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Full name of University	UNIVERSITY OF GRAZ
Program Type	MAUI
Contact person for incoming students name, title, full address, phone, fax, email	Christa GRASSAUER Office of International Relations Universitätsplatz 3, A-8010 Graz Phone: 0043 316 380 1254 christa.grassauer@uni-graz.at
Contact person for outgoing students name, title, full address, phone, fax, email	Petra RABITSCH Office of International Relations Universitätsplatz 3, A-8010 Graz Phone: 0043 316 380 1243 petra.rabitsch@uni-graz.at
General University Website	http://www.uni-graz.at/en/
International Office/Website for Incoming Students	INCOMING website http://international.uni-graz.at/en/stud/incoming/about-uni-graz/ http://studien.uni-graz.at/en/degree-programmes/
Areas of study open to undergraduate exchange students list explicitly	All programs except Pharmacology are open to exchange students. 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. 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.
Open undergraduate areas of study taught in English list explicitly	Language of instruction is German. However many programs offer a limited number of English-taught classes: https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnLvSuchePage
Are graduate areas open for exchange?	✓ Yes, for master level student. In order for students to be enrolled on graduate level, they must have completed a relevant bachelor program and be able to provide both complete bachelor documentation (bachelor diploma + transcript) and proof of master enrollment in a field of study corresponding to the one they are applying for at Uni Graz. http://studien.uni-graz.at/en/degree-programmes/
Areas of study open to graduate exchange students list explicitly	All programs <u>except</u> Pharmacology and Joint Degree programs are open to exchange students. 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. 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.
Open graduate areas of study taught in English list explicitly	Language of instruction is German. However many programs offer a limited number of English-taught classes: https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnLvSuchePage
Can advanced undergraduate exchange students take graduate level courses?	✓ No



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Can graduate students take undergraduate level courses?	✓ Yes
Areas of study not available to MAUI/AEN students	Pharmacology and Joint Degree programs are <u>NOT</u> open to exchange students.
Websites for course offerings both in host language & English offerings	Overall Course Guide: https://online.uni-graz.at/ How to use course guide: http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww_s_ugo_guidelines.pdf English-taught classes only: https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnLvSuchePage
Orientation session(s) for incoming students Is it mandatory, indicate dates and costs	Winter semester - Welcome Week I 05.09.2019 – 11.09.2019 Winter semester - Welcome Week II 16.09.2019 – 20.09.2019 Summer semester - Welcome Week 17.02.2020 – 20.02.2020 Details available from March onwards: <i>INCOMING website > Welcome Events</i>
Academic Calendar Please list exact dates.	Winter semester beginning of Oct – end of Jan 01.10.2019 – 31.01.2020 Summer semester beginning of Mar – end of Jun 02.03.2020 – 26.06.2020 Details available from March onwards: <i>INCOMING website > Academic Calendar</i>
Examination period(s)	During and at the end of each semester.
If there is a break between the academic course calendar and exams, can arrangements be made so the student may take exams early? (i.e. semester ends in December and exams are late January).	Early exams / alternative exam arrangements 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 <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.
Application deadline for each term	Nomination deadlines: 1st May - winter semester / academic year 1st October - summer semester Application deadlines: 1st June - winter semester / whole academic year 1st November - summer semester 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 (<i>INC Web > Welcome Guide</i>).
Application website. If paper only, please write "paper only."	STEP 1: After being nominated to Uni Graz via the network, students receive an email providing them with the code and the guidelines for the online application. STEP 2: Completed application form and study confirmation need to be printed off from



	online system, signed and together with all necessary documents sent to the Uni Graz as one PDF-document via email.
How does the application and admissions process differ for undergraduates versus graduates?	In the case of graduate applications, academic advisors at Uni Graz assess the bachelor degree and current enrollment to determine whether graduate enrollment in the master program applied for is possible.
Course registration deadline	Course registration takes place after arrival in Graz during welcome weeks. Deadlines differ from faculty to faculty. Students participating in the mandatory welcome events are offered a session on course registration incl. all relevant information as well as academic advising sessions.
Do students register for classes in advance or upon arrival?	✓ Upon Arrival
Are prior arrangements needed to secure a visa before arrival in country?	✓ Yes
Language Requirements	<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 test certificate required? If so, which and when: before admission or upon arrival?	NO
Preparatory language course for incoming students? Indicate dates and costs	<p>✓ Yes</p> <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/.</p>
Are there any special advising or registrations concerns that students should be aware of? Are services available to assist in registration or course selection?	<p>YES, for dates – see registration sessions for incoming students indicated above.</p> <p>Welcome Week sessions are NO walk-in sessions, they are MANDATORY. They include sessions about orientation / registration / course system / residence permit / health insurance.</p>
Required minimum and maximum number of credits available through the exchange For both undergraduate & graduate	<p>Students coming to Uni Graz follow the credit requirements of their home university.</p> <p>A full semester workload at Uni Graz equals 24-30 ECTS.</p>
Is housing assistance available? How do students apply, and is it guaranteed?	Students make their own housing arrangements directly with the dorms (links provided on our incomings website). 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.
Housing options	Shared flats in student dorms with cooking facilities, single/double occupancy available. Note that all dorms in Graz are co-ed.
Housing Website and Contact Person(s)	<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>
Do students apply for housing with their regular application or is it separate? Please list housing application deadline.	Housing application is separate and is taken care of by the students themselves (links for dorms in Graz provided on our incoming website).



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Is housing available between breaks in the term?	Depends on student's arrangements with the dorm.
Is there a campus meal plan?	√ No
Total cost estimates per month in Euro (broken down below)	EUR 700-800 / mo depending on housing arrangements and personal expenses
-Housing	EUR 250-400 / mo depending on housing arrangement
-Meals	depends on student's personal preferences 1 cafeteria meal – approx. EUR 5-6
-Books	depends on student and courses taken
-Local Transportation	Approx. EUR 50 / mo
-Health Insurance	EUR 58,39 / month + EUR 11 (one-time payment for ecard) – mandatory only for full year students (subject to change)
-Other (please indicate and specify any mandatory additional fees)	EUR 20 / semester (subject to change)
Is comparable health insurance coverage from abroad allowed/not allowed? If not, please include fees in "other" field above.	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 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. 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.
Are health facilities available at the university?	The university does not have a medical facility on campus. However, there are two university clinics in Graz as well as general practitioners and specialists in all fields.
Are internships available?	√ No
Are student jobs available/allowed?	√ No
Other important notes	VISA / RESIDENCE PERMIT: 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 150 (info 2018). Additional fees may apply. <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! 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/ <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). <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



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	<p>Acceptance & Residence Permit letters by regular mail.</p> <p>Costs: approx. € 160 (info 2018). Additional fees may apply. Further information: https://oead.at/en/to-austria/entry-residence-and-employment/</p> <p>BUDDY PROGRAM:</p> <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.). More information at http://unigraz.esnaustria.org/buddy-program-karl-franzens-uni-graz-0.</p> <p>STUDENTS WITH SPECIAL NEEDS:</p> <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> <p>CREDIT INFORMATION:</p> <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 credit = 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 hrs etc. For exchange students we consider a range between 24 to 30 ECTS per semester as a full time study load.</p> <p>TRANSCRIPTS:</p> <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 expected to access and download the electronically signed transcript by themselves. Transcripts can be verified by using the following link: https://www.signatur.rtr.at/en/vd/Pruefung</p>
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