



 **Technikum**
International

WELCOME GUIDE

for Incoming Students

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Dear International Student!

Thank you for choosing the University of Applied Sciences Technikum Wien (UAS Technikum Wien) for your study experience abroad!

The guidebook at hand intends to serve as a short overview on our Higher Education Institution (HEI) and provides basic information on your life and studies in Vienna. In addition, we recommend attending the Orientation Week organized especially for our international students at the beginning of each semester. This week will not only provide you with the framework of the UAS Technikum Wien and its facilities, but offers useful insights into inter-cultural topics and the Austrian culture.

For your time at UAS Technikum Wien, my advice to you is: use the chance that you are given to expand your academic expertise, to engage with people from all around the world, and to hence broaden your horizons in any way possible!

Fritz Schmöllebeck
Rector UAS Technikum Wien



About UAS Technikum Wien

Austria's technical University of Applied Sciences

With around 11,000 graduates thus far and 4,400 students, the University of Applied Sciences Technikum Wien is Austria's only purely technical University of Applied Sciences. The educational offerings consist of 12 Bachelor's and 18 Master's degree programs, which are offered as full-time, part-time and/or distance study programs. Four degree programmes are taught fully in English. The educational offerings are based on a solid scientific foundation and are also practice-oriented. At UAS Technikum Wien, emphasis is not only placed on providing a high-quality technical education, but also on subjects with a focus on business and personal development. Close ties and collaborations with business and industry give students and graduates excellent career opportunities. The combination of theoretical and practical application is of central importance in both research and instruction.



The research and development activities at UAS Technikum Wien have grown significantly in recent years and currently concentrate on our research focuses:

- ◆ Embedded Systems & Cyber-Physical Systems
- ◆ Renewable Urban Energy Systems
- ◆ Secure Services, eHealth & Mobility
- ◆ Tissue Engineering & Molecular Life Science Technologies
- ◆ Automation & Robotics

UAS Technikum Wien Association

The operator of UAS Technikum Wien is the University of Applied Sciences Technikum Wien Association (Managing Committee, management). The association bears overall financial and legal responsibility for the university of applied sciences and is also responsible for the strategic development and the operational management of the institution as well as for raising the public's awareness of the institution.



UAS Technikum Wien was founded in 1994 and in 2000 it became the first institution in Vienna to receive the status of a university of applied sciences. It became a member of the European University Association (EUA) in 2012 and is also a network partner of FEEI – Association of the Electrical and Electronics Industries.

Step-by-Step to UAS Technikum Wien

Before Arrival

◆ When should I arrive in Vienna?

International students are advised to arrive in Vienna for the summer term at the beginning of February and for the winter term at the beginning of September, when the Orientation Week starts (usually the second week of September/February). Depending on the courses of their choice, regular classes of the study programmes start in the middle of September or in the middle of February.

◆ Visa arrangements

Please contact the Austrian Embassy in your country of residence for entrance regulations prior to your departure. You will have to apply for an entry visa to Austria at the nearest Austrian consulate before you travel to Austria. The issuance of a student visa may be a longer process, hence students should plan ahead as much as possible.

Please note that YOU are responsible for your visa!

EEA nationals and Swiss students do not need to apply for visa. Nevertheless, they need to register their residence in Austria after their arrival. For more detailed information, please refer to the chapter: "Important information for EEA nationals and Swiss students" (Page 11).



Accomodation

Besides the admission procedure and the formalities of your visa application, it is also necessary to find suitable accommodation. There are various options for you depending on your individual needs and life style:

Dormitories:

<http://housing.oead.at/en/accommodation/wien-en>

<http://www.akademikerhilfe.at/en/vienna>

<https://www.home4students.at/en/>

<http://www.base19.at/en/base19/>

www.oejab.at

www.wihast.at

<http://www.aai-wien.at/studentenhaus-des-wiener-jugendherbergswerks-im-aa>

<http://www.housingvienna.com/>

<https://www.dormy.at/>

<http://www.heimfest.at/studentenheime/wien>

(database is only in German, but the dormitories have their websites in English)

<https://www.the-fizz.com/student-accommodation/vienna-brigittenau>

(exclusive rooms from EUR 460,-)

Apartment Sharing:

A very common alternative to living in a dormitory is sharing a flat/apartment with other students. These are websites where you can search for a suitable place:

<https://housinganywhere.com/>

<https://www.studium.at/wohnen>

www.jobwohnen.at

Renting an Apartment:

Before signing a rental agreement it is advisable to gather information about your rights and duties and to have the rental contract checked by an expert. An apartment search is time-consuming and should be well planned. If you assign an estate agency to the search of the suitable accommodation you have to pay commission (usually three monthly rents) for this service. Take into account that deposits might have to be paid as well as payments for previous investments.

The Housing Office of the Austrian Exchange Service (<http://housing.oead.at/en>) provides flats and rooms in halls of residence for international students (receivers of the OeAD grant, Erasmus students etc.). The deposit of the accommodation amounts to € 950. After leaving the student residence the reservation deposit will be returned to you. On receipt of the completed application form, you will be informed about the address and location of your student residence.

The contact details of the Housing Office of the Austrian Exchange Service are:
Ebendorferstrasse 7 1010 Wien
Email: housing@oead.at
Phone: +43 1 53408 800

Youth Hostels for Temporary Housing:

<p>Hostel Ruthensteiner Robert-Hamerling-Gasse 24 1150 Wien T: 01/8934202 https://www.hostelruthensteiner.com/</p>	<p>Hostel Hütteldorf Schloßberggasse 8 1130 Wien T: 01/8770263 http://www.hostel.at/hostel-wien-huetteldorf/</p>
<p>Jugendgästehaus Brigittenau Friedrich-Engels-Platz 24 1200 Wien T. 01/33282940 https://www.oejhv.at/jugendherbergen/wien/1200vienna/jugendgaestehaus-brigittenau/</p>	<p>Jugendherberge Myrthengasse Myrthengasse 7 1070 Wien T: 01/ 52363160 https://www.oejhv.at/jugendherbergen/wien/1070vienna/</p>

◆ Living costs

A foreign student in Vienna has to take the following average living costs into account: Rent for a room (incl. electricity/heating) starting at € 350,- Public transport for a student (student ID) under 27: €75 each semester, €30 during holiday months per month (February, July, August) Don't forget costs for food, books, leisure time activities, etc. MONTHLY TOTAL approx. € 800
https://www.numbeo.com/cost-of-living/country_result.jsp?country=Austria

◆ Health insurance

Make sure to check with your own Health Insurance Company or local embassy prior to your arrival. Check out: <http://www.feelslikehome.at/>

If necessary you can register for Austrian student health insurance when you are in Vienna ("Studentenversicherung").

The student health insurance is offered by Wiener Gebietskrankenkasse. Please find more information at: <https://www.wgkk.at/cdscontent/?contentid=10007.755104>

Step-by-Step to UAS Technikum Wien

Arrival

◆ At the Airport

Vienna International Airport is situated approx. 15 kilometres outside of the city. More Information:

<https://www.viennaairport.com/>

◆ To Vienna City Centre by bus

You can also take an airport bus to the city centre (one way: about €8).

Please find more information at:

<http://www.viennaairportlines.at/en/>

◆ Bus terminals:

Westbahnhof

(from and to Western Austria)

<http://www.westbahnhof.at/>

Hauptbahnhof

(Main Station - all directions)

<http://hauptbahnhofcity.wien/>

Vienna International Busterminal

(National and international bus connections)

<https://www.vib-wien.at/en/vib-busterminal>

◆ To Vienna City Centre by train

The cheapest way to go from the airport to the city centre is to use the city train "S7" ("S-Bahn") to the station "Wien Mitte." The fare is about € 4,20 (one direction, this includes public transport in Vienna eg. metro or bus). Train runs every 30 minutes, travelling time is about 25 minutes.

You can use the CAT train (City Airport Train) to travel to Vienna from the airport (www.cityairporttrain.com). This train also takes you to the station "Wien Mitte". The fare is about € 11 (without a ticket for public transport in Vienna). Train Interval is 30 minutes; travelling time is 16 minutes.

Once you are in the city, buy a ticket for about € 2,20 (if you have not taken the S-Bahn) at the train station "Wien Mitte" (above the underground station "Landstraße" for the lines U3 and U4).

Step-by-Step to UAS Technikum Wien

After Arrival

◆ Registration

Within three days after your arrival in Vienna you have to register at the Registration Service Centre in one of the Vienna Municipal District Offices (“Magistratisches Bezirksamt”). You can register at any of the Registration Service Centres no matter which district you live in.

The address of the Municipal District Offices you can find at:
<https://www.wien.gv.at/verwaltung/meldeservice/stellen.html>

More information you can find at:
www.wien.gv.at/verwaltung/meldeservice/pdf/meldeserviceenglisch.pdf

For the registration, please bring along:

- **A valid passport**
- **The completed application** form (residence registration) and your landlord’s signature if you live in a rented flat. This form is available also at every Registration Service Centre in the Vienna District Offices or online at:
<https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf>
- If you hold **more than one citizenship** you have to **submit all documents proving your identity**, place of birth, and nationality, i.e. travel documents



Before you leave Vienna it is compulsory to deregister at the District Office. Take your passport and all copies of the registration form with you.

◆ Registration certificate for EEA nationals and Swiss nationals

If you intend to stay in Austria for more than three (3) months, the Law on Residence and Settlement in Austria stipulates that you have to apply for a registration certificate at the Municipal Department 35 („Magistrat 35“). Please note that you have to do it in addition to registering at a Municipal District Office (see chapter Registration).

More information about the registration at the Municipal Department 35 please find at: <http://www.wien.gv.at/english/administration/civilstatus/openinghours.html>

For the registration, please bring along:

- **A valid personal identity card or passport**
- **Proof of health insurance**
- **Confirmation of sufficient financial means** (e.g. statement of bank account, confirmation of scholarship)
- **Confirmation of registration at the Municipal District Office** („Meldezettel“).

Please note that if you do not apply for a registration certificate in time, you commit an administrative offence punishable with a fine.



◆ Public transport

Vienna has a very good public transport system, which runs from about 5.30 am until around midnight. From Friday to Sunday and on the public holidays the underground lines are running the whole night. Night buses are available during the whole week.

One ride into one direction („Einzelfahrschein“) with the possibility to transfer costs about € 2,20. A monthly ticket („Monatskarte“) costs about € 48,20 and is valid for the whole public transport system in the city of Vienna (zone 100).

All students under 26, who are registered at an Viennese University can buy a Student Semester Pass for € 75,00, which is valid for the whole semester. You can purchase your Student Semester Pass at all points of sale of Wiener Linien and at the customer service center at the subway station “Erdberg”.

For buying the Student Semester Pass you need:

- Student ID Card with a valid semester stamp
- Application Form (you get it directly at the station, “Bestellformular“)
- Confirmation of Registration („Meldezettel“)

More information about the tickets and prices you can find at:

<http://www.wienerlinien.at/eportal2/ep/channelView.do/pageTypeld/66533/channelId/-47643>

Trains:

Every student under the age of 26 can get a reduction pass (“Vorteilskarte“) for € 19 (valid for 12 months) which secures you a discount on train tickets within Austria (Austrian Railways) and some reduction on train tickets abroad. If you buy the tickets online or at the ticket machine you get a discount of 50%, if you buy it at the ticket office, you get only a discount of 45%. Nevertheless, students older than 26 have to pay the full price.

Please find more information at:
<http://www.oebb.at/en/angebote-ermaessigungen/vorteilskarte>



Safety

Vienna is a relatively safe city in the European Union, but following the basic precautions that would apply to living in any big city, it is recommended to:

- Always have a copy of your passport with visa, and the original registration on you
- Watch out for pickpockets in crowded places
- Keep an eye on your luggage while traveling
- Store your valuables (money, credit cards) in a wallet in zipped pockets (on clothes or in a bag)
- Always know how you will get home late at night (the time of the last train/bus or the telephone number of a reputable taxi service)
- Do not react to verbal abuse/invitations
- Do not stay late at night in an isolated place with people you do not know

Important Emergency Numbers:

- Euronotruf (European Emergency Service): 112
- Rettung (Ambulance): 144
- Feuerwehr (Fire-brigade): 122
- Polizei (Police): 133
- Notarzt (Emergency Medical Service): 141
- Apothekenbereitschaftsdienst (Pharmacies): 1450
- Vergiftungszentrale (Intoxication): 406 43 43

Important hospitals and outpatient clinics:

Unfallkrankenhaus Lorenz Böhler Donaueschingenstr. 13, 1200 Wien T: 5 9393-41000	Wilhelminenspital Montealestr. 37, 1160 Wien T: 491 50-0
Unfallkrankenhaus Meidling Kundratstr. 37, 1120 Wien Tel.: 5 9393-45000	Allgemeines Krankenhaus Währinger Gürtel 18-20, 1090 Wien T: 404 000
Sozialmed. Zentrum Ost - Donauspital Langobardenstr. 122, 1220 Wien T: 288 020	Krankenhaus Lainz Wolkersbergenstr. 1, 1130 Wien T: 801 1011
Krankenhaus Rudolfstiftung Juchgasse 25, 1030 Wien T: 711 650	Hartmannspital Nikolsdorfergasse 26-36, 1050 Wien T: 546 050
Hanuschkrankenhaus Heinrich Collin Str. 30, 1140 Wien T: 910 21-0	Kaiserin Elisabeth Spital Huglgasse 1-3, 1150 Wien T: 981 040

You will receive the names and addresses of English speaking doctors when you call 79011-61 ("Patientenservice") or on the internet at: <http://www.praxisplan.at/>

Studying at UAS Technikum Wien

◆ ECTS - What is it?

The European Credit Transfer System (ECTS) is a measure of the scope of studies and indicates the maximum semester workload per course for students. Study units are allotted credits according to the amount of work they require. For each course students are accredited certain ECTS points. Information on courses and ECTS you can find at

http://www.technikum-wien.at/en/study_programs/

1 ECTS equals a workload of 25 hours à 60 minutes (≠ courses à 45 minutes!).

The number of ECTS you take during your semester at the UAS Technikum Wien depends on your own study plan and curriculum. Please check with your coordinators at your home university. We strongly recommend a maximum of 30 ECTS per semester and demand a minimum of 15 ECTS per semester.



◆ Assessment and grading system

The assessment of students' competence is based on the objectives and learning outcome presented in the curriculum. The performance requirements for study units may include examinations and various written and oral exercises. Study units are graded on a scale of:

- Excellent (1)
- Good (2)
- Satisfactory (3)
- Work meets minimal criteria (4)
- Failed (5)

See also:

<https://www.studyineurope.eu/study-in-austria/grades>

◆ Transcript of Records

At the end of each term and after the examination period, lecturers put the grades into the online system of the UAS Technikum Wien. Once the grades are entered in the system, you will receive a transcript of records from the International Office. It lists all courses including grades and ECTS points. This Transcript of Records serves as an official document for your stay at UAS Technikum Wien.

◆ CIS - Campus Information System

After you are accepted as an exchange student at the UAS Technikum Wien and completed the application procedure (registration on the online platform, signing the Learning Agreement etc.), you will receive an access to our Campus Information System (CIS). The CIS offers you the possibility to see your personal schedule, grades as well as to create your personal profile with a picture and other personal details. You also have to use it for some of your classes in case the lecturers put the assignments and other important information online.

The login details for the CIS you will get via email. On the account info sheet you will find:

- Your email account and password
- Your email address: You are expected to check this email address regularly (or install a permanent forward to another mail account), as all information regarding your studies will be sent to this account.



◆ Course Registration

- Registration for your regular courses will be done by the coordinator for Incoming Mobility.
- Registrations for the elective courses ("Freifächer"), which are offered for all students of the UAS Technikum Wien, have to be done on your own. You can do it as soon as you have your CIS account and registration for the courses has started.

◆ Thesis

If you are planning to write your Final Thesis at the UAS Technikum Wien you have to inform the Incoming Mobility Coordinator as soon as you get the first registration e-mail. In order to apply for writing your final thesis at the UAS Technikum Wien you have to submit a template with all the required information (ask Incoming Mobility Coordinator). After we received the required information, we can start looking for a suitable supervisor for you. Please be aware that not in all cases the supervisor can be found and that our university cannot offer any topics for your thesis.

◆ Campus International

Incoming students are obliged to generate at least 9 ECTS from the programme of the Campus International. More information about these courses you can find in the English Course Guide, which is provided by the International Office or online:

<https://www.technikum-wien.at/en/international/campus-international/>



◆ IT-Service Desk

Our IT Service Desk helps you with questions concerning W-LAN, e-mail account and other things related to the field of information technologies. It is located in the main building (F), 3rd floor.

◆ Library

The library at the UAS Technikum Wien offers an impressive range of technical literature. The library currently has over 18,000 books, theses, magazines and CDs available. In addition to this, students also have access to electronic resources. The library has subscribed to more than 3,700 Springer eBooks, the Science Direct College Edition (eJournals) and IEEE/IET Electronic Library.

The materials focus on everything from computer science to social competence and management methods, from biomedical engineering to sports equipment technology and mechatronics/robotics.

Please find more information at CIS> Studies> Library and under <http://www.technikum-wien.at/en/student-guide/our-campus/our-library-green-oasis-people-thirsting-knowledge/>

The library team will be happy to answer any questions you may have! You can find the library in room A4.09 (building A) or send an email to bibliothek@technikum-wien.at

◆ Buddy Programme

All guest students are assigned an experienced student, a so-called buddy. A buddy serves as the first point of contact and offers support with questions about everyday life and studies.

A buddy partnership brings advantages for all involved: The newcomers receive personal support when entering student life in a city that is foreign to them, while students at UAS Technikum Wien broaden their horizons and establish international contacts. Experience shows that a Buddy partnership is often the beginning of a long international friendship.

Your assigned Buddy should automatically contact you before you arrive in Vienna.



◆ Erasmus Student Network (ESN)

ESN Technikum Wien is a local organisational unit of the largest student organisation in Europe, the Erasmus Student Network (ESN). The aim of this network is to support exchange students during their stay in the sense of the vision ("enrichment of society through international students") and to build bridges for exchange students in order to integrate them more easily into everyday life and to provide them with a cultural understanding of Austrian society.

If you want to contact the ESN Technikum Wien, you can do that via [Facebook](#) or contact them directly via [e-mail](#)

International Office



The International Office of UAS Technikum Wien supports you and gives you comprehensive advice during your semester in Vienna.

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