KARL-FRANZENS-UNIVERSITÄT GRAZ UNIVERSITY OF GRAZ



Büro für Internationale Beziehungen | Office of International Relations

Erasmus+ International Mobility Fact Sheet 2017/2018

Name of the institution	KARL-FRANZENS-UNIVERSITÄT GRAZ	
Erasmus code	A GRAZ01	
ECHE code:	28563-EPP-1-2014-1-AT-EPPKA3-ECHE	
PIC:	999873188	
Visiting & post address	Universitätsplatz 3 A-8010 Graz Austria/Europe	
Head of institution	Professor Dr. Christa Neuper, Rector	
Website	http://www.uni-graz.at/	

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OUTGOING/INCOMING students/ trainees	Anja HOFFMANN /ph:+43-316-380-1243 e-mail (OUTGOING): erasmusplus.intl.outgoing@uni-graz.at e-mail (INCOMING): erasmusplus.intl.incoming@uni-graz.at	
Websites	http://international.uni-graz.at/en http://international.uni-graz.at/en/stud/incoming/about-uni-graz/ (INC Web)	

Academic Calendar	Winter semester	Summer semester
INC Web > Academic Calendar	<u>Lecture Period</u> :	<u>Lecture Period</u> :
	beginning of Oct – end of Jan	beginning of Mar – end of Jun
	Examination Period:	Examination Period:
	until mid-Feb	until mid-July
Course information	INC Web: > see Online course guide	
English-taught courses		
	> see Guidelines for course system	
	> see Search for English-taught courses	

Fields of Study Overview	The University of Graz is a public HEI with an enrolment of 32.500 student and a strong international profile offering more than 100 BA, MA and Ph degrees which are open to exchange students (except for a few restriction – see below).			
	Focus: The university's regional focus on South-Eastern Europe is one the defining factors throughout all areas of study.			
	Co-enrollment: A unique cooperation with the Technical University of Graz (TUG) as well as <i>Kunstuniversität</i> Graz (KUG) allows students to co-enroll at TUG and KUG at no extra cost (TUG and KUG transcripts available). A min of 50 % of courses during the exchange must be taken at University of Graz.			
	http://studien.uni-graz.at/en/degree-programmes/			
RESTRICTIONS concerning study fields available for exchange	Bachelor Pharmacology as well as Joint Degree Programs (http://international.uni-graz.at/en/stud/int-focus/jointdegrees/) as well as Doctoral Programs Biochemistry and Molecular Biomedicine, Biotechnology, Molecular Microbiology are NOT 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 incl. German at their home university.			
Nomination students	Nomination by email to erasmusplus.intl.incoming@uni-graz.at including the following information and documents			
	first and last name as it appears in the passport,			
	 student's email address, semester/s student is nominated for, 			
	official name of home university,			
	 field/s and level of study BA/MA/PhD: learning agreement signed by home university 			
	PhD/research master: letter of supervision signed by Uni Graz professor			
	Nomination deadlines: 1st May for the winter semester / whole academic year 1st October for the summer semester			
	We are unable to accept nominations after these deadlines!			
Nomination staff	Uni Graz can accept nominations of incoming staff during the whole grant period. Depending on the length of the visa application process in the applicant's country, a <u>nomination 4-6 months in advance of the beginning of the actual stay</u> is recommended. An Erasmus+ mobility without a visa is not possible.			
Application for students	Nominated students will receive an access code for the online registration!			
	Application forms of <i>Erasmus+ Intl. Mobility</i> students should be sent to: erasmusplus.intl.incoming@uni-graz.at			
	Application deadlines: 1st June for the winter semester / whole academic year 1st November for the summer semester			
	For list of documents to be handed in by the above mentioned deadline see p. 4			
Acceptance Welcome Guide	After having handed in the complete application documents, students will receive an Admission Letter, a Visa/Residence Permit Letter and our "Welcome Guide":			
	http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/			
Application for staff	Applicants should establish contact with a colleague at Uni Graz before applying and submit a letter of invitation with the application at the home institution. In order to find a match at Uni Graz, applicants are advised to first check the list of academic schools/departments at:			
	http://www.uni-graz.at/en/university/information/faculties/ and then contact the relevant department/unit to find out if it can host you. The contact email should include the applicant's CV and information on the proposed teaching/training plan. If the proposed activity is feasible, an invitation letter			

will be issued to the applicant by the host department/unit.			
	The home institution will select and nominate staff grantees to Uni Graz by		
	Providing the following documents (scanned documents are acceptable): Staff Mobility Agreement signed by the institutional coordinator and the staff member Application Letter		
	Invitation LetterCopy of the passport ID page		
	The IRO contact person at Uni Graz will organize the mobility together with the candidate and a participant grant agreement will be issued and signed.		
Welcome Week for students	Welcome Events are mandatory and include sessions about orientation / registration / course system:		
INC Web > Welcome Events	Winter semester Summer semester		
	Welcome Week I: 04.09.2017 - 08.09.2017	Welcome Week 15.02.2018 - 21.02.2018	
	Welcome Week II: 15.09.2017 - 21.09.2017		
Housing for students Rent & Living Costs	Erasmus+ International students can apply for housing either via the housing office of Austrian Exchange Service (OeAD) or at the dorms directly.		
	https://housing.oead.at/en/accommodat	,	
	https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/		
	Student dorms: approx. € 200-450 / Apartments: € 600-1200		
	Information on living expenses can be found in the welcome guide.		
	The deadlines for housing applications are 1st June and 1st November.		
Housing for staff	The IRO contact person at Uni Graz provides a list of housing options; incoming faculty/staff candidates can make the reservation at the accommodation of their choice.		
Language Requirements for students:	The University of Graz recommends students to have language level B2 in German in order to take full advantage of the mobility as most courses at Graz University are taught in German.		
	If students do not have any German knowledge, the University of Gr recommends them to have language level B2 in English and to check if th find enough courses being offered in English in their field of study.		
Language Requirements for staff:	Unless otherwise specified, the working/teaching language is English. No language certificate required, although a minimum language level of B2 is recommended.		
Language courses	3-week German Intensive Language Courses (6 ECTS credits) are offered in September and February before the start of the semester. Also German courses during the semester are offered. Further information: https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/		
Mentor system	Buddy program (pick up and support by Graz student) available for exchange students: http://unigraz.esnaustria.org/		
Students and staff with	The "Integrated Studies" Centre is the central information and contact point:		
special needs	http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free university/		
Visa requirements	Further information on visa requirements: https://www.oead.at/welcome_to_austria/legal_practical_issues/entry_into_austria/EN/		
Insurance	Students : For semester stays it is possible to bring health insurance coverage from abroad. Health insurance must comply with requirements for Visa D (information available at Austrian embassy).		
	Staff: Insurance is not automatically pr travel days). Information will be provid the nomination of the grantee.		

Transcripts	Students can print off their transcript through their UNIGRAZOnline account. These transcripts are automatically generated and, thus, do not bear signature nor stamp. Transcripts printed on official University's paper, signed and stamped by the director of studies will only be issued ONCE and upon email request.		
ECTS & Grading system INC Web > Infosheet about academic workload and grading	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.) = 25 hours . Each semester is comprised of 15 teaching weeks , therefore a course indicated as a 1 hour course in the online system equals 15 contact hours, a 2 hour course equals 30 contact hrs etc. For exchange students we consider a range between 24 to 30 ECTS per semester as a full time study load.		
	Grade 1 = Sehr Gut 2 = Gut 3 = Befriedigend 4 = Genuegend 5 = Nicht Genügend	Excellent/very good Good Satisfactory Sufficient/Pass Fail	

Checklist Students: documents to be sent after completion of Uni Graz online application

- 1. "Application form" incl. applicant's <u>original signature</u> on page 2 (download form from online application). Please note that we do **NOT** refer to a screen shot of your online application.
- 2. "Study confirmation" incl. <u>original signature and stamp</u> of coordinator at home university (download form from online application)
- 3. **Copies of the following Transcripts/Diplomas.** Please bear in mind that the originals of which you make the copies must be signed and stamped by the University. Exception: Automatically generated documents that do not bear any stamp and signature.

<u>Note</u>: English documents will be accepted if the home university issues official documents alternatively in the national language and English (incl. stamp). <u>Please note that academic advisor might request additional documentation in case of master/doctoral applications</u>

- a. for bachelor level:
 - Transcript of all bachelor courses taken so far in national language AND translated into English or German
- b. *for master's level*:
 - Confirmation issued by the <u>admissions office of your home university</u> that you are currently **enrolled on master level including the name of the master program** at your home university
 - **Transcript** of all master's courses taken so far in national language **AND** translated into English or German → <u>Note</u>: If no master courses were taken or assessed so far, please hand in additionally a complete bachelor transcript in national language **AND** translated into English or German
- a. for doctoral level:
 - confirmation issued by the <u>admissions office of your home university</u> that you are currently **enrolled on doctoral/PhD level including the name of the doctoral/PhD program** at your home university
 - **Transcript** of all doctoral level courses taken so far in national language **AND** translated into English or German → <u>Note</u>: If no doctoral level courses were taken or assessed so far, please hand in additionally a complete master transcript in national language **AND** translated into English or German
- 4. Letter of Supervision* (PhD / master candidate focusing on research only) **
- 5. **Learning Agreement**** (bachelor, master and PhD candidate) incl. 3 ECTS per month of stay or in case of PhD / master candidates focusing on research the detailed research plan
- 6. **Curriculum Vitae / Resumee** (in English or German)
- 7. Copy of identity page of your passport / for EU citizens: copy of ID card will also be accepted
- *PhD applicants and those of the master applicants intending to focus on research only must provide a **letter of supervision from a professor at the University of Graz already when applying for the placements at the home university.** PhD and master candidates focusing on research only who have not made arrangements for supervision **cannot be accepted.** For support in finding a supervisor at the University of Graz, candidates need to get in touch with the academic advisor of the relevant field of study providing a CV and a detailed research plan.
- ** Templates will be provided by the Office of International Relations