**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/](http://www.uni-graz.at/)

**Office of International Relations**: Universitätsplatz 3
A-8010 Graz- Austria/Europe
fax:+43-316-380-9156

**Head of office**: Sabine PENDL
ph:+43-316-380-2211 / e-mail: sabine.pendl@uni-graz.at

**Erasmus+ Institutional Coordinator**: Diana AFRASHTEH
ph:+43-316-380-1247 / e-mail: diana.afrashteh@uni-graz.at

**Bilateral agreements, staff mobility (for teaching/training)**

  - Diana AFRASHTEH
    ph:+43-316-380-1247 / e-mail: diana.afrashteh@uni-graz.at
  - Mediha OHRANOVIĆ (South Eastern European countries and Turkey)
    ph:+43-316-380-2214 / e-mail: mediha.ohranovic@uni-graz.at

**OUTGOING students/ trainees**: Karin SCHWACH
ph:+43-316-380-2212 / e-mail: erasmus.outgoing@uni-graz.at

**INCOMING students/ trainees**: Monika OŠTIR-SCHEIN
ph:+43-316-380-1246 / e-mail: erasmus.incoming@uni-graz.at

**Websites**

  - [http://international.uni-graz.at/en](http://international.uni-graz.at/en)
  - [http://international.uni-graz.at/en/stud/incoming/about-uni-graz](http://international.uni-graz.at/en/stud/incoming/about-uni-graz) (INC Web)

**Academic calendar**

  - [Go to INC Web > Academic Calendar](http://international.uni-graz.at/en/stud/incoming/about-uni-graz)

  - **Winter semester**
    - Lecture Period:
      beginning of Oct – end of Jan
    - Examination Period:
      until mid-Feb

  - **Summer semester**
    - Lecture Period:
      beginning of Mar – end of Jun
    - Examination Period:
      until mid-July

**Course information**

  - [http://international.uni-graz.at/en/stud/incoming/about-uni-graz](http://international.uni-graz.at/en/stud/incoming/about-uni-graz)
    - see Online course guide
    - see Guidelines for course system
    - see Search for English-taught courses
**Nomination**

Nomination by email to erasmus.incoming@uni-graz.at!
- 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

**Nomination deadlines:**
- 15th May for the winter semester / whole academic year
- 15th October for the summer semester

We are unable to accept nominations after these deadlines!

**Application**

Nominated students will receive an access code for the online registration!

Application documents of Erasmus+ students should be sent to: erasmus.incoming@uni-graz.at

Application deadlines:
- 1st June for the winter semester / whole academic year
- 1st November for the summer semester

**Acceptance**

After having handed in the complete application documents, students will receive an Admission Letter and a Visa/Residence Permit Letter (if required).

**Welcome Week**

Go to INC Web > Welcome Events

Welcome Events are mandatory and include sessions about orientation / registration / course system:

<table>
<thead>
<tr>
<th>Winter semester</th>
<th>Summer semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Week II: 17.09.2018 – 21.09.2018</td>
<td></td>
</tr>
</tbody>
</table>

**Welcome Guide**


**Housing Rent & Living Costs**

Erasmus+ students can apply for housing either via the housing office of the Austrian Exchange Service (OeAD) or at the dorms directly.


- **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.

**Language knowledge**

The University of Graz recommends language level B2 in German in order to take full advantage of the mobility. Students who will only take courses in English must have B2 English knowledge.

Students who will only take courses in English must check whether they can find enough English-taught courses to fulfill their home university’s credit requirements.

**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/](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://uni graz.esnaustralia.org/](http://uni graz.esnaustralia.org/)
<table>
<thead>
<tr>
<th><strong>Students with special needs</strong></th>
<th>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></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visa &amp; Residence Permit</strong></td>
<td>Further information on visa requirements: <a href="https://oead.at/en/to-austria/entry-residence-and-employment/">https://oead.at/en/to-austria/entry-residence-and-employment/</a></td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td><strong>All EU/EEA students</strong> need to bring their European health insurance card to Austria as it will be valid during their stay in Graz. <strong>All non-EU/EEA exchange students nominated for 2 semesters</strong> are required by law to register for Austrian health insurance upon arrival (assistance and more information available during the mandatory WELCOME WEEK). Austrian health insurance is offered for currently approx. €58,39/month. This insurance will not cover the student’s journey to Graz including medical evacuation and repatriation – the student has to make sure s/he purchases travel insurance accordingly. <strong>Non-EU/EEA exchange students nominated for 1 semester</strong> are free to choose their insurance as long as this insurance is in accordance with the requirements for an Austrian visa application. For details students have to contact the Austrian embassy in their country of residence. The insurance must also cover their journey to Graz including medical evacuation and repatriation.</td>
</tr>
<tr>
<td><strong>Health &amp; Safety Policy</strong></td>
<td>All regular students of the University of Graz, incl. incoming exchange students, are insured by the (compulsory) student union fees. The insurance includes a liability and accident insurance. Accidents at and on the way to and from the university are covered by the insurance. Safety facilities and trainings are provided in specific departments where applicable.</td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td>Transcripts are electronically signed via UNIGRAZonline. Thus, according to Austrian legislation a signature / stamp / underprinting paper for a printout are no longer necessary. In addition, the transcript is electronically verifiable. All students who hold an active UNIGRAZonline account are strongly advised to issue a digitally signed transcript by themselves. Transcripts can be verified by using the following link: <a href="https://www.signatur.rtr.at/en/vd/Pruefung">https://www.signatur.rtr.at/en/vd/Pruefung</a></td>
</tr>
<tr>
<td><strong>ECTS &amp; Grading system</strong></td>
<td>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.) = <strong>25 hours</strong>. Each <strong>semester</strong> 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</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 = Genügend</td>
<td>Sufficient/Pass</td>
</tr>
<tr>
<td>5 = Nicht Genügend</td>
<td>Fail</td>
</tr>
</tbody>
</table>