KARL-FRANZENS-UNIVERSITÄT GRAZ
UNIVERSITY OF GRAZ

Büro für Internationale Beziehungen | Office of International Relations

Erasmus+ Fact Sheet 2019/2020

Name of the institution	**KARL-FRANZENS-UNIVERSITÄT GRAZ**
Erasmus code	**A GRAZ01**
ECHE code:	**28563-EPP-1-2014-1-AT-EPPKA3-ECHE**
PIC:	**999873188**
Address	Universitätsplatz 3 A-8010 Graz Austria/Europe http://www.uni-graz.at/
Head of institution	Professor Dr. Martin Polaschek, Rector
Erasmus+ Legal Representative	Professor Dr. Petra Schaper-Rinkel, Vice-Rector for Digitalization

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Websites	http://international.uni-graz.at/en (office) http://international.uni-graz.at/en/stud/incoming/about-uni-graz/ (INC Web)

Welcome Week *INC Web > Welcome Events*	Welcome Events are **mandatory** and include sessions about orientation / registration / course system:	
	Winter semester Welcome Week I: **05.09.2019 – 11.09.2019** Welcome Week II: **16.09.2019 – 20.09.2019**	**Summer semester** Welcome Week: **17.02.2020 – 20.02.2020**

Academic calendar *INC Web > Academic Calendar*	**Winter semester** Lecture Period: beginning of Oct – end of Jan Examination Period: until mid-Feb	**Summer semester** Lecture Period: beginning of Mar – end of Jun Examination Period: until mid-July
Nomination	**Nomination via Mobility-Online including the following information:** • *first and last name as it appears in the passport,* • *student's email address,* • *semester/s student is nominated for,* • *field/s and level of study* **Nomination deadlines**: **15th May** for the winter semester / whole academic year **15th October** for the summer semester **We are unable to accept nominations after these deadlines!**	
Application	Nominated students will receive access links for the online registration! Application documents of Erasmus+ students have to be provided in Mobility Online. **Application deadlines**: **1st June** for the winter semester / whole academic year **1st November** for the summer semester	
Acceptance	After having uploaded the complete application documents, students will receive an online generated Admission Letter and a Visa/Residence Permit Letter (if required).	
Welcome Guide	Our "Welcome Guide" is available online: http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/.	
Fields of Study Overview	The University of Graz is a public HEI with an enrolment of 32.500 students and a strong international profile offering more than 100 BA, MA and PhD degrees which are open to exchange students (except for a few restrictions – see below). **Focus:** The university's regional focus on South-Eastern Europe is one of the defining factors throughout all areas of study. **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 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. http://studien.uni-graz.at/en/degree-programmes/	

Course information **English-taught courses**	*INC Web:* *> see Online course guide (https://online.uni-graz.at)* *> see Guidelines for course system (https://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww_s_ugo_guidelines.pdf)* *> see Search for English-taught courses (https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnLvSuchePage)*
Restrictions	**Lab placements** are generally difficult and cannot be guaranteed. 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.

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Early exams / Alternative exam modes	**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.** Early exams are NOT available for lecture-type courses of 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).
Housing **Rent & Living Costs**	Erasmus+ 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. Further information: https://housing.oead.at/en/accommodation/graz-en https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/
Language requirements	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. 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.
Language courses	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/.
Buddy program	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.). More information at http://unigraz.esnaustria.org/buddy-program-karl-franzens-uni-graz-0.
Students with special needs	The Disability Resource Center is the central information and contact point: http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/
Visa & Residence Permit	Further information on visa / residence permit requirements: https://oead.at/en/to-austria/entry-residence-and-employment/
Health Insurance	**All EU/EEA students** need to bring their European health insurance card to Austria as it will be valid during their stay in Graz. **All non-EU/EEA exchange students nominated for 2 semesters** are required by law to register for Austrian health insurance upon arrival (assistance and more information available during the mandatory WELCOME WEEK). Austrian health insurance is offered for currently approx. €58,39/month. This insurance will not cover the student's journey to Graz including medical evacuation and repatriation – the student has to make sure s/he purchases travel insurance accordingly. **Non-EU/EEA 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.

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Health & Safety Policy	The compulsory student union fee includes **liability and accident insurance**. (way to and from the university as well as on campus). This does, however not replace full health insurance coverage for the exchange stay. Safety facilities and trainings are provided in specific departments where applicable (e.g. labs).

Transcripts *INC Web > Transcript*	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
ECTS & Grading system *INC Web > ECTS & grading information*	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.): **1 ECTS credit = 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	
1 = Sehr Gut	Excellent: outstanding performance
2 = Gut	Good: above the average standard but with some errors
3 = Befriedigend	Satisfactory: generally sound work with a number of notable errors
4 = Genügend	Sufficient: performance meets the minimum criteria
5 = Nicht Genügend	Unsatisfactory: substantial improvement necessary; requirement of further work

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