



## Erasmus+ International Mobility Fact Sheet 2017/2018

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

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<b>Websites</b>	<a href="http://international.uni-graz.at/en">http://international.uni-graz.at/en</a> <a href="http://international.uni-graz.at/en/stud/incoming/about-uni-graz/">http://international.uni-graz.at/en/stud/incoming/about-uni-graz/</a> (INC Web)

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



	<p>will be issued to the applicant by the host department/unit.</p> <p>The home institution will select and nominate staff grantees to Uni Graz by providing the following documents (scanned documents are acceptable):</p> <ul style="list-style-type: none"> <li>• Staff Mobility Agreement signed by the institutional coordinator and the staff member</li> <li>• Invitation Letter</li> <li>• Copy of the passport ID page</li> </ul> <p>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.</p>				
<p><b>Welcome Week for students</b></p> <p><i>INC Web &gt; Welcome Events</i></p>	<p>Welcome Events are <b>mandatory</b> and include sessions about orientation / registration / course system:</p> <table border="1"> <thead> <tr> <th><u>Winter semester</u></th> <th><u>Summer semester</u></th> </tr> </thead> <tbody> <tr> <td> <p>Welcome Week I: <b>04.09.2017 – 08.09.2017</b></p> <p>Welcome Week II: <b>15.09.2017 – 21.09.2017</b></p> </td> <td> <p>Welcome Week <b>15.02.2018 – 21.02.2018</b></p> </td> </tr> </tbody> </table>	<u>Winter semester</u>	<u>Summer semester</u>	<p>Welcome Week I: <b>04.09.2017 – 08.09.2017</b></p> <p>Welcome Week II: <b>15.09.2017 – 21.09.2017</b></p>	<p>Welcome Week <b>15.02.2018 – 21.02.2018</b></p>
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<p><b>Housing for students</b></p> <p><b>Rent &amp; Living Costs</b></p>	<p>Erasmus+ International students can apply for housing either via the housing office of Austrian Exchange Service (OeAD) or at the dorms directly.</p> <p><a href="https://housing.oead.at/en/accommodation/graz-en">https://housing.oead.at/en/accommodation/graz-en</a></p> <p><a href="https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/">https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/</a></p> <p><u>Student dorms</u>: approx. € 200-450 / <u>Apartments</u>: € 600-1200</p> <p>Information on living expenses can be found in the welcome guide.</p> <p>The deadlines for housing applications are <b>1st June</b> and <b>1st November</b>.</p>				
<p><b>Housing for staff</b></p>	<p>The IRO contact person at Uni Graz provides a list of housing options; incoming faculty/staff candidates can make the reservation at the accommodation of their choice.</p>				
<p><b>Language Requirements for students:</b></p>	<p>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.</p> <p>If students do not have any German knowledge, the University of Graz recommends them to have language level B2 in English and to check if they find enough courses being offered in English in their field of study.</p>				
<p><b>Language Requirements for staff:</b></p>	<p>Unless otherwise specified, the working/teaching language is English. No language certificate required, although a minimum language level of B2 is recommended.</p>				
<p><b>Language courses</b></p>	<p>3-week German Intensive Language Courses (6 ECTS credits) are offered <b>in September and February</b> before the start of the semester. Also German courses during the semester are offered. Further information: <a href="https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/">https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/</a></p>				
<p><b>Mentor system</b></p>	<p>Buddy program (pick up and support by Graz student) available for exchange students: <a href="http://unigraz.esnaustria.org/">http://unigraz.esnaustria.org/</a></p>				
<p><b>Students and staff with special needs</b></p>	<p>The "Integrated Studies" Centre is the central information and contact point: <a href="http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/">http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/</a></p>				
<p><b>Visa requirements</b></p>	<p>Further information on visa requirements: <a href="https://www.oead.at/welcome_to_austria/legal_practical_issues/entry_into_austria/EN/">https://www.oead.at/welcome_to_austria/legal_practical_issues/entry_into_austria/EN/</a></p>				
<p><b>Insurance</b></p>	<p><b>Students:</b> 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).</p> <p><b>Staff:</b> Insurance is not automatically provided for the whole duration (incl. travel days). Information will be provided by the IRO contact person after the nomination of the grantee.</p>				

<b>Transcripts</b>	<p>Students can print off their transcript through their UNIGRAZOnline account. These transcripts are automatically generated and, thus, do not bear signature nor stamp.</p> <p>Transcripts printed on official University's paper, signed and stamped by the director of studies will only be issued ONCE and upon email request.</p>												
<b>ECTS &amp; Grading system</b> <i>INC Web &gt; Infosheet about academic workload and grading</i>	<p>The student workload consists of the time required to complete all planned learning activities, i.e. contact hours (lectures, seminars etc) and private study (preparation for exams, writing of paper, reading etc.) = <b>25 hours</b>.</p> <p>Each <b>semester</b> is comprised of <b>15 teaching weeks</b>, 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 <b>between 24 to 30 ECTS per semester</b> as a full time study load.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Grade</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 = Sehr Gut</td> <td>Excellent/very good</td> </tr> <tr> <td>2 = Gut</td> <td>Good</td> </tr> <tr> <td>3 = Befriedigend</td> <td>Satisfactory</td> </tr> <tr> <td>4 = Gueuegend</td> <td>Sufficient/Pass</td> </tr> <tr> <td>5 = Nicht Genuegend</td> <td>Fail</td> </tr> </tbody> </table>	Grade		1 = Sehr Gut	Excellent/very good	2 = Gut	Good	3 = Befriedigend	Satisfactory	4 = Gueuegend	Sufficient/Pass	5 = Nicht Genuegend	Fail
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### Checklist Students: documents to be sent after completion of Uni Graz online application

1. "Application form" incl. applicant's original signature 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. original signature and stamp 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.  
*Note: English documents will be accepted if the home university issues official documents alternatively in the national language and English (incl. stamp). **Please note that academic advisor might request additional documentation in case of master/doctoral applications***
  - 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 admissions office of your home university 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  
→ *Note: 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 admissions office of your home university 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  
→ *Note: 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