus: The university's regional focus on South-Eastern Europe is one of the defining factors throughout all areas of study.</p> <p>Co-enrollment: 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> <p>http://studien.uni-graz.at/en/degree-programmes/</p>
Course information English-taught courses	<p><i>go to INC Web ></i></p> <ul style="list-style-type: none"> > <i>Online course guide</i> > <i>Guidelines for course system</i> > <i>Search for English-taught courses</i>
Restrictions	<p>Pharmacology as well as Joint Degree Programs are NOT open to exchange students.</p> <p>Lab placements are generally difficult and cannot be guaranteed.</p> <p>An application for Translation/interpretation/transcultural communication with German is only possible if students are enrolled in a translation/interpretation degree at their home university.</p>
Early exams	<p>... have to be arranged individually at the beginning of the semester. Please note that professors have the last say in the matter.</p> <p>Early exams are <u>NOT available</u> for lecture-type courses at the Faculty of Business (for other types of courses such as pro-seminars, seminars professors have the last say).</p>

Housing	<p>Type of student housing available: Shared flats in student dorms with cooking facilities, single/double occupancy available from arrival date (see above) to end of semester. All dorms in Graz are co-ed.</p> <p>Housing cost estimate: Housing is provided for and the City of Graz will reserve a space in a single occupancy room in a student dorm.</p> <p>Housing application deadlines: 1st June for the winter semester / whole academic year 1st November for the summer semester</p>
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Language Requirements	<p>The University of Graz recommends language level B2 in German / two years of college German in order to take full advantage of the mobility.</p> <p>Students who will only take courses in English must have B2 English knowledge and must check whether they can find enough English-taught courses in their fields of study to fulfill their home university's credit requirements.</p>
Language courses	<p>3-week German Intensive Language Courses (6 ECTS credits incl. in transcript) are offered in September and February before the start of the semester at a reduced fee. Also German courses during the semester are offered. Further information: https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/.</p> <p>For semester courses see: https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/semester-courses/</p>
Buddy program	<p>Buddy program (pick up and support by Graz student) is available for exchange students. Sign up at http://uni-graz.esnaustria.org/buddy-program-uni-graz.</p>
Students - special needs	<p>The "Integrated Studies" Centre is the central information and contact point: http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/</p>
Health Insurance	<p>SEMESTER STAY: 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> <p>FULL YEAR STAY: 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 56,74 / month (info as of 2017) 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>
Visa & Residence Permit	<p>SEMESTER STAY: 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 100 (info as of 2016)</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>FULL YEAR STAY: 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 > details: https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/exemption-from-visa-requirements-visumfreiheit/</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 & Residence Permit letters by regular mail. Graz University cannot bear the costs for sending these documents via courier.</p> <p>Costs: approx. € 120 (info as of 2016). Further information: https://oead.at/en/to-austria/entry-residence-and-employment/</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>
Transcripts <i>go to INC Web > Transcript</i>	<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 strongly advised to issue a digitally signed transcript by themselves. Transcripts can be verified by using the following link: https://www.signatur.rtr.at/en/vd/Pruefung</p>
ECTS & Grading system	<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</p>

*go to INC Web > Infosheet
about academic workload
and grading*

for exams, writing of paper, reading etc.) = 25 hours. Each semester is comprised of 15 teaching weeks, 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 between 24 to 30 ECTS per semester as a full time study load.

Grade		US Grade recommendation
1 = Sehr Gut	Excellent/very good	A
2 = Gut	Good	A-/B+
3 = Befriedigend	Satisfactory	B-
4 = Genuegend	Sufficient/Pass	C
5 = Nicht Genügend	Fail	F