



Erasmus+ International Credit Mobility Fact Sheet 2020/21

Name of the institution	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 https://www.uni-graz.at/en/
Head of institution	Professor Dr. Martin Polaschek, Rector

Office of International Relations	Universitätsplatz 3 A-8010 Graz – Austria/Europe ph: +43-316-380-1249
Head of office	Sabine PENDL ph: +43-316-380-2211 e-mail: sabine.pendl@uni-graz.at
Erasmus+ Institutional coordinators Bilateral agreements	Doris KNASAR (North, Central and South America, Asia, Australia) ph: +43-316-380-2213 Mediha OHRANOVIĆ (South East Europe, Africa, CIS, Georgia, Near and Middle East, Ukraine), ph: +43-316-380-2214 E-mail: erasmusagreements@uni-graz.at
Staff mobility INCOMING & OUTGOING (for teaching/training)	Doris KNASAR (North, Central and South America, Asia, Australia) ph: +43-316-380-2213 Mediha OHRANOVIĆ (South East Europe, Africa, CIS, Georgia, Near and Middle East, Ukraine), ph: +43-316-380-2214 E-mail: staffmobility@uni-graz.at
INCOMING student mobility	Eva MATLSCHWEIGER ph: +43-316-380-1248 e-mail: erasmusplus.intl.incoming@uni-graz.at
OUTGOING student mobility	Vera HARTMANN ph: +43-316-380-1251 e-mail: erasmusplus.intl.outgoing@uni-graz.at
Websites	http://international.uni-graz.at/en (office) http://international.uni-graz.at/en/stud/incoming/about-uni-graz/ (INC web)

	Winter semester	Summer semester
Planning your trip & arrival	Make sure you arrive in time for the welcome events, in case you sign up for the German course in time for the start of the German course.	
Pre-semester German course	September 2-24, 2020	February 2-24, 2021
Welcome week	Welcome week sessions are NO walk-in sessions , they are MANDATORY and include sessions about orientation / registration / course system.	
	Welcome Week I: September 7-14, 2020 Welcome Week II: September 15-21, 2020	Welcome Week: February 15-18, 2021
Academic calendar	Oct 1, 2020 - Jan 29, 2021	Mar 1, 2021 - Jul 2, 2021
Nomination (students)	Information on the updated nomination procedure based on the new database system will be available soon. Nomination deadlines: 1 May for the winter semester / whole academic year 1 October for the summer semester We are unable to accept nominations <u>after these deadlines!</u>	
Application (students)	Nominated students will receive an access code for the application tool and complete the entire application incl. all uploads in the application tool. Application deadlines: 1 June for the winter semester / academic year 1 November for the summer semester	
Acceptance (students)	Once the application process has been completed and processed, students will be able to download the Acceptance Letter and a Visa/Residence Permit Letter .	
Nomination (staff)	Uni Graz can accept nominations of incoming staff during the whole grant period. Depending on the length of the visa application process in the applicant's country, a <u>nomination 4-6 months in advance of the beginning of the actual stay</u> is recommended. An Erasmus+ mobility without a visa is not possible.	
Application (staff)	Applicants should establish contact with a colleague at Uni Graz before applying and submit a letter of invitation with the application at the home institution. In order to find a match at Uni Graz, applicants are advised to first check the list of academic schools/departments at http://www.uni-graz.at/en/university/information/faculties/ and then contact the relevant department/unit to find out if it can host them. The contact email should include the applicant's CV and information on the proposed teaching/training plan. If the proposed activity is feasible, an invitation letter will be issued to the applicant by the host department/unit. The home institution will select and nominate staff grantees to Uni Graz by providing the following documents (scanned documents are acceptable): <ul style="list-style-type: none"> • Staff Mobility Agreement signed by the institutional coordinator and the staff member • Invitation Letter • Copy of the passport ID page The IRO contact person at Uni Graz will organize the mobility together with the candidate and a participant grant agreement will be issued and signed.	
Welcome Guide for students	Our "Welcome Guide" is available online: http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/	

Fields of study	<p>The University of Graz is a public HEI with an enrollment of 31.100 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). http://studien.uni-graz.at/en/degree-programmes/</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 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 minimum of 50 % of courses during the exchange must be taken at the University of Graz.</p>
Restrictions	<p>Pharmacology as well as Joint Degree 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 incl. German at their home university.</p>
Course information English-taught courses	<p>> see Online course guide (https://online.uni-graz.at)</p> <p>> see Guidelines for course system</p> <p>> see Search for English-taught courses</p>
Early exams Alternative exam modes	<p>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.</p> <p>Early exams are <u>NOT available</u> for lecture-type courses at 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).</p>

Housing (students)	<p>Erasmus+ International students can apply for housing either via the housing office of Austrian Exchange Service (OeAD) or at the 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.</p> <p>Further information:</p> <p>https://housing.oead.at/en/accommodation/graz-en</p> <p>https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/</p>
Housing (staff)	<p>The IRO contact person at Uni Graz provides a list of housing options; incoming faculty/staff candidates can make the reservation at the accommodation of their choice.</p>
Language requirements (students)	<p>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.</p> <p>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.</p>
Language requirements (staff)	<p>Unless otherwise specified, the working/teaching language is English. No language certificate required, although a minimum language level of B2 is recommended.</p>
Language courses	<p>3-weeks 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/</p>
Buddy program	<p>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.).</p> <p>More information at: http://unigras.esnaustria.org/buddy-program-karl-franzens-uni-graz-0</p>

Students and staff with special needs	<p>The Disability Resource Center is the central information and contact point: https://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/</p>												
Health & safety policy	<p>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.</p> <p>Safety facilities and trainings are provided in specific departments where applicable (e.g. labs).</p>												
Health insurance	<p>Students: According to the program guidelines of E+ ICM, insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the student. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the student is aware of health insurance issues. Furthermore, the student is responsible for taking out adequate insurance coverage also covering medical evacuation and repatriation and including liability and accident.</p> <p>Staff: Insurance is not automatically provided for the whole duration (incl. travel days). Information will be provided by the IRO contact person after the nomination of the grantee.</p>												
Visa & residence permit	<p>Further information on visa / residence permit requirements: https://oead.at/en/to-austria/entry-residence-and-employment/</p>												
Transcripts <i>INC Web > Transcript</i>	<p>The University of Graz no longer issues paper transcripts. Students are expected to initiate and download their electronically signed transcript from their UNIGRAZonline account themselves within the timeframe of their enrollment.</p> <p>Transcripts can be verified online by using the following link: https://www.signatur.rtr.at/en/vd/Pruefung</p> <p>Instructions for both transcript download and verification are available on the incoming website.</p>												
ECTS & grading system <i>INC Web > ECTS & grading information</i>	<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 for exams, writing of paper, reading etc.) 1 ECTS = 25 hours.</p> <p>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 hours etc. For exchange students we consider a range between 24 to 30 ECTS per semester as a full-time study load.</p> <p>Assessment: The method of assessment varies between subjects. Details can be found in the online course description of each course. Students are permitted to resit exams on site during the timeframe of their enrollment according to the study law regulations (Studienrechtliche Bestimmungen). Students are not entitled to alternative exam dates or exam modes. The decision about any such arrangements lies with the relevant professor.</p> <table border="1" data-bbox="703 1503 1310 1671"> <thead> <tr> <th>Grade</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 = Sehr Gut</td> <td>Excellent/very good</td> </tr> <tr> <td>2 = Gut</td> <td>Good</td> </tr> <tr> <td>3 = Befriedigend</td> <td>Satisfactory</td> </tr> <tr> <td>4 = Genügend</td> <td>Sufficient/Pass</td> </tr> <tr> <td>5 = Nicht Genügend</td> <td>Fail</td> </tr> </tbody> </table>	Grade		1 = Sehr Gut	Excellent/very good	2 = Gut	Good	3 = Befriedigend	Satisfactory	4 = Genügend	Sufficient/Pass	5 = Nicht Genügend	Fail
Grade													
1 = Sehr Gut	Excellent/very good												
2 = Gut	Good												
3 = Befriedigend	Satisfactory												
4 = Genügend	Sufficient/Pass												
5 = Nicht Genügend	Fail												