



Erasmus+ International Mobility Fact Sheet 2019/20

Name of the institution	KARL-FRANZENS-UNIVERSITÄT GRAZ
Erasmus code	A GRAZ01
ECHE code	28563-EPP-1-2014-1-AT-EPPKA3-ECHE
PIC	999873188
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Head of institution	Professor Dr. Christa Neuper, Rector

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Websites	http://international.uni-graz.at/en (office) http://international.uni-graz.at/en/stud/incoming/about-uni-graz/ (INC web)

Welcome Week for students <i>INC Web > Welcome Events</i>	Welcome Events are mandatory and include sessions about orientation / registration / course system:	
	<u>Winter semester</u> Welcome Week I: 5-11 September 2019 Welcome Week II: 16-20 September 2019	<u>Summer semester</u> Welcome Week: 17-20 February 2020
Academic Calendar <i>INC Web > Academic Calendar</i>	<u>Winter semester</u> Lecture Period: beginning of Oct – end of Jan Examination Period: until mid-February	<u>Summer semester</u> Lecture Period: beginning of March – end of June Examination Period: until mid-July

<p>Nomination students</p> <p>Nomination staff</p>	<p>The home university nominates students by email to erasmusplus.intl.incoming@uni-graz.at including the following information and documents</p> <ul style="list-style-type: none"> • 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 • <u>BA/MA/PhD</u>: learning agreement signed by home university • <u>research master/PhD</u>: letter of supervision signed by Uni Graz supervisor <p>Nomination deadlines: 1 May for the winter semester / whole academic year 1 October for the summer semester</p> <p>We are unable to accept nominations after these deadlines!</p> <p>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.</p>
<p>Application for students</p>	<p>Nominated students will receive an access code for the online registration!</p> <p>Application forms of Erasmus+ Intl. Mobility students should be sent to: erasmusplus.intl.incoming@uni-graz.at</p> <p>Application deadlines: 1 June for the winter semester / whole academic year 1 November for the summer semester</p> <p>For list of documents to be handed in by the above mentioned deadline see p.5</p>
<p>Acceptance</p>	<p>After having handed in the complete application documents, students will receive an Admission Letter, and a Visa/Residence Permit Letter (if required).</p>
<p>Welcome Guide for students</p>	<p>http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/</p>
<p>Application for staff</p>	<p>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:</p> <p>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.</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"> • Staff Mobility Agreement signed by the institutional coordinator and the staff member • Invitation Letter • Copy of the passport ID page <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>Fields of Study Overview</p>	<p>The University of Graz is a public HEI with an enrolment of 32.500 students and a strong international profile offering more than 120 BA, MA and PhD degrees which are open to exchange students (except for a few restrictions – see below).</p> <p>Focus: The university's regional focus on South-Eastern Europe is one of the defining factors throughout all areas of study.</p> <p>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.</p> <p>http://studien.uni-graz.at/en/degree-programmes/</p>

RESTRICTIONS concerning study fields available for exchange	<p>Bachelor Pharmacology, 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.</p> <p>Lab placements are generally difficult and cannot be guaranteed.</p> <p>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.</p>
Course information English-taught courses	<p><i>INC Web:</i></p> <ul style="list-style-type: none"> > see <i>Online course guide</i> (https://online.uni-graz.at) > see Guidelines for course system > see <i>Search for English-taught courses</i>
Early exams / Alternative exam modes	<p>CANNOT BE GUARANTEED! Please note that each professor decides for his/her course whether early exams / alternative exam modes are possible. It is the student's responsibility to contact each professor as early as possible in the application process and definitely before finalizing travel plans in case they need to return to their home universities before the end of the exchange semester at Uni Graz.</p> <p>Early exams are <u>NOT available</u> for lecture-type courses at the Faculty of Business and of the field of English and American Studies (for other types of courses such as pro-seminars, seminars professors have the last say).</p>
Housing for students Rent & Living Costs	<p>Erasmus+ International students can apply for housing either via the housing office of Austrian Exchange Service (OeAD) or at the dorms directly. For deadlines of housing applications at the individual dorms, please check the respective websites. Information on living expenses can be found in the welcome guide.</p> <p>Further information:</p> <p>https://housing.oead.at/en/accommodation/graz-en</p> <p>https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/</p>
Housing for staff	<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>
Language Requirements for students:	<p>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.</p> <p>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.</p>
Language courses	<p>3-weeks German Intensive Language Courses (6 ECTS credits incl. in transcript) are offered in September and February before the start of the semester at a reduced fee. Also German courses during the semester are offered. Further information: https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/</p>
Language Requirements for staff	<p>Unless otherwise specified, the working/teaching language is English. No language certificate required, although a minimum language level of B2 is recommended.</p>
Buddy program	<p>Buddies are Austrian students interested in supporting international exchange students as unpaid volunteers during their time in Graz (pick-up service, support in practical matters, etc.).</p> <p>More information at:</p> <p>http://unigras.esnaustria.org/buddy-program-karl-franzens-uni-graz-0</p>
Students and staff with special needs	<p>The Disability Resource Center is the central information and contact point: https://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/</p>
Visa & Residence Permit	<p>Further information on visa / residence permit requirements: https://oead.at/en/to-austria/entry-residence-and-employment/</p>

<p>Health Insurance</p>	<p>Students: According to the programme guidelines of E+ ICM, insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the student. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the student is aware of health insurance issues. Furthermore, the student is responsible for taking out adequate insurance coverage also covering medical evacuation and repatriation and including liability and accident.</p> <p>Staff: 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>												
<p>Health & Safety Policy</p>	<p>The compulsory student union fee includes liability and accident insurance (way to and from the university as well as on campus). This does, however not replace full health insurance coverage for the exchange stay.</p> <p>Safety facilities and trainings are provided in specific departments where applicable (e.g. labs).</p>												
<p>Transcripts <i>INC Web > Transcript</i></p>	<p>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.</p> <p>Transcripts can be verified by using the following link: https://www.signatur.rtr.at/en/vd/Pruefung</p>												
<p>ECTS & Grading system <i>INC Web > ECTS & grading information</i></p>	<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.) 1 ECTS = 25 hours.</p> <p>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.</p> <table border="1" data-bbox="703 1167 1310 1330"> <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 the student makes 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 sending 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 the student's home university that you are currently **enrolled on master level including the name of the master program** at the student's 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, the student has please to 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 the student's home university that you are currently **enrolled on doctoral/PhD level including the name of the doctoral/PhD program** at the student's 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, the student has please to 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 of the University of Graz