

Handbook for Exchange Students

Academic Year 2022/23

www.fh-campuswien.ac.at

INTERNATIONAL OFFICE



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Welcome to FH Campus Wien

Dear incoming students,

The team of the International Office welcomes you to FH Campus Wien University of Applied Sciences and to Austria's capital, Vienna. You have decided to pursue part of your studies at our institution; this will add an international dimension to your professional and personal journey, from which you will benefit in many ways.

FH Campus Wien is Austria's largest university of applied sciences. At our state-of-the-art premises, we have created the ideal circumstances for high quality teaching and research. Our study programs successfully cooperate with more than 150 partner universities in Europe and beyond. All students from abroad who – just like you – come to stay at our institution for some time contribute to the internationalization of FH Campus Wien. In return, we will do our best to make your stay in Austria a pleasant and enriching part of your life.

This Handbook for Exchange Students is meant to help you find your way around FH Campus Wien and the city of Vienna and to provide you with tips of student life in Vienna in and out of class. The patterns and processes we follow in our daily lives are organized and communicated differently across different cultures and this can lead to misunderstandings and difficulties in mutual communication, especially at the beginning of your stay abroad. But the mobility coordinators, your buddy and your fellow students will be happy to assist you and answer your questions.

It might happen that during your stay you will be confronted with problems with other people that arise out of cultural differences. If this should be the case, don't worry about it too much. It is only natural that such cultural discrepancies occur: our different cultural and social backgrounds prompt us to act differently in certain situations. But the willingness to recognize cultural diversity, accept it, and cherish it as a valuable experience and a change to personal growth is the best basis for a successful exchange semester. You will see that these experiences will broaden your horizon in every way possible – not only academically.

The time you will spend with us here in Vienna together with your fellow students from all over Europe and beyond will be interesting and exciting, and you will take a lot of lessons learnt home with you. We hope that you will look back at your time in Vienna and at FH Campus Wien with fond memories later on.

We wish you all the best for your stay in Vienna and success for your studies at FH Campus Wien.

Willkommen in Wien! Welcome to Vienna!

The Team of the International Office

1 FH Campus Wien

1.1 General Information

FH Campus Wien has existed since 2001 when it resulted from a merger of two course-providing bodies in the technical field. In fall 2002, it started to provide programs previously offered by the Vienna City Academy of Social Work and the Federal Academy of Social Work in Vienna, both of which were closed down in 2005. Finally, in 2007, the Higher Education Institution for Special Allied Health Professions and Midwifery were transferred into the tertiary education sector and ultimately integrated into FH Campus Wien. Currently, FH Campus Wien offers a broad variety of study programs on both bachelor's and master's level across 7 departments.

Construction for the new main building of FH Campus Wien in the south of Vienna started in February 2008. The new premises are located in the densely populated 10th district of Vienna, Favoriten, where many different cultures and nationalities meet. In the academic year of 2013/14, all study programs, except for the Departments of Applied Life Sciences and the Public Management programs, have moved to the new main campus. The Department of Applied Life Sciences continues to be situated at the Vienna BioCenter for the most part, with the Bioengineering programs located at the University of Natural Resources and Applied Life Sciences in Vienna's 19th district, where it is well linked to biotech undertakings and research institutions. The study programs in Public Management are held at Laudon Palace (Schloss Laudon) in the outskirts of Vienna's 14th district.

1.2 Campuses

Main Campus

In the city and yet surrounded by nature, FH Campus Wien's main campus located at "Altes Landgut" in Vienna's 10th district scores highly with its ideal location. Just 20 minutes from Stephansplatz, FH Campus Wien is easily accessible by public transportation.



Address Main Campus

Favoritenstraße 226
1100 Vienna

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In September 2017, a new subway station about just 5 minutes away by foot from the main campus was completed – "Altes Landgut" on the **U1** line. This conveniently connects FH Campus Wien to most major transportation hubs, such as Vienna Central Station (*Wien Hauptbahnhof*) and Wien Praterstern, as well as to the inner city.

In addition, bus line **15A** travels to the second most important railway station in Vienna (*Wien Meidling*), where you can connect to the **U6** subway line, the suburban railway lines, and regional, long-distance

and international trains. On the other end, the bus calls at "Enkplatz-Grillgasse" along the **U3** subway line.



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Cooperation locations for the bachelor's degree program in Health Care and Nursing

The bachelor's degree program in Health Care and Nursing has several cooperation campuses located in Vienna run by the Vinzentinum Group and the Vienna Health Association. The campuses have adopted the curriculum of FH Campus Wien, which is also responsible for the quality assurance and coordination of the training at these campuses.

1.3 Study Programs

<p>Applied Life Sciences Applied Life Sciences</p>	<p>Bachelor</p> <ul style="list-style-type: none"> > Bioengineering > Molecular Biotechnology > Sustainable Management of Resources > Packaging Technology <p>Master</p> <ul style="list-style-type: none"> > Bioinformatics > Biotechnological Quality Management > Bioprocess Technology > Molecular Biotechnology > Packaging Technology and Sustainability
<p>Building and Design Bauen und Gestalten</p>	<p>Bachelor</p> <ul style="list-style-type: none"> > Architecture – Green Building > Civil Engineering and Construction Management <p>Master</p> <ul style="list-style-type: none"> > Architecture – Green Building > Civil Engineering and Construction Management
<p>Health Sciences Gesundheitswissenschaften</p>	<p>Bachelor</p> <ul style="list-style-type: none"> > Biomedical Science > Dietetics > Occupational Therapy > Midwifery > Logopedics – Phoniatics – Audiology > Orthoptics > Physiotherapy > Radiological Technology <p>Master</p> <ul style="list-style-type: none"> > Health Assisting Engineering
<p>Applied Nursing Science Angewandte Pflegewissenschaft</p>	<p>Bachelor</p> <ul style="list-style-type: none"> > Health Care and Nursing <p>Master</p> <ul style="list-style-type: none"> > Health Assisting Engineering
<p>Social Work Soziales</p>	<p>Bachelor</p> <ul style="list-style-type: none"> > Social Work > Social Management in Early Education and Care <p>Master</p> <ul style="list-style-type: none"> > Children- and Family-Centered Social Work > Spatial and Clinical Social Work > Social Economy and Social Work (SOWOSEC)
<p>Engineering Technik</p>	<p>Bachelor</p> <ul style="list-style-type: none"> > Applied Electronics > Clinical Engineering > Computer Science and Digital Communications > High Tech Manufacturing <p>Master</p> <ul style="list-style-type: none"> > Electronic Systems Engineering > Green Mobility > Health Assisting Engineering > High Tech Manufacturing > IT-Security > Safety and Systems Engineering > Software Design and Engineering > Technical Management
<p>Administration, Economics, Security, Politics Verwaltung, Wirtschaft, Sicherheit, Politik</p>	<p>Bachelor</p> <ul style="list-style-type: none"> > Integrated Safety and Security Management > Public Management > Tax Management <p>Master</p> <ul style="list-style-type: none"> > Integrated Risk Management > Public Management > Tax Management

2 International Office

2.1 Contacts

The Mobility Coordinator at the International Office will help you with all organizational matters around your stay in Vienna.

Greta Maria Wurm, BSc MA

✉ greta.wurm@fh-campuswien.ac.at

+43 1 606 68 77 – 6154

Campus Favoritenstraße, P.E.20

2.2 Opening Hours

During the International Office's opening hours, students are invited to discuss questions and organizational matters with the Mobility Coordinators in room P.E.20.

The opening hours are:

- > Wednesdays 09.00-12.00 and 13:00 – 16:00
- > Thursdays 09.00-12.00 and 13:00 – 16:00
- > Monday, Tuesday and Friday from 08:00 – 17:00 but only with an appointment!

Students are also welcome to make individual appointments with the Mobility Coordinators outside the opening hours. Please make sure to contact your Mobility Coordinator well ahead of time if you wish to come outside the opening hours.

In urgent cases, please contact ✉ international@fh-campuswien.ac.at.

3 International Coordinators

The International Coordinators at the study programs oversee the cooperation with our international partner institutions and assist exchange students with academic matters. If you wish to get further information concerning a study program's course offer or have content-related questions about your prospective exchange activity, the International Coordinators will be happy to assist you.

Applied Life Sciences

Bioengineering, Bioinformatics, Biotechnological Quality Management, Bioprocess Technology

- > Elisabeth Holzmann, Bakk.techn.
✉ elisabeth.holzmann@fh-campuswien.ac.at

Molecular Biotechnology

- > FH-Prof. Dr. Paul Watson
✉ paul.watson@fh-campuswien.ac.at

Packaging Technology

- > Dr.ⁱⁿ Mary Grace Wallis
✉ mary.wallis@fh-campuswien.ac.at

Building and Design

Architecture – Green Building, Civil Engineering and Construction Management

- > FH-Prof. Mag. Dr. Manfred Steiner
✉ manfred.steiner@fh-campuswien.ac.at

Health Sciences

Biomedical Science

- > Susanne Bauer-Mitlinger
✉ susanne.bauer-mitlinger@fh-campuswien.ac.at

Dietetics

- > Anna Tritscher, MSc nutr.med.
✉ anna.tritscher@fh-campuswien.ac.at

Logopedics – Phoniatics – Audiology

- > Dr.ⁱⁿ Verena Geweßler
✉ verena.geweszler@fh-campuswien.ac.at

Midwifery

- > Sevan Sargis
✉ sevan.sargis@fh-campuswien.ac.at

Occupational Therapy

- > Petra Schwab, MSc
✉ petra.schwab@fh-campuswien.ac.at

Orthoptics

- > Lisa Schneebauer, BSc MMEDSCI
✉ lisa.schneebauer@fh-campuswien.ac.at

Physiotherapy

- > Mag.^a Silke Gruber, MMSPhy
✉ silke.gruber@fh-campuswien.ac.at

Radiological Technology

- > Christoph Kamp, BSc
✉ christoph.kamp@fh-campuswien.ac.at

Applied Nursing Science

Health Care and Nursing

- > FH-Prof.ⁱⁿ Mag.^a Sabine Schweiger
- ✉ sabine.schweiger@fh-campuswien.ac.at

Social Work

Social Work (Bachelor)

- > Mag.^a Isabell Darabi
- ✉ isabell.darabi@fh-campuswien.ac.at

Social Management in Early Education and Care, Children- and Family-Centered Social Work

Verena Prucha, BA

- ✉ verena.prucha@fh-campuswien.ac.at

Social Economy and Social Work (SOWOSEC)

- > MMag.^a Catharina Peric
- ✉ catharina.peric@fh-campuswien.ac.at

Spatial and Clinical Social Work

- > Stefanie Dachs, BA
- ✉ stefanie.dachs@fh-campuswien.ac.at

Engineering

Applied Electronics, Technical Management

- > FH-Prof. DI Gerhard Engelmann
- ✉ gerhard.engelmann@fh-campuswien.ac.at

Computer Science and Digital Communications

- > FH-Prof. DI Thomas Fischer
- ✉ thomas.fischer@fh-campuswien.ac.at

High Tech Manufacturing

- > Dr. Bernhard Mingler
- ✉ sebastian.geyer@fh-campuswien.ac.at

Administration, Economics, Security, Politics

Integrated Security and Safety Management, Integrated Risk Management

- > FH-Prof. DI Dr. Martin Langer
- ✉ martin.langer@fh-campuswien.ac.at

Public Management

- > Mag.^a Natalia Hartmann
- ✉ natalia.hartmann@fh-campuswien.ac.at

4 Application Procedure

4.1 Exchange Programs

As an incoming student you may study at FH Campus Wien for a period of up to two semesters or complete an internship in cooperation with FH Campus Wien. The following exchange programs are available to you:

ERASMUS+



FH Campus Wien currently has about 150 partner institutions throughout Europe. Students from these universities may participate in the ERASMUS+ exchange program. Additionally, students may also complete an ERASMUS+ internship through FH Campus Wien with a minimum duration of two months.

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SEMP (Swiss-European Mobility Program)

Students from our Swiss partner universities can complete a semester or an internship in Vienna receiving SEMP funding from their home university.

Freemover

We are also happy to receive applications from students not studying at one of our partner universities. You may do so by applying as a so-called Freemover. The respective study program will decide whether or not your application is accepted.

Please bear in mind that unlike ERASMUS+ and SEMP exchange students, Freemovers are not automatically exempt from paying the applicable tuition fee at FH Campus Wien. Tuition fees may be waived under the discretion of the study program.

Scholarships and Grants

The [Austrian Database for Scholarships and Research Grants](#) offers a comprehensive overview of funding opportunities and scholarships for international students.

4.2 Your Application

In order to apply as an exchange student at FH Campus Wien, you need to fill out an online application form through our application portal. In the application process, you will be asked to upload the following documents:

- > Learning Agreement (.pdf)
- > Passport photo (.jpg)
- > Transcript of records for your previous years of study (.pdf)
- > A copy of your passport or national ID card (.pdf)

We recommend that you prepare these documents in advance.

As soon as you have successfully completed your application, you will receive an automatic submission confirmation by e-mail. Your application will then be forwarded to and reviewed by the respective study program. You will be notified in due time if you have been accepted.

Application Deadlines

April 30	For the next winter semester or full academic year
October 31	For the next summer semester

All applications will be forwarded to the study program after the end of the application deadlines. The reviewing process might take up to one month.

5 Courses

Depending on the availability of places, incoming students can participate in courses at FH Campus Wien. The majority of our courses are taught in German and some departments offer only courses held in German. Therefore, you should already have a sound knowledge of German before coming to FH Campus Wien. We recommend to have a B2 level of German when choosing to participate in German-taught classes.

There is also a limited offer of English classes at some programs, please contact the coordinators for further information. The master's degree programs in Molecular Biotechnology and Packaging Technology are entirely taught in English.

5.1 Course Offer

You can find detailed information about the courses offered in each study program on their respective website. When visiting a study program's website, you will find a complete overview over their curriculum. Visit www.fh-campuswien.ac.at/en/studies/study-programs to access all study programs.

In the curriculum overview you will have a comprehensive list of all the courses offered at the program. You can access detailed description of the courses by clicking on them.

Please note that in the winter semester you can usually only take courses from the 1st, 3rd and 5th semesters. In the summer semester, you can choose courses from the 2nd, 4th and 6th semester respectively.

5.2 Types of Courses

There is a variety of different types of classes offered at FH Campus Wien. The most common types are the following:

- > Lecture (Vorlesung/VO): gives an overview of the topic by frontal lecturing; aims to transfer specialized knowledge and technical and methodological skills
- > Practical Exercise (Übung/UE): strengthens your practical skills by interaction between students and lecturer(s); students are required to participate actively
- > Seminar (SE): transfers theoretical knowledge and practical skills; contents are dealt with in more detail than in lectures; students are usually required to hand in a final paper and actively participate in in-class discussions
- > Internship (Praktikum/PR): helps students apply their theoretical knowledge and practical skills in a working environment; students should gain experience that can feed into their future training

The table below shows all types of courses you can find at FH Campus Wien:

Type of course	Abbr.	Type of course	Abbr.
Lecture	VO	Tutorial	TUT
Practical Exercise	UE	Excursion	EX
Seminar	SE	Lab Course	LAB
Internship	PR	Workshop	WS
Diploma Thesis	DA	Bachelor Project	BP
Blended Learning	BL	Project Seminar	PSE
Revision Course	RE	Discussion Group	KO
Research Lab	FW	Elective Project on your area of focus	WP
Project-Oriented Course	PLV	Clinical Exercise	KLÜ

5.3 Course Selection and Registration

You should decide which courses you would like to take while at FH Campus Wien when completing your Learning Agreement in the course of your application. The departmental coordinators at your home university can assist you with finding suitable equivalents that you can have accredited at home. Indicate all courses you want to attend in the Learning Agreement. The International Coordinators at FH Campus Wien will assess your course selection when reviewing your application and will offer alternatives if selected courses cannot be attended. Your course selection should be finalized before your arrival at FH Campus Wien. If changes to your Learning Agreement need to be done after your arrival, please refer to the International Coordinator at your study program at FH Campus Wien.

5.4 Exam Dates

There is no fixed exam season at FH Campus Wien. Exams are usually held towards the end of each semester, but individual exams may as well take place throughout the semester. Please be aware that grades will be entered into the system up to four weeks after the end of the semester. You can access your grades through the Online Portal. Should you need your grades earlier, contact the lecturer of the respective class in advance and ask them about the possibility to grade your exam with priority.

5.5 Austrian Grading Scheme

Austrian grading scheme	
1	Excellent (Sehr gut)
2	Good (Gut)
3	Satisfactory (Befriedigend)
4	Sufficient (Genügend) – minimum positive grade
Successfully completed	Positive performance, where a strict differentiation is not adequate
5	Insufficient (Nicht genügend) – failing grade
Not completed	Negative performance, where a strict differentiation is not adequate

5.6 Transcript of Records

A Transcript of Records (ToR) will be issued after your stay at FH Campus Wien. This document indicates all courses that you have completed successfully and gives their ECTS credit equivalent. You can use the ToR to have your academic achievements at FH Campus Wien recognized at your home institution.

Please contact your Mobility Coordinator at the International Office as soon as all your grades have been entered into the system. Your ToR will then be generated and sent to the study program for approval. You will be issued a digital version of the ToR by e-mail and the original copy will be sent to you by mail.

Therefore, please let us know well in advance if your home address has changed in order to avoid the ToR get lost.

5.7 Bachelor's and Master's Thesis

It is also possible to work on your bachelor's or master's thesis during your stay at FH Campus Wien. If you need a supervisor for your thesis, please indicate this on your Learning Agreement and we will try to find a suitable supervisor. Please make sure to have the topic approved at home in advance.

6 Internships

If you are interested in doing an internship through FH Campus Wien, you need to indicate this in your application. In many cases, the International Coordinators will be able to help you find a suitable placement or organize one on your behalf. It might therefore be advisable to get in touch with the respective International Coordinator before your application to discuss the possibility of finding a suitable internship for you. Please make sure that you know the amount of working hours and areas you need covered in order to have the internship recognized at your home university when sending your request to FH Campus Wien.

Internships are usually organized in the Health and Nursing professions, but internships in other areas might also be possible.

If you are completing an internship in the areas of Health or Nursing, you will most likely be in direct contact with patients. By Austrian law, you are therefore required to submit sufficient proof of immunization or other forms of medical certificates of your health status before arriving in Vienna. Your International Coordinator at FH Campus Wien will inform you well ahead in time about the required documents and certificates that you will need to submit to them. If you fail to submit all necessary documents and certificates in time, your internship will be cancelled immediately. Any costs arising for medical check-ups or ultimate cancellation of your internship upon failure to provide sufficient proof of immunization will not be reimbursed.

If you are unsure about the medical requirements you need to fulfil in order to complete your internship through FH Campus Wien, please contact the International Coordinator at the respective study program.

7 Services for Incoming Students

7.1 Orientation Days

At the beginning of each semester, the International Office will organize Orientation Days for the new round of incoming exchange students. The Orientation Days are usually held from Wednesday to Friday in the last week before the official semester start (last week of August for the winter semester and first week of February for the summer semester). The International Office will let you know in time about the exact dates of the Orientation Days.

Participation in the Orientation Days is not mandatory though highly recommended! It gives you a great chance to get to know your fellow exchange students and to get started with your time in Vienna. You will receive important information about FH Campus Wien, life in Vienna and administrative steps that you need to take in the first days after your arrival. You will also receive your student IDs during the Orientation Days and will be assisted with any issues you might have encountered so far. We will make sure to assist you with getting registered with the Austrian authorities and with buying your semester ticket for Vienna's public transportation system.

On the first day of the Orientation Days, you are invited to join us for an Austrian welcome dinner at one of the many exquisite restaurants in the city. Food and drinks are on us!

7.2 Austrian Culture Course

The International Office organizes an Austrian Culture Course open to all incoming exchange students where we will take you on excursions, guided tours, cultural performances and more. This is our contribution to bringing Austrian cultural peculiarities closer to you. The excursions and theoretical inputs will take place throughout the semester, usually in the afternoons or evenings to enable as many incoming exchange students as possible to participate. The final schedule of the program will be presented during the Orientation Days and you will be informed about the registration procedure by the International Office.

In order to cover the expenses of the program, there is a one-time participation fee of 30€. The sum of all planned activities rounds up to well above the participation fee, so this is your cheapest option to experience all of these activities.

The Austrian Culture Course is worth 1 ECTS if you participate in at least two thirds of all activities (usually 8 out of 12). If you need to have the 1 ECTS recognized at your home university, we recommend to include it in your Learning Agreement. Regardless, your successful participation in the program will be certified in your Transcript of Records.



We highly recommend participating in the program as it is of great value to get to know Vienna from different perspectives and it helps you stay in touch with your fellow incoming exchange students.

7.3 Buddy Network

The International Office promotes the exchange between international and Austrian students through the Buddy network for incoming exchange students. Buddies are Austrian students who volunteer in helping international exchange students get started in Vienna.

If you would like to get the help of a buddy during your stay in Vienna, you may indicate so in your online application and we will try to find a suitable buddy for you!

7.4 German Language Courses

FH Campus Wien currently does not offer its own German language courses. Nevertheless, you have a broad variety of options if you wish to improve your German language skills while staying in Austria.

We recommend you visit the [Language Center of the University of Vienna](#) which offers a large selection of German courses tailored to many different needs and levels. As an exchange student in Austria, you are eligible for their Exchange Student Discount. Just indicate your status during your online class registration and the discount will be deducted from the course fee. You also benefit from receiving valuable ECTS credits upon successful completion of the German language classes at the Language Center. The University of Vienna will issue a separate Transcript of Records certifying your participation in the classes. You may use that Transcript of Records to have the ECTS credits recognized at your home university.

As an incentive, the International Office at FH Campus Wien offers a financial grant to its exchange students successfully completing a German language course in Vienna. You can get up to €200,- refunded per semester upon presentation of the course confirmation. Contact your Mobility Coordinator at the International Office to learn more about the grant and the application requirements.

7.5 Visa

EU, EEA or Swiss citizens are not required to obtain a visa for their stay in Austria. Any official travel document, such as passport or national ID card, is sufficient to enter and reside in Austria.

Students from third countries intending to stay in Austria for a maximum of six months need a travel visa type C or a residence visa type D. Please refer to the [Austrian Federal Ministry of European and International Affairs \(BMEIA\)](#) for further information on available visa types and requirements.

Visa are usually obtained through the Austrian diplomatic representative office responsible for your home region (embassy, consulate). Please start the visa acquisition process as early as possible.

Students from third countries wishing to stay in Austria for more than six months are required to apply for a residence permit for students before arriving in Austria. Residence permits can also be obtained through the Austrian diplomatic missions.

You may also refer to the [Austrian Agency for International Cooperation in Education and Research \(OeAD\)](#) for further information about entry and residence requirements in Austria.

The International Office cannot obtain visa on your behalf. Please make the necessary arrangements yourself. You can however contact us if you need assistance or additional documents.

7.6 Housing

FH Campus Wien does not offer on-campus housing, but Vienna offers a wide range of student residences and shared rooms, making it relatively easy to find adequate accommodation that fits your needs. Nonetheless, we strongly recommend you start looking for accommodation options early, at least three months before your arrival.

Student Dormitories

Rooms in student dormitories offer an uncomplicated way to get a fully furnished, yet inexpensive accommodation for a semester. We recommend you check out the dorm offer of [OeAD Housing](#). They offer rooms in various price ranges in dormitories located throughout Vienna. You can apply for a dormitory right through their website.

A somewhat cheaper alternative to the student dormitories offered by OeAD Housing are the dormitories of [Wihast](#). You can also use their website to choose from various locations in Vienna and register for a room online. Another option is a room in a hall of residence from [STUWO student housing](#). STUWO has 13 different locations throughout Vienna.

Private Accommodations

Shared apartments also offer a good opportunity to get to know other students in Vienna and help you get the best experience of life in Vienna. Our [Facebook Group](#) offers shared rooms and apartments sublet by our outgoing students.

The [ÖH Bulletin Board](#) also lists a large selection of available shared rooms and apartments. If you decide for a private accommodation, be sure to inquire about the facilities of the room or apartment ahead of time and be careful if you are asked to transfer money in advance.

A safe option through a well-known third-party provider is [HousingAnywhere](#).

The staff of the International Office will be happy to assist you with your search for suitable accommodation and are available to answer any questions.

7.7 Applicants with Special Needs

Equal opportunities and non-discrimination are core values of FH Campus Wien. It is important to us to promote the equality of all people in all areas of society.

We welcome applications from incoming students with disabilities, chronic illnesses and other limitations, as well as students who have to care for children. We attach great importance to providing all of them with equal terms and conditions for a semester abroad.

You would like to come to FH Campus Wien for a semester abroad and need help because you have special needs? Your child(ren) will accompany you on your adventure abroad and you need help in planning everything? The staff of the International Office and the Center for Gender & Diversity Management will gladly assist you in answering your questions about accessibility and childcare at FH Campus Wien.

Please contact:

Center for Gender & Diversity Management

Contact person for students with disabilities and special needs

> Mag.^a Ursula Weilenmann

✉ barrierefrei@fh-campuswien.ac.at

8 Student Services at FH Campus Wien

8.1 Student's Portal

All students at FH Campus Wien have access to the Student's Portal. The portal is an administrative tool by which all student matters are managed. As an incoming exchange student, you will receive access to the portal after your application has been approved. You will need to fill in your personal data and upload a picture for your student ID card. Some of the data in the portal will be pre-filled by the data you entered during your online application. Please make sure to double check the pre-filled data to make sure that everything is saved correctly.

The portal serves a variety of functions. Among other things, you can use it to:

- > access your timetable
- > contact fellow students and lectures
- > announce absences
- > download study material
- > check your grades

You can also use the Campus+ App on your phone as your portal to go. You can download the Campus+ App via the Apple App Store and Google Play.

8.2 Campus Card

Students in Austria have their own student ID card. At FH Campus Wien, this is the so-called Campus Card. Your Campus Card will be issued to you during the Orientation Days or at an individual appointment with your Mobility Coordinator. The Campus Card serves as your national student ID card which you may use to get access to student discounts across the country. Furthermore, the card can also be used as a means of payment on campus to pay at the restaurant, the cafeteria, and the vending machines and to use the printers on FH Campus Wien's campuses.

You can load money onto your Campus Card online through the portal or by using the self-service machines in the foyer on the main campus. Residual money that you do not need anymore can be reimbursed.

In order to have your Campus Card issued, you need to have completed your personal data in the portal and uploaded a suitable photo.

If you lose or damage your Campus Card, please contact Doris Helfert-Föderler at +43 1 606 68 77 – 6640 or by e-mailing her (doris.helfert-foederler@fh-campuswien.ac.at).

8.3 Austrian Students' Union (ÖH)

The Students' Union at FH Campus Wien is part of the national Austrian Students' Union (ÖH). It serves as a specialized representative and interest group for students in Austria. They can assist you with problems and issues you encounter during your academic stay at FH Campus Wien and serve as mediators between the parties involved. The ÖH also offers consultation, services around legal matters, and provides psychological counseling. At FH Campus Wien, you can also use their printing services (binding of theses, poster prints and more).

ÖH @ FH Campus Wien

Room A.E.01

✉ info@oeh-fhcw.at

+43 1 606 68 77 - 1990

There is also a nationwide specialized [ÖH Office for Foreign Students](#). They can assist you with problems around visa applications, admission, German language acquisition, tuition fees and more.

All students in Austria are automatically members of the Students' Union and thus have to pay the mandatory ÖH fee. The fee also covers insurance for general liability and accidents related to your studies at or internship through FH Campus Wien.

ÖH Insurance Information

National ÖH Insurance Office

✉ studierendenversicherung@oeh.ac.at

+43 5 900 990 01

8.4 Cafeteria

On the main campus of FH Campus Wien you have two options when it comes to food: the Campina (cafeteria) and the DaCampo (canteen).

Campina offers cold and warm snacks, breakfast and drinks. It is open all day during the week and until the afternoon on Saturdays. They also have a small seating area where you can rest and meet with other students or when the weather is nice you can also sit outside in the Mensgarten.

DaCampo is open around noon and in the evenings and serves warm meals. There are usually three to four decently priced meal options with at least one of them vegetarian. There is also a range of desserts and drinks available, as well as a salad bar and a selection of warm soups.

8.5 Library

Next to the cafeteria on the main campus you can find FH Campus Wien's library. The library is open all day during the week and until the afternoon on Saturdays. It grants access to more than 25,000 media and offers a quiet study environment. There are also computers and copying machines that you may use. You can lend media at the library using your Campus Card at no additional cost. You will be given an introduction to the library services during the Orientation Days.

As a vibrant student city, there are multiple public and private libraries scattered across the city. As a student, you often have free or discounted access to their services and materials. A selection of important libraries in Vienna includes:

- > Austrian National Library (Österreichische Nationalbibliothek)
- > Library of the Chamber of Labor
- > Vienna Public Libraries (Stadtbüchereien)
- > Austrian State Archives
- > Libraries of the University of Vienna
- > Library of the Vienna University of Economics and Business
- > Library of the University of Natural Resources and Applied Life Sciences Vienna
- > Library of the University of Veterinary Medicine Vienna
- > Library of the Medical University in Vienna
- > Library of the University of Education Vienna
- > Library of the University of Technology Vienna
- > Max Perutz Library at the Research Institute of Molecular Pathology at the Campus Vienna BioCenter
- > Austrian Central Library for Physics

8.6 Gender & Diversity Management

FH Campus Wien celebrates diversity in society and among its students, teachers, employees and affiliates. Diversity is one of FH Campus Wien's core values. The Center for Gender & Diversity Management oversees and manages activities promoting diversity in all areas of everyday life at FH Campus Wien. Some of their services include:

- > assistance for people with chronic diseases and disabilities
- > services for refugees
- > assistance for students with children
- > support for women in science
- > sensitization for topics of gender and diversity, e.g. institutionalized gender-neutral language at FH Campus Wien

There are also various network groups for LGBTQI+ students, lecturers, employees and allies. These groups have been established in November 2014 for people of different sexual orientations, gender identities and concepts of life. They serve as internal platforms for exchange, information, discussion and support. Check out their Facebook group [queer@FH Campus Wien](#).



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9 Insurance and Financial Matters

9.1 Fees

Exchange students who study at FH Campus Wien within the framework of an exchange program (i.e. ERASMUS+, SEMP) do not have to pay tuition fees. Freemovers have to pay the full tuition fees unless the head of the respective study program decides to waive tuition fees for their stay.

However, all students have to pay the membership fee to the Austrian National Students' Union (ÖH). This is a mandatory fee and not a tuition fee! It includes a general liability insurance and an accident insurance covering both your way to and stay at the premises of FH Campus Wien as well as all activities and excursions you participate in as part of your studies (incl. internships, Austrian Culture Course).

Before you arrive in Vienna, FH Campus Wien's Accounting Department will send you an invoice via e-mail with the amount due for your stay with us. You need to transfer the amount to the account indicated in the invoice. We recommend doing so at least two weeks before your arrival in Vienna so that your payment can be processed and finalized. You will not be able to validate your student ID or print out any inscription confirmations until your payment has been processed correctly. If you encounter problems in transferring the money or if there are any questions concerning the amount of the fee stated on your invoice, please contact the International Office and we will try to sort everything out. Please be aware that your bank institute might charge fees for international transfers, especially if your home country does not use the Euro. Make sure to inquire about such charges before making the transfer. This especially applies to students with their home banks located in Switzerland and Norway.

In some study programs so-called material expenses might be applicable. These fees are used to buy teaching materials etc. Usually teaching expenses sum up to around €50 per semester. The lecturers of your classes will inform you at the beginning of the semester if such a fee applies to you.

The participation fee for the Austrian Culture Course will be paid in cash during the Orientation Days. You will receive an invoice in the course of the semester.

9.2 Accident and Liability Insurance

By paying the mandatory contribution to the Austrian National Students' Union you are automatically insured for general liability and accidents covering your way to and stay at the premises of FH Campus Wien as well as any excursion you might participate in as part of your studies (incl. Austrian Culture Course).

If you are completing an internship in Vienna, it might be necessary for you to buy a larger insurance coverage. Please inquire the need for the applicable insurance coverage for your internship with your mentor.

9.3 Health Insurance

As is true for every stay abroad, having adequate and sufficient health insurance coverage while studying in Austria is important and crucial to your safety. We advise all incoming exchange students to inform themselves about the health insurances coverage in Austria provided by their home insurance provider for travels to Austria. Please make sure to have sufficient health insurance coverage prior to coming to Austria.

Students from EU and EEA countries who have a valid national health insurance coverage in their home country need a European Health Insurance Card issued by the respective health insurance carrier.

Typically, this card is automatically issued when your health insurance covers travels to other EU/EEA countries. Make sure that you are in possession of this card before traveling to Austria. Note that the card might not be automatically filled out with the necessary data unless you inform your insurance carrier that you plan to travel abroad.

Students from countries outside the EU/EEA are advised to check with their national health insurance carrier if their coverage also applies to their stay in Austria.

Students who do not have health insurance coverage in Austria through their national insurance carrier can purchase health insurance coverage at the [ÖGK](#) (Österreichische Gesundheitskasse). Eligibility to health insurance coverage through the WGKK might be dependent on income limits and other conditions (e.g. duration of studies, change of study program etc.).

Private health insurance is also an option. The benefits of such insurances however differ greatly and we thus advise you to inquire thoroughly about the details.

Emergency Numbers in Austria	
European emergency number	112
Police	133
Fire Department	122
Ambulance	144
Social Hotline Vienna	+43 1 533 77 77
Health hotline ¹	1450

¹ If you show symptoms commonly related to COVID-19, you are required to stay home and refrain from going to a doctor's office. Seek medical help and advice first by calling 1450. You will then be provided with medical assistance.

10 Life in Vienna

10.1 General Information

Vienna is the capital of Austria and with a population of just under 1.9 million inhabitants also the country's largest city. The population of the city has been steadily increasing over the past years. Reasons for this include Vienna being considered the cultural and economic hub of Central and Eastern Europe, and its extraordinarily high quality of life. According to the Mercer Quality of Life Index, Vienna has been taking first place worldwide for several years in a row.

On an administrative level, the City of Vienna forms its own political subdivision similar to provinces in other countries. It is divided into 23 districts with the Old Town forming its own district. The district numbers are always given on street signs and the districts' names are rarely given when talking about them. Vienna's 10th district, Favoriten, where the main campus of FH Campus Wien is located, is among the most populated and largest.

Vienna is situated between the Vienna Woods and the Danube river. Numerous guidebooks praise the beauty of the city, its rich history and mix of cultures. It is also conveniently located near the borders with Slovakia, Hungary and the Czech Republic, offering great options for day trips to these countries. The public transportation network to the surroundings of Vienna as well as to the neighboring countries is well developed and generally cheap compared to other metropolises of similar size and status.

Vienna is much more than St. Stephen's Cathedral, the Vienna Giant Ferris Wheel and Schönbrunn Palace. During the next couple of months, you will have a unique chance to dive into the city and immerse with its rich culture off the beaten tourist tracks. In everyday life you will inevitably not only encounter the city's traditions and peculiarities, and the open minds, but also some skepticism by some of its inhabitants. You might come to the conclusion that Vienna is neither a Western nor an Eastern European city as such a vast number of different cultures cross here and have left their imprints in the course of history, starting from when Vienna was founded as a Roman town.

Whatever your conclusions might be, we hope that you will create a strong bond with the city and feel welcome here. Besides some administrative issues, we would also like to raise some suggestions for how to spend your free time in Vienna on the following pages.

10.2 Arriving in Vienna

Vienna is well connected to the world and you have a multitude of options available when planning your trip to Vienna. Here are some suggestions and pieces of information for you upon your arrival:

Vienna International Airport (VIE)

When coming by plane, you will most likely have chosen Vienna International Airport (VIE) as your destination. Most major European and international carriers serve the airport and it should be no problem to find a connection from your nearest airport. The airport operates 24 hrs and is well connected to the city, though options might be limited during the night. You can take the suburban train to Wien-Mitte or the RailJet long-distance trains to Wien Hauptbahnhof and Wien Meidling. Tickets for either can be bought at the ÖBB ticket vending machines or at the ÖBB counter in the arrivals hall. The City Airport Train (CAT) is a nonstop but expensive alternative to get to Wien-Mitte. There are also bus lines running to/from the airport bringing you to most transportation hubs in the city. The bus ride is more expensive than the trains though.

Many low-cost airlines have begun service to VIE in the past years. However, some low-cost airlines might serve Bratislava International Airport (BTS) instead. From there, you can take the bus to Vienna. Bus tickets are usually quite cheap on this route and service fairly frequent.

Vienna Main Station (Hauptbahnhof)

All international trains call at Wien Hauptbahnhof which is the largest train station in the city. Some also stop at Wien Meidling or Wien Westbahnhof. International train services run to all neighboring countries and beyond. International destinations served directly include Munich, Zurich, Hamburg, Berlin, Prague, Budapest, Ljubljana, Zagreb, Bolzano, Milan, Venice, Belgrade, Krakow, Bucharest, Lviv and Kyiv. Check out www.oebb.at to buy international train tickets to Austria.

International Coaches

The network of international coach routes connecting Vienna has grown over the past years. Most of them either arrive at Wien Hauptbahnhof or Wien Erdberg. Germany, Slovakia, Hungary, Slovenia, Croatia and the Czech Republic are especially well connected by coach.

Highways

The road infrastructure around Vienna is pretty well developed. Take the A1, A4, A21 or A23 highway to get to Vienna. Please note that you have to pay a toll to use Austrian highways. You need to get a "Pickerl" before driving onto the Austrian highways. They are usually sold at gas stations along the border.

10.3 Duty to Register

A general duty to register applies in Austria. Therefore, international exchange students in Austria are legally obliged to register at the Vienna District Offices (Magistratische Bezirksämter) within three days after their arrival in Vienna.

In order to register, you need to go to the Registration Service Center (Meldestelle) with the following documents:

- > valid passport or national ID card
- > completed [residence registration form \(Meldezettel\)](#) with the original signature of your lessor (or caretaker in your dormitory)

You will be issued an excerpt from the registration registry that you need to present when opening a bank account, getting the semester ticket and other services.

Residence registration forms are available directly at the District Office, the OeAD and Wihast dormitories or [online](#). The International Office will also provide you with a copy. The form is unfortunately only available in German, but we will assist you in filling out the form.

Contact data and opening hours of the Registration Service Centers can be found [here](#).

Most of Vienna's districts have their own District Office. At each District Office there is a Registration Service Center. You can register at any of the Registration Service Center, no matter whether you live in that district or not.

If you change your residence during your stay in Vienna, you need to register this change with the Registration Service Center. Please note that you also have to de-register before leaving Vienna.

10.4 Registration Certificate

If you intend to stay in Austria for more than three months, you are obliged to apply for a Registration Certificate (Anmeldebescheinigung) at the competent authority ([Registration Service Center of MA 35](#)). This duty also applies to EU, EEA and Swiss citizens! A fee of up to €30,- applies.

Failing to obtain the certificate is punishable by law with a fine of up to €250,-. The registration certificate is valid indefinitely and does not have to be renewed when moving to another address in Austria. Before leaving the country, the competent authority has to be informed about your departure.

The following documents have to be presented when applying for a Registration Certificate:

- > completed and signed application form
- > passport or national ID card
- > proof of adequate health insurance coverage
- > proof of adequate financial resources (e.g. bank account statement, confirmation letter of parents)
- > confirmation of enrolment at higher education institute (in your case FH Campus Wien)

10.5 Working in Austria

Whether your residence title or visa grants you access to the Austrian labor market needs to be checked with the respective immigration office. Access may depend on your nationality, the type of employment you are seeking, and – for non-EU/EEA citizens – the type of your residence permit.

Further information may be found [here](#).

10.6 Costs of Living in Vienna

Austria uses the Euro (€) as its official currency. As a capital city, the costs of living in Vienna are higher than in other cities. However, they are relatively low compared to other European cities of similar status. The following calculations are meant as a guideline and are by no means exhaustive or fixed. You may experience higher or lower expenses depending on a variety of personal factors and choices.

Approximate costs of living per month (as of 2020)	
Accommodation (incl. utilities)	€ 400 - € 600
Food	€ 200 - € 300
Public Transportation	€ 15 - € 30
Study Materials	€ 50 - € 150
Leisure	€ 100 - € 200
Approximate total expenses per month	€ 765 - € 1,280

As a student at an Austrian institution of higher education, you can use your Austrian student ID to receive student discounts in many places in Vienna and across Austria. Asked for a student discount when buying tickets to museums, tours, tourist attractions etc. Note however, that most student discounts are limited to a certain age group and may only apply to students younger than 27.

10.7 Opening Hours

Opening hours in Austria are quite strict compared to many other European countries. Stores are usually open from 8.00-20.00 during the week and 8.00-18.00 on Saturdays. Almost all stores and shops remain closed on Sundays and public holidays. A small number of grocery stores in Vienna also open on Sundays (like the small SPAR stores at train stations or the BILLA at Praterstern). However, these are usually very crowded on Sundays.

10.8 Public Holidays

Public holidays in Vienna during the academic year 2021/22			
National Day	October 26	Epiphany	January 6
All Saints' Day	November 1	Easter Monday	April 18
Immaculate Conception	December 8	Labor Day	May 1
Christmas Day	December 25	Ascension Day	May 26
St. Stephen's Day	December 26	Whit-Monday	June 6
New Year's Day	January 1	Corpus Christi	June 16

10.9 Doctors and Pharmacies

Doctors have their own opening hours and these should always be checked before going there. Most general practitioners have open consultation hours without prior appointments. This may result in longer waiting times, especially during the winter. Specialists usually require a prior appointment. Nevertheless, it is always a good idea to get in contact with the doctor of your choice in advance by calling them. You should also always check whether your doctor has a contract with your health insurance carrier to advance payments.

Pharmacies are typically open from 08.00-18.00 during the week and 09.00-12.00 on Saturdays. There are always pharmacies open at other hours and on Sunday and holidays. They use a rotary system to determine which pharmacy is in service during these hours.

Links:

Doctors in Vienna: www.praxisplan.at (in German)

Hospitals in Vienna: <https://gesundheitsverbund.at/kliniken/> (in German)

Pharmacies in Vienna: www.apotheker.or.at (in German)

10.10 Banks and Post Offices

The opening hours of banks differ according to institute and branch. You can withdraw money at all times at the ATMs all over Austria. ATMs can be used with any Austrian or foreign debit card (Maestro and V-PAY) and credit cards (MasterCard, VISA, American Express, Diner's Club). Many hotels, restaurants and shops as well as gas stations accept credit cards. Note that your home credit institute may charge fees for withdrawing money or payments abroad! Typically, there are no charges for such services with Austrian and most European cards.

Post offices usually have the same opening hours as other shops. They can be found throughout the city. Find your nearest post office at www.post.at.

10.11 Public Transportation

Vienna has a very extensive and affordable public transportation system that covers the whole city and even reaches out into Lower Austria. The transportation system in Vienna is part of the Verkehrsverbund Ostregion (VOR) which covers the city of Vienna and most parts of Lower Austria and Burgenland. Tickets can be bought at the ticket office, vending machines, online or through the WienMobil App.

There are different modes of public transportation in Vienna:

Suburban Trains (S-Bahn)

Suburban trains connect the city of Vienna with the surrounding areas in Lower Austria and Burgenland. The trains are operated by the Austrian Federal Railways (ÖBB) but local tickets may be used within the city limits of Vienna. The main line runs from Wien Meidling to Wien Floridsdorf with services every couple of minutes during the day. The airport is also connected to Vienna by suburban train line **S7** which runs every 30 minutes. Note that the airport is located outside of Vienna and an additional fare has to be paid even if you have a valid ticket for the city! Trains run from the early morning until midnight every day with shorter intervals during rush hour. Some lines also run during the night on weekends.

Underground (U-Bahn)

There are five underground lines in Vienna which connect the most densely populated areas within the city. Trains usually run every 3-5 minutes during the week and every 7 minutes during the weekend. Night service is available on all lines during the night on weekends with services every 15 minutes.

Trams

There are 30 tram lines in operation in Vienna covering the whole city. There is no night service on tram lines.

Buses

Various bus lines run through the city usually connecting less densely populated areas with the underground and tram lines. There are dedicated night lines running each night. The night network varies between weekdays and weekends and is coordinated with other modes of transportation that may run during that night.

Semester Ticket for Students

Students at Austrian institutions of higher education with a valid national student ID card who are younger than 27 years have access to the Semester Ticket for Students of the Wiener Linien.

The ticket is valid for the whole semester:

- > September 1 to January 31 in the winter semester
- > February 1 to June 30 in the summer semester

The price for the ticket varies depending on your residence. If you have registered Vienna as your main residence, the ticket costs € 75. Otherwise you have to pay € 150. Prices can be higher when you buy the ticket at the ticket counters. The ticket cannot be bought at the vending machines. You will have to present the following documents when buying the ticket at the ticket counter:

- > Student ID card
- > Meldezettel (Certificate of Registration)
- > sometimes: Letter of Acceptance or Confirmation of Enrolment

If you decide to buy the ticket online, your student status is validated through the data you enter into the system. You can find more information on the [website of Wiener Linien](#).

Annual Season Ticket

If you are too old to be eligible for the Semester Ticket for Students, we recommend you buy the [annual season ticket](#). The ticket is € 365 (which equals € 1/day) for the whole year if you pay upfront. You can also pay each month by having a monthly rate deducted from your bank account (European IBAN number required!).

Even if you do not need the ticket for the whole year, it is still less expensive than buying a new ticket each month. You can cancel your annual season ticket when you do not need it anymore and have the difference reimbursed to you (a small cancelation fee applies).

You can find an overview of all available tickets [here](#).

10.12 Austrian Federal Railways (ÖBB)

The Austrian Federal Railways (ÖBB) are the national railway company that operates regional, long-distance and high-speed trains throughout Austria and to neighboring countries. They offer a customer card (VorteilsCard) which reduces the ticket price by up to 50%. More information is available [here](#).

10.13 Biking in Vienna

Biking is a very popular mode of transportation in Vienna as the city is well equipped with an extensive network of bike lanes. If you do not want to buy your own bike while staying in Vienna, you can use the rentable CityBikes which you will find throughout the entire city. Monitors in the trams will indicate how many bikes are available at the next stop so that you can transfer from one mode of transportation to another effortlessly. More information, maps and tours are available [here](#).

10.14 Leisure Activities

Vienna is a great spot for a huge variety of leisure activities that suit all needs and personalities. Here are some of our recommendations.

Parks and Hiking

Vienna is known as being the green capital of Europe. There are many parks which can easily be reached by public transportation. Some popular spots include Donauinsel, Prater, Laaerberg, Stadtpark, Burggarten and Rathauspark.

If you want to explore the nature and woods without crossing the city limits, you might want to follow one of the many [city hiking trails](#).

Museums

There are numerable museums in the city focusing on all kinds of different topics: from art to technology and more. A full overview of all museums is available [here](#). Do not forget to ask for a student discount when buying your ticket!

Some of our recommended must-visits include:

- > Albertina
- > Kunsthistorisches Museum (Museum of Art History)
- > Naturhistorisches Museum (Museum of Natural History)
- > MAK - Museum für Angewandte Kunst (Museum of Applied Art)
- > Weltmuseum (Ethnographic Museum)
- > MUMOK – Museum für Moderne Kunst (Museum of Modern Art)
- > Jüdisches Museum (Museum of Jewish History in Vienna)

Schönbrunn Palace and Zoo

One of the most recognizable landmarks of Vienna definitely is Schönbrunn Palace with its huge publicly accessible gardens. Right on the compound you can also find the Zoo (Tiergarten), the oldest in the world, founded in 1752, featuring an aquarium, terrarium house, desert house and more.

Vienna Prater

The Vienna Prater is among the oldest amusement parks in the world. It features the famous Vienna Giant Ferris Wheel, haunted houses, roller coasters and more. The Schweizerhaus is one of the most popular beer gardens in Vienna.

Movie Theaters

Vienna also caters to cineastes. There are numerous movie theaters showing more than just the contemporary mainstream Hollywood program. We recommend:

- > Filmcasino
- > Topkino
- > Votivkino
- > Burgkino

Theaters and Operas

For everyone interested in classical music and operas, Vienna is a dream come true. The State Opera (Staatsoper) plays a changing program of classics and new pieces. Big and small theaters can be found all across the city with many of them also having English plays on their schedules.

Parties and Clubs

There is much to choose from when you want to spend the night out partying or clubbing in Vienna. Hangout locations popular for students are the numerous bars and clubs along the city ring road Gürtel which usually hosts DJs but sometimes even small concerts. The area around Schwedenplatz offers a wide variety of bars and smaller clubs. LGBT clubs and bars can be found in the Kettenbrückengasse area and the inner city.

10.15 Sports**University Sports Institute of Vienna (USI)**

The [USI](#) offers a wide range of courses in all kinds of sports. You can choose from about 200 courses, which you can sign up for at student-friendly rates. We advise you to register early as USI courses are very popular and many sell out within days if not hours.

Gyms

As in every major city, there is a plentitude of different private gyms located in the city.

Swimming

There are many indoor and outdoor [swimming pools](#) in Vienna. Some of them offer reduced admission fees for students.

Running

The most popular running routes are found along the Prater, Donauinsel or in Schönbrunn.