



International Student Guide Academic Year 2019/20

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Part I: Information on the Institution

1. University and Office for International Relations

INSTITUTION

Official name:	Fachhochschule St. Pölten/ St. Pölten University of Applied Sciences
Erasmus code:	A ST-POLT03
Erasmus University Charter:	83637-IC-1-2007-1-AT-ERASMUS-EUCX-1
Address:	Matthias Corvinus-Straße 15 3100 St. Pölten, Austria
Website: Facebook: Twitter: YouTube:	www.fhstp.ac.at , http://english.fhstp.ac.at www.facebook.com/fhstp http://twitter.com/FH_StPoelten www.youtube.com/fhstpaelten
Head of Institution:	FH-Prof. DSA Mag. Dr. Monika Vyslouzil Chairperson of the Board tel: +43 2742 313 228-506
Legal representatives:	DI Gernot Kohl, MSc Executive Director tel: +43 2742 313 228-205 FH-Prof. Dipl.-Ing. Hannes Raffaseder Co-Executive Director tel: +43 2742 313 228-616 FH-Prof. Dipl.-Ing. Johann Haag Co-Executive Director tel: +43 2742 313 228-631

OFFICE FOR INTERNATIONAL RELATIONS, rooms 3.15 and 3.16

Incoming Students Coordinator:	Laura Zauner Room 3.15, 3 rd floor tel: +43 2742 313 228-263 e-mail: laura.zauner@fhstp.ac.at
Office Hours:	Mon – Thu 09.00 – 12.00, 14.00 – 16.00 Fri: 09.00 – 12.00
Section Head Outgoing Students Mobility	Daniela Lohner Room 3.16, 3 rd floor tel: +43 2742 313 228-262 e-mail: daniela.lohner@fhstp.ac.at

Head of Office for International Relations:	Jürgen Hörmann Room 3.15, 3 rd floor tel: +43 2742 313 228-261 e-mail: jürgen.hörmann@fhstp.ac.at international@fhstp.ac.at
Staff Mobility Coordinator	Claudia Grötzl Room 3.16, 3 rd floor tel: +43 2742 313 228-251 e-mail: claudia.groetzl@fhstp.ac.at

2. Academic Tutors

Programme	Name	Room	tel. ext.	e-mail
EPS	Alois Frotschnig	3.30	601	alois.frotschnig@fhstp.ac.at
iLAB	Alois Frotschnig	3.30	601	alois.frotschnig@fhstp.ac.at
ICT-Module Computing Module	Simon Tjoa	3.20	641	simon.tjoa@fhstp.ac.at
Spotlight on Media	Johanna Erd	2.26	423	johanna.erd@fhstp.ac.at
Spotlight on Digital Healthcare	Jakob Doppler	3.26	680	jakob.doppler@fhstp.ac.at
Rail Technology and Mobility	Hirut Grossberger	BIZ 2.27	667	hirut.grossberger@fhstp.ac.at
Social Work	Andrea Pilgerstorfer	HBS 2.2	519	andrea.pilgerstorfer@fhstp.ac.at
Healthcare and Nursing	Julia Glösmann	2.35	550	julia.gloesmann@fhstp.ac.at
Dietetics	Ursula Hemetek	2.29	+43676847228568	ursula.hemetek@fhstp.ac.at
Physiotherapy	Anna-Maria Raberger	2.31	+43676847228589	anna-maria.raberger@fhstp.ac.at

3. Academic Calendar

The academic year is divided into **two semesters**, a Winter Semester and a Summer Semester. At the beginning of the semester, there are **Orientation Days** for new international students. Each semester concludes with exams.

ACADEMIC CALENDAR 2019/20

Beginning of Winter Semester* Preparatory German Intensive Course Orientation Days for International Students Public holiday – no teaching Public holiday – no teaching Public holiday – no teaching Application deadline for international students for the Summer Semester 2020 Christmas holidays End of Winter Semester Semester break	1 Sept 2019 2 Sept – 20 Sept 2019 9 – 10 Sept 2019 26 Oct 2019 1 Nov 2019 8 Dec 2019 15 Nov 2019 24 Dec 2019 – 06 Jan 2020 31 Jan 2020 03 Feb – 16 Feb 2020
Beginning of Summer Term Orientation Week for International Students Easter break Public holiday – no teaching Public holiday – no teaching Whitsun – no teaching Public holiday – no teaching Application deadline for international students for the Winter Term/full academic year 2020/21 End of Summer Term Beginning of Summer holidays	15 Feb 2020 to be announced 4 Apr – 14 Apr 2020 1 May 2020 21 May 2020 30 May – 2 June 2020 11 June 2020 15 May 2020 30 June 2020 1 July 2020

*not all study programmes start at the same time, some start later

4. General Description of the Institution

Situated **60 km to the west of Vienna** in Austria's oldest baroque town, **St. Pölten University of Applied Sciences** was founded in 1996 and is an expanding institution of higher education with currently about 3,000 enrolled students.



Campus of St. Pölten UAS

St. Pölten UAS runs Bachelor and Master degrees and a number of continuous education programmes in the fields of **Media and Digital Technologies, Media and Economics, Computer Science and Security, Rail Technology and Mobility, Health Sciences and Social Sciences**. **St. Pölten UAS** is committed to providing a vocationally orientated, academically sound training that prepares students for the challenges of the professional world. Work placements are part of each curriculum and the students are encouraged to spend a semester working or studying abroad. The **Campus Media** provide opportunities for students to experiment with and learn about the making of TV, radio and print media.

The **teaching is student-centred and orientated towards employability**. **Innovative** techniques of teaching and learning are used ('inverted classroom model'), with support and coaching provided by the university's Service and Skills Centre for Innovative Teaching and Studying (SKILL). As an organiser of annual conferences on innovative teaching methods, **St. Pölten UAS** is establishing itself as a **centre of expertise in this area**.

5. List of Programmes Offered

St. Pölten University of Applied Sciences offers degree programmes in the fields of media & economics, media & digital technologies, computer science & security, rail technology & mobility, health sciences and social sciences. The Bachelor/Master structure has been implemented in all academic programmes.

Bachelor Programmes

Media & Economics

- Marketing & Communication (BA)
- Media Management (BA)

Media & Digital Technologies

- Media Technology (BSc)
- Smart Engineering of Production Technologies and Processes (BSc)

Computer Science & Security:

- IT Security (Bachelor of Science in Engineering, BSc)

Rail Technology & Mobility

- Rail Technology and Mobility (BSc)

Health Sciences:

- Dietetics (BSc)
- Physiotherapy (BSc)
- Healthcare and Nursing (BSc)

Social Sciences:

- Social Work (BA)

Master Programmes

Media & Economics:

- Digital Marketing & Communication (MA)
- Digital Media Management (MA)

Media & Digital Technologies

- Digital Media Technologies (Dipl.-Ing.)
- Digital Healthcare (MSc)

Computer Science & Security:

- Information Security (Dipl.-Ing.)

Rail Technology & Mobility

- Rail Technology and Management of Railway Systems (Dipl.-Ing.)

Health & Social Sciences:

- Social Work (MA)
- Digital Healthcare (MSc)

6. Application

6.1. Application

Students wishing to study at **St. Pölten University of Applied Sciences** are requested to send the following documents:

- Application Form
- Learning Agreement
- Copy of German language certificate (minimum requirement: B1 level) OR
- Copy of English language certificate (minimum requirement: B1 level, needed if courses from the English-taught modules are chosen)
- Code of Conduct
- Latest Transcript of Records

The forms can be downloaded from our [website](#) and have to be sent by e-mail (laura.zauner@fhstp.ac.at) until

- **15 May** for the Winter Term
- **15 May** for the whole academic year
- **15 November** for the Summer Term

The Application Forms and Learning Agreements must be signed and stamped by the home institution. We will send the Letter of Acceptance to your home university (a copy to you) as soon as we have processed all your documents.

6.2. Learning Agreement

Consult the **Course Catalogue** (see chapter 12) when putting together your Learning Agreement and send the document, duly signed by yourself and your home university, to **Laura Zauner** together with your application form. For the Learning Agreement use the forms provided by your home university, or download the form and other application documents from our [website](#).

We recommend to pick one of the international programmes. If you want to pick other subjects, please get in touch with Laura before submitting your official Learning Agreement.

Changes of the Learning Agreement

After your arrival in St. Pölten you still have the chance to change your Learning Agreement if you cannot attend a course due to e.g. time overlaps or because the course does not really correspond to your expectations. Changes of the Learning Agreement have to be handed in by

- **04 October 2019** (Winter Semester 2019/20) and/or
- **09 March 2020** (Summer Term 2020)

in Laura's office (3.15). You cannot change your study programme after the dates mentioned above. In order for us to be able to issue your **Transcript of Records** without delay, the correct group and the names of your lecturers must be indicated in your final Learning Agreement!

6.3. Language Requirements

Teaching at **St. Pölten University of Applied Sciences** is **primarily in German**. However, several departments offer semester modules that are taught in **English**, and various other classes are held in English too.

Therefore, international students studying at **St. Pölten UAS** must have a working knowledge of German before enrolling (this does not necessarily apply to students taking one of the English-taught modules). Exchange students whose native language is not German must prove **German language skills of at least B1 level** according to the Common European Framework of Reference for Languages. Students who are enrolled in one of the English-taught modules must prove to have **sufficient knowledge of English** (minimum level B1 according to the Common European Framework of Reference for Languages).

6.4. Academic Tutors

International students studying at **St. Pölten University of Applied Sciences** can rely on the support of an academic tutor assigned to them personally. The academic tutor helps them with all questions regarding academic issues, such as putting together the study programme, subject contents, etc.

During the orientation phase at the beginning of the semester, you will meet your **personal academic tutor** and have the chance to discuss your study programme with him/her. The academic tutor will be there for you throughout the semester to help you with all questions concerning your study programme and the academic subjects. The list of academic tutors and their contact details can be found in chapter 2.

7. Arrival and Enrolment

7.1. Orientation Days for International Students

Each semester starts with 'Orientation Days for International Students'. All exchange students are asked to attend the Orientation Days without fail. You will receive a lot of important information and you will be allocated to your academic tutor. Please find the detailed programme of the Orientation Days on our website.

7.2. Enrolment

You will be enrolled to the degree programme in which you choose the most subjects. If you filled in the application form and the Learning Agreement properly, you have already fulfilled the most important bureaucratic step for your enrolment.

7.3. Timetable

You will receive a personal timetable during the 'Orientation Days for International Students' at the beginning of the semester. Make sure you check the timetable regularly for any short-semester changes.

In case your personal timetable shows time clashes, if you add and/or delete courses, or if you change groups, please inform the **Office for International Relations** as soon as possible.

The current timetable of all degree programmes and your personal timetable can be found at CIS. You get your login data in the course of the Orientation Days.

7.4. Student ID Card

Student ID cards are issued during the Orientation Days. The student ID card can be used as a copy and print card. We recommend to take the **Campus Card** with you, as students get reduced prices for many attractions, like cinema, theatre, sports club etc. in Austria.

In case you lose your Campus Card, you need to pay € 10 in the Campus Service Center to get a new one. If you break the card, the first replacement is for free as a gesture of goodwill, the second replacement costs € 10.

7.5. Proof of Enrolment

You will receive a Proof of Enrolment for your further use at the beginning of the semester at the Office for International Relations.

7.6. Social Security Substitute Number

You will receive a so-called 'Social Security Substitute Number' which you need if you do not have a regular Austrian Social Security Number.

7.7. Tuition Fees

Tuition fees are € 363.36 per semester. Erasmus students and students from partner institutions are normally exempted from tuition fees. Higher tuition fees may apply to students from non-EU universities, particularly in case the numbers of students exchanged are not in balance.

8. European Credit Transfer System

The European Commission has developed the '[European Credit Transfer System](#)' for students who want to study abroad without 'losing time' in completing their degree. The credits are used to compare learning achievements of different courses in European countries.

In ECTS credits, a **year of study is represented by 60 credits** and **six months by 30 credits**. These credits are allocated to course units depending on the workload required to complete them. Credits are awarded only if a course has been completed and all examinations have been passed.

Part II: Information on Programmes

9. Qualification Awarded

DEGREES	DURATION OF STUDY
Bachelor of Arts in Business (BA)	6 semesters
Master of Arts in Business (MA)	4 semesters
Bachelor of Arts in Social Sciences (BA)	6 semesters
Master of Arts in Social Sciences (MA)	4 semesters
Bachelor of Science in Health Studies (BSc)	6 semesters
Bachelor of Science in Engineering (BSc)	6 semesters
Master of Science (MSc)	4 semesters
Diplom-Ingenieur/Diplom-Ingenieurin (Dipl.-Ing or DI) or Master of Science in Engineering (MSc)	4 semesters

Exchange students spending one or two semesters at **St. Pölten University of Applied Sciences** receive a 'Transcript of Records' at the end of their stay but are not awarded a degree.

10. Level of Qualification

For the level of qualification that can be obtained in the specific degree programmes see chapter 5.

11. Specific Admission Requirements

Applicants wishing to do a whole degree programme at **St. Pölten University of Applied Sciences** find all information about admission requirements on our [website](#) > **Studienangebot** > **select desired degree programme** > **Bewerbung (application)**. Exchange students applying for one or two study-abroad semesters at **St. Pölten University of Applied Sciences** follow the application process as described in chapter 6.

Exchange students applying for one or two study-abroad semesters at **St. Pölten University of Applied Sciences** follow the application process as described in chapter 6.

12. Course Catalogue

In German: www.fhstp.ac.at > choose the degree programme > go to 'Studieninhalte'

12.1. Semester programmes taught in English

- EPS European Project Semester (Winter Semester and Summer Semester)
- iLab interdisciplinary Module (Winter Semester and Summer Semester)
- ICT Module for students of Technology (Winter Semester)
- Computing Module for students of Technology (Summer Semester)
- Spotlight on Media Economics (Winter Semester)
- Spotlight on Media and Business (Summer Semester)
- Spotlight on Digital Healthcare (Winter Semester)

Further information can be found [here](#).

13. Attendance of Classes

Registration for lectures/seminars/labs:

In the first session of each lecture/seminar/lab, please introduce yourself to the lecturer and check if your name is on the attendance list. If your name is not on the attendance list, add it and inform the Office for International Relations.

Compulsory Attendance:

Attendance in all classes (lectures, seminars, labs, etc.) **is compulsory**. If you are absent too often, you cannot receive a positive grade or even a 'Pass' or 'Attended'.

Registration for voluntary subjects:

You can enrol in 'Freifächer', i.e. voluntary subjects. There is an attendance fee of € 40 for most of the subjects. However, some of them are free of charge (e.g. SUMO or Campus Radio). In case you are interested in attending such courses, please have a look at the **CIS > 'Mein CIS' > 'Meine Anmeldungen'**, (you get your login data during the Welcome Days) or contact the Campus Service Center.

14. Examination Regulations, Assessment and Grading

Examination Regulations:

All examination regulations can be found (in German only) at [CIS](#) > **Login with your username and password, which you receive during the first week of the semester** > **Guides > Prüfungsordnung**. To complete a semester successfully, students must take an **exam** in each course they have attended. Examinations may take various forms: formal written or oral examinations, assessment of course papers, a combination of the two, or other means such as presentations during seminars. For international students, individual arrangements regarding the mode of exams are possible on request.

Exam period:

The exam period is in the **last week of each term** (end of January/early February in the Winter Term, end of June/early July in the Summer Term) and in **the first week of each term before teaching starts** (mid/end of February for the Winter Term, mid/end of September for the Summer Term). Occasionally exams are held earlier. Exam dates are announced by the lecturers at the beginning of the semester.

Re-sits:

If a student fails an exam, he or she can take a re-sit; if this is also a fail, the student is examined by an especially appointed board of professors (= kommissionelle Prüfung). If this exam is not passed, the student has to leave the university.

Austrian grading scheme:

The Austrian education system works with 5 grades.

Austrian Grading Scale

1 = Sehr gut/Very good
2 = Gut/Good
3 = Befriedigend/Satisfactory
4 = Genügend/Sufficient
5 = Nicht genügend/Not sufficient, Fail
Succesfully completed
Not completed

If you participate in a course regularly but do **not** fulfil the course requirements, you can only be awarded the grade 5 (Fail) or Ohne Erfolg teilgenommen/Not completed. Please note that in this case your home university will not give you credits for this course.

Usually 50% of available points have to be obtained to pass an exam, but professors can set the limits according to their own requirements.

Transcript of Records:

At the end of your stay you will receive a Transcript of Records listing all the subjects you attended at **St. Pölten University of Applied Sciences** and the grades you obtained. In order to be able to issue the

Transcript of Records without delay, it is vital that you inform **Laura Zauner** about your definite study programme **after the first three weeks of each semester** (see chapter 6.2. for the deadlines).

It normally takes a while until the lecturers have marked all the exams and forwarded the results. Only then can the **Office for International Relations** issue the Transcript of Records and send it to your home university. We will of course inform you as soon as your Transcript of Records is completed.

Part III: General Information for Students

15. Cost of Living

LIVING COSTS PER MONTH	EURO
student dorm (excl. safety deposit)	310.00 (approx.)
Food (excluding luxuries and tobacco)	250.00
Study and personal requirements, books, culture, recreation	270.00
TOTAL	approx. 830.00

AVERAGE PRICES	EURO
Cinema	6.00 – 12.00
Entrance to clubs	10.00 – 15.00
Soft drink (0.5 l)	2.80 – 3.80
Coffee, tea	2.50 – 3.50
Beer (0.5 l)	3.60
Meal in the canteen	3.90 – 5.40

Download further information provided by the Austrian Exchange Service here: www.studyinaustria.at

16. Accommodation

The **Office for International Relations** of **St. Pölten University of Applied Sciences** offers international students support in finding a room, flat or shared flat in St. Pölten if desired. However, **St. Pölten University of Applied Sciences** cannot guarantee accommodation for exchange students.

16.1. Student Hostels

There are three student dorms nearby **St. Pölten University of Applied Sciences**: 'Campus Domus', 'Wihast' and 'Campus Villa'.

Application for Accommodation in a Student Hostel

St. Pölten University of Applied Sciences has a number of rooms reserved for exchange students at the student dorms 'Campus Domus' and 'Wihast'. If you wish to live in one of the student dorms, tick the student dorm you prefer in the application form of **St. Pölten University of Applied Sciences**. Send the application form to **Laura Zauner** as described in chapter 6. We do not have an allotment of rooms reserved at 'Campus Villa'. Please contact **Mr Sonneleitner** directly if you want to live at 'Campus Villa'.

Rooms in the student hostels are allocated according to the first come-first served principle. The sooner you send your application form to Laura, the better your chances of getting a room in the student dorm of your choice. In case all rooms reserved for exchange students in your preferred student hostel are used up, Laura will check if there is still a vacant room in the second student dorm. If both hostels are fully booked, you will have to look for private accommodation (see chapter 18.2.).

After receiving your application form, Laura will inform you by e-mail what to do to get the room in the student hostel. Please follow the instructions in her e-mail carefully. It is important that you **stick to all the deadlines** and that you transfer the security deposit in time. Otherwise the room will be given to another student on the waiting list.

It is important to **plan your arrival carefully** so that you can pick up your key in the office of the student hostel.

Relevant Information about the Student Hostels

'Campus Domus'	'Wihast'	'Campus Villa'
Domus GmbH Herzogenburger Straße 69 3100 St. Pölten, Austria	Wihast Studentenwohnhaus Herzogenburger Straße 36 3100 St. Pölten, Austria	Campus Villa St. Pölten Mühlweg 16 3100 St. Pölten, Austria
Contact:		
Ms Gisela Travnicek, tel. +43 (2742) 90 500 E: travnicek@domus.co.at I: www.campus-domus.at	The Wihast student hostel does <u>not have an office in St. Pölten</u> , therefore contact their office in Wiener Neustadt for all issues regarding the allocation of rooms: Ms Michaela Szvitek tel. +43 (2622) 88 408-199 E: heimstp@wihast.at I: www.wihast.at/en/home/ At the student hostel itself, Mr Schmalzl is responsible for maintenance work and	Mr Peter Sonneleitner Living City GmbH Mühlweg 16 3100 St. Pölten, Austria tel. +43 (2742) 377 32 50 mobile: +43 (664) 255 8001 E: p.sonneleitner@livingcity.at I: www.livingcity.at/campusvilla

		all further queries. He can be reached at his mobile phone number: +43 664 121 54 26.	
Office hours:			
<p>Mon-Thur: 8.00 – 12.00 14.00 – 16.00 Fri: 8.00 – 12.00</p> <p>The office is closed on weekends.</p>	<p><u>Ms Michaela Szvitek:</u> Mon – Fri: 8.00 – 13.00</p> <p><u>Mr Schmalzl:</u> Mon – Thur: 7.00 – 12.00, 12.30 – 16.00 Fri: 7.00 – 12.00</p> <p>The office is closed on weekends.</p>	<p>Contact Mr Sonnleitner to make an appointment if necessary.</p>	
Distance in relation to university:			
5 minutes by foot	5 minutes by foot	2 minutes by foot	
Rooms:			
<p>3 students share 1 flat consisting of 3 single rooms, 1 shared kitchen, 1 shared bathroom, 1 shared toilet and anteroom.</p> <p>All rooms are equipped with cable TV access and internet access.</p> <p>Extras:</p> <ul style="list-style-type: none"> ■ Parking place (on payment of a fee) ■ Room for storing bicycles ■ Sports area ■ Ping-pong table ■ Laundry 	<p>2 students share 1 flat consisting of either</p> <ul style="list-style-type: none"> ■ 2 single rooms or ■ 1 double room, <p>1 shared kitchen and dining corner, 1 shared bathroom, 1 shared toilet.</p> <p>All rooms are equipped with cable TV access and internet access.</p> <p>Extras:</p> <ul style="list-style-type: none"> ■ Party room ■ Gym ■ Sauna ■ Technology room ■ Room for storing bicycles ■ Laundry 	<p>6 single rooms 4 double rooms 2 three bed rooms</p> <ul style="list-style-type: none"> ■ Fully equipped kitchen: fridge, freezer, microwave, dishwasher, coffee machine, dishes incl. cutlery ■ Balcony on both floors, big park ■ All rooms are equipped with cable TV and internet access. ■ Panoramic lift ■ Caretaker on site <p>Extras:</p> <ul style="list-style-type: none"> ■ Finnish sauna (with pre-payment meter) ■ Washing machine and dryer (with pre-payment meter) ■ Parking place (€15 per month); garage parking place (€60 per month) 	
The following items are NOT included in the price:			
Blankets, pillows, bedclothes, dishes	Bedclothes, dishes	Blankets, pillows, bedclothes	
Price per room per month:			
Single room: €290	Single room: €317	Single room: €385 Double room: 330	

plus one-off safety deposit: €580 (rent for 2 months)	plus one-off safety deposit: €200 lump sum for cleaning: €100 (to be paid at the end of your stay)	plus one-off safety deposit: €550 (min. rent 6 months)
Additional information:		
In case you arrive apart from the opening hours of Campus Domus, you need to stay in a hotel in the meantime, as Campus Domus does not provide any key deposits.	WIHAST offers key lockers if you arrive apart from the opening hours. Please contact Ms Szvitek or Laura in case you want to make use of the key deposits, you receive a code to enter the lockers.	

16.2. Private Accommodation

Many students live in private rooms and shared flats, which often appear on the market at short notice. Vacancies and flatshare offers are posted on the notice boards on the campus of **St. Pölten UAS** and on **eCampus** > **click on the button 'Schwarzes Brett' on the left and then 'Wohnen'**.

16.3. Bed Sheets

You can rent bed sheets from the **Office for International Relations**. Contact **Ms Grötzl** from the International Office for further information (claudia.groetzl@fhstp.ac.at).

Rent for 1 duvet & 1 pillowcase	€10
+ Security deposit for 1 duvet & 1 pillowcase	€20

Deposits are paid back if the items are returned clean and in good order.

You can also buy a set of beddings:

Price for 1 duvet & 1 pillowcase	€15
Price for 1 set bed sheets	€15

The purchase price is non-refundable.

17. Meals

There is a canteen seating 170 students on the ground floor of the university building. A meal costs about € 3.90 – € 5.40.

Canteen

Opening hours:	Mon – Fri:	8.00 – 17.00
Lunch hours:	Mon – Fri:	11.00 – 13.00
	Sat.	11.00 – 13.00

18. Medical Facilities

General practitioners in St. Pölten:

Dr. Elisabeth Hasenzagl
Dr. Adolf-Schärf-Str. 9
tel.: +43 (2742) 34 84 34-0

Dr. Harald Friedrich Eckmann
(recommended from Incoming students!)

Bahnhofplatz 14 / 2. Stock
tel. +43 (2742) 35 42 43

Dr. Rosemarie Titscher
Wiener Str. 41
tel. +43 (2742) 313 424

Pharmacies:

Center Apotheke
Daniel-Gran-Str. 13, Super City Center
tel.: +43 (2742) 219 39
fax: +43 (2742) 219 39-15
l: <http://www.center-apotheke.at>
e-mail: <mailto:info@center-apotheke.at>

Apotheke Traisenpark
Mag. pharm. Erich Zöchling
Dr.-Adolf-Schärf-Str. 5, Traisenpark
tel. +43 (2742) 34 83 00-0
fax: +43 (2742) 36 82 10
l: <http://www.apotheke-traisenpark.at>

Pharmacies operate a rota system for night and Sunday duty. When a pharmacy is closed, a notice is displayed giving details of the nearest pharmacies that are open.

Hospital	Emergency telephone numbers:
Landeskrankenhaus St. Pölten Propst-Führer-Str. 4 tel.: +43 (2742) 9004-0 fax: +43 (2742) 9004-65040 l: www.stpoelten.lknoe.at e-mail: office@stpoelten.lknoe.at	Fire brigade: 122 Police: 133 Ambulance: 144 International Emergency Number: 112

19. Facilities for Special Needs Students

The university building is equipped with elevators so that people with impaired mobility can access all floors and classrooms without any problems. All entrances of the building are also easily accessible.

The parking place of **St. Pölten University of Applied Sciences** has parking lots for handicapped people.

The student hostel 'Wihast' provides rooms for handicapped people.

International students are asked to inform the **Office for International Relations** in advance about any special needs so that appropriate measurements can be set. There is a box in the application form for international students where students can indicate any special needs.

20. Insurance

International students are asked to take care of insurance issues **before** their arrival in Austria.

20.1. Health Insurance

Austria has an excellent health-care system. If you are staying in Austria for less than one year, you should find out if there is an agreement between your home country and Austria regarding health insurance.

Between most **EU countries**, there is a reciprocal health insurance system. You need to bring your **European Health Insurance Card** from the insurance company in your home country before coming to St. Pölten to ensure that you can be treated in Austria in the event of illness without having to pay for it.

If you are not covered by such a health insurance agreement, you will need a medical insurance policy from your home country covering the time of your stay in Austria. The insurance policy must be arranged **before** your arrival in Austria.

People who need a **visa** or permit for entry to Austria have to produce proof of health insurance when applying for the visa or permit.

For more information, please see the website of the [Austrian Exchange Service \(ÖAD\)](#)

In Austria, there are doctors with and without a contract with health insurances and in general there is outpatient treatment in public hospitals. Doctors without a contract have to be paid upfront. Doctors with a contract with the relevant health insurance are usually paid by the national health insurance. To be sure, always ask which costs are covered by the insurance and which costs have to be paid by the patient as cost sharing.

20.2. Accident and Liability Insurance

All students at **St. Pölten UAS** are members of the '**Österreichische Hochschülerschaft (ÖH)**' (Student Union). At the beginning of the semester each student (also international students) has to pay a **membership fee of € 19.20 per semester** (membership fee of €18.50 + insurance of €0.70). The insurance payment is forwarded to the insurance company 'Allianz Elementar Versicherungs AG' and provides an accident and liability insurance for the students.

Insurance is provided for all **accidents and liability issues in causal relation to the education** (e.g. accidents in classrooms, during project weeks, work placements, on the way to or from the university, etc.). Accidents and liability issues in the private environment are not covered by this insurance. For more information see the [website of the student union](#).

21. Financial Support for Students

For information on grants and stipends have a look at: <https://grants.at/>

22. Student Affairs Office

The '**Campus Service Center**' next to the lobby of **St. Pölten UAS** (turn left after entering the lobby) is responsible for general queries. The contact details can be found in chapter 2.

Opening hours:

Mon-Thu: 7.30 – 16.30

Fri: 7.30 – 16.00

Sat: 7.30 – 12.00

Restricted opening hours during holidays.

Contact:

tel. +43 (2742) 313 228-200

l: www.fhstp.ac.at/campus

e-mail: csc@fhstp.ac.at

23. Learning Facilities

23.1. Infrastructure

In a recent survey, 85% of students rated **St. Pölten UAS** as **innovative** and commended its **modern infrastructure** (Universum Talent Survey 2017). Seminar rooms, lecture halls and laboratories are spacious and equipped with state-of-the-art technology. By 2020, €47.5 million will be invested to expand our campus by 12,000 square metres. The Campus of the Future will provide new facilities for teaching and learning, for self-study, creative project work, student services, and for student social life.

International Students' Board

On the ground floor next to the 'Audimax' you will find the International Students' Board, which has all the relevant information and appointments for exchange students.

23.2. Library

The library is located on the **ground floor** of the university building and holds roughly 20,000 books, electronic journals and other media. For any items not available in the library, the staff can arrange inter-library loans from libraries in other cities in Austria and elsewhere.

Reading places, computer research stations and **two photo copy machines** are available in the library. The library is free of charge for all students including exchange students as well as for staff. It is open to all, including the general public.

At the beginning of each term, students are given an introduction to using the library. Please check chapter 6.4 – time schedule - for the [introduction how to use the library](#).

Opening hours: Mon-Fri, 9.00 – 19.30
Sat, 9.00 – 12.00
Restricted opening hours during holidays.

Contact: tel. +43 (2742) 313 228-232
l: www.fhstp.ac.at/campus/bibliothek
e-mail: bibliothek@fhstp.ac.at

Head Librarian: **Mag. Christian Kieslinger, MSc**
e-mail: christian.kieslinger@fhstp.ac.at

23.3. Campus Media

All students including international students are invited to participate actively in the Campus media:

Campus Radio 94.4

The radio studio is **completely run by students**. Frequency 94.4 'Campus Radio' can be heard in the surroundings of St. Pölten and on web stream at www.campusradio.at. Especially international students are welcome to work for Campus Radio. You can add the **voluntary subject 'Campus & City Radio'** to your Learning Agreement to get ECTS-Credits for working for the radio station. For more information regarding the registration of voluntary subjects please contact **Laura Zauner**.

Contact: **FH-Prof. Mag. Ewald Volk**
tel. +43 (2742) 313 228-428
e-mail: ewald.volk@fhstp.ac.at

Office hours: Tue: 13.00- 18.00

SUMO – The student magazine

'SUMO' is produced twice a semester. All students interested in **writing articles** or in performing any other task related to **producing a magazine**, are invited to join the SUMO team. An introduction takes place at the beginning of each winter semester.

c-tv

Campus TV gives students the possibility to produce a real **TV programme** by themselves, ranging from the programming, planning and production to the finishing and distribution. The programmes can be received and watched on the channel 'Okto' by 700,000 viewers for 45 minutes per month. Further, the programmes are also distributed on the web as On-Demand-TV. c-tv programmes are produced in several seminars and labs in the degree programmes 'Media Technology' and 'Digital Media Technologies'. Also, you can attend the **voluntary subject 'c-tv'**.

23.4. Computer Services and E-mail

St. Pölten University of Applied Sciences has several computer rooms equipped with up-to-date technology. Students can use the computers in the computer rooms when no lectures are held. During weekends and on holidays students can enter the computer rooms with their student ID card.

You will receive your **own e-mail account** at **St. Pölten Universities of Applied Sciences** and you can also use the internet. **Please be aware that you are obliged to check your e-mails regularly during your entire stay at St. Pölten University of Applied Sciences**, as you will receive a lot of information by e-mail.

St. Pölten University of Applied Sciences has an eLearning platform which is called '[eCampus](#)'. Many lecturers use this eLearning platform to post the course script, homework, course information etc. Therefore, it will be necessary for you to have access to your courses on **eCampus**. When you have handed in your definite study programme at the **Office for International Relations**, you will get access to all your selected courses on eCampus. Additionally, eCampus also has a notice board feature (= 'Schwarzes Brett'). You can find and post all kinds of information there, e.g. about flats and job offers, and general sales offers.

Furthermore, [WLAN](#) is available.

An [introductory seminar to using the computer services](#) for international students takes place at the beginning of the semester. **International students are asked to attend without fail.**

23.5. Copy Machines and Printers

The student ID card can be used as a copy & print card (prices for copies: € 0.04 for black/white copies per page, € 0.40 for colour copies per page, scanning is for free), in the student cafeteria and in the library (rent books, magazines, DVDs – only after activation!). Your student ID card gives you access to the university building daily all around the clock, to the laboratories (only for authorised persons) and the computer rooms. At the end of your stay you must **return your student ID card to the Campus Service Center.**

24. Practical Information for Mobile Students

24.1. Location

24.1.1. Austria

Austria is a popular destination for guests from all over the world, who appreciate its **beautiful landscapes, rich culture, delicious local cuisine, hospitality and safety.**



Do it all in Austria, the country that offers something for everyone! Sports and nature lovers will appreciate the **mountains, rivers, lakes and forests**. History lovers will marvel at the **palaces, cathedrals and castles**. Art lovers will admire the hundreds of **museums**. Music lovers will revel in the tunes of one of the world's richest contributors to the international music scene. Gourmets will savour the **local cuisine**. Everything the world holds in store for travellers can be found nowhere in such charming perfection as in Austria.

Austria lies in **southern Central Europe**, stretching from the eastern Alps to the Danube basin. With the recent expansion of the European Community, Austria is truly **situated at the heart of Europe**, making it an interesting location for tourists, students and businesses alike.

It is a federal state with a total area of **83,858 sq. km** and consists of **nine provinces**: Burgenland, Carinthia, Lower Austria, Salzburg, Styria, Tyrol, Upper Austria, Vienna and Vorarlberg.

According to the latest population statistics (2009), Austria has a **population of 8.35 million**, of which 98% speak German. Additionally, there are six officially recognised ethnic groups that are found in five Austrian provinces.

Currency:

Austria joined the Euro in 2002. 1 Euro = 100 Cents.

Climate and Clothing:

Austria can get **cold in the winter** with temperatures sometimes dropping below -10°C , so we recommend that you bring warm clothes and shoes with good sturdy soles for the winter semester. Although you may associate Austria with winter sports, we usually enjoy **warm summers** with temperatures above 30°C .

24.1.2. St. Pölten

The largest province, Lower Austria, offers a diversity of landforms: hilly areas alternate with broad plains, alpine regions with the idyllic Danube landscape. **St. Pölten is the oldest city in Austria**; it celebrated its 850th anniversary in 2009. St. Pölten is home to more than 50 educational institutions, among them **St. Pölten UAS, one of Austria's youngest and most modern university establishments**. St. Pölten is the most important school and university centre in Lower Austria.

The provincial capital of Lower Austria with 50,000 inhabitants combines historical and contemporary architecture, apart from offering numerous cultural events throughout the year. The old baroque town centre has its own very special charm, conveyed by historical buildings as well as numerous shops and restaurants. In contrast, the biggest names in contemporary architecture have left their signatures in the Government Quarter, an impressive place with a lively art and cultural scene. Institutions like the **Provincial Museum, the Festival Hall and the Sound Tower** offer interesting and varied events, shows and exhibitions.

For sport enthusiasts and nature lovers, studying in St. Pölten is a must. It is the 'sport capital' of Lower Austria, offering almost any sport you can imagine. The city is home to 120 modern sport facilities and over 100 acres of sport fields.

One definite highlight is the **student pubs**. Fun is sure to be had at these lively meeting places, and they are the perfect place to get to know the local Austrians.

St. Pölten is **centrally located**, within easy reach of a whole variety of attractions. Within an hour of our city you can enjoy the urban life of Vienna, the crisp pleasure of skiing and snowboarding resorts, the refreshment of beautiful lakes and forests, the culinary delights of the nearby wine growing regions and historical sites such as the monastery in Melk.



24.1.3. How to Get to the Campus

The campus is located at **Matthias Corvinus-Straße 15**, only a short walking distance of 10-15 minutes from the town centre and the railway station.

Arriving by car:

On the A1 motorway, take the 'St. Pölten' exit. There is a visitors' car park at Heinrich Schneidmadlstraße just around the corner from the university main building.

Arriving by airplane:

The nearest airport is **Vienna International Airport**. There is a direct **ÖBB train connection** from Vienna International Airport to St. Pölten every 30 minutes between 06:33 and 21:33 (weekdays). The journey to St. Pölten takes appr. 55 minutes. A single journey is appr. € 22.00. Tickets are available from ÖBB ticket machines. See the timetable [here](#).

Alternatively, take the **Vienna Airport Lines coach to Wien Westbahnhof railway station** and continue your journey to St. Pölten by train. There is an Airport Lines coach every 30 min. The journey takes 45 min. and costs € 8.00. Tickets can be bought from the driver.

Arriving by train:

Book your journey to St. Pölten Hauptbahnhof. From Vienna, you can take an ÖBB train from

- Wien Hauptbahnhof (28-35 min.) or
- Wien Meidling (21-28 min.)
- Westbahn trains run from Wien Westbahnhof. There is one train per hour and the journey takes 29 min. A one-way ticket costs € 7.90. Tickets can be purchased on the train or in advance at www.westbahn.at. Consult the website for the timetable.

Note: ÖBB and Westbahn are two different rail services that do not accept each other's tickets! A taxi from St. Pölten train station to the Fachhochschule costs appr. € 5.

On foot/by bike:

St. Pölten is a rather small town, so the best way to get around is on foot or by bike. If you want to buy a bike, you can find several bike shops in the city centre and in the shopping centres (e.g. 'Traisenpark' and 'Super City Center'). For second-hand bikes, see the notice boards on campus or consult [eCampus](#). Bike rental is also available (€ 1.00 per hour/€ 8.00 for 24 hours, the first half of an hour is for free). There is a bike station right in front of the Fachhochschule. For further information see www.nextbike.at.

Bus in St. Pölten:

There is a regular bus connection with the city bus 'Lup' to **St. Pölten UAS**. The price for a one-way ticket is approx. €2.00. From the railway station there is a frequent bus to **St. Pölten UAS**:

Bus no.	Bus stop to/from	Time interval
1 or 5	'Krankenpflegeschule'	every 30 minutes
3	'A. Sedlacek-Gasse'	every 30 minutes
7	'Matthias Corvinus-Straße' (with stops near the student hostels 'Campus Domus' and 'Wihast')	every 30 minutes

More information: [download bus plan](#).

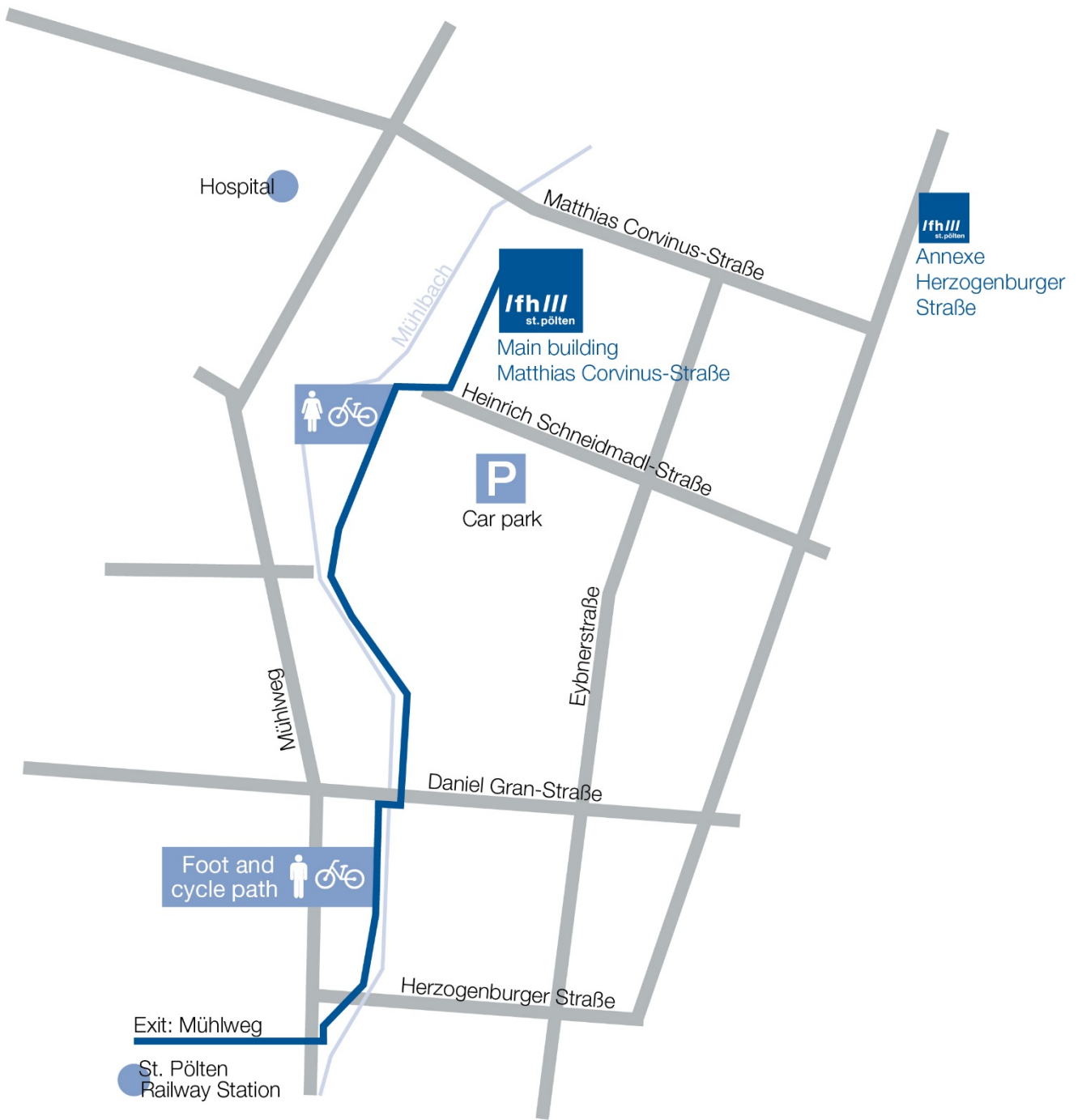
Taxi:

A taxi stand can be found at the railway station. A taxi from the railway station to **St. Pölten UAS** costs approx. €5.00.

For taxis call: 02742/208-0, 24000, 70777, 72000, 31900, or 253545 ('Sammeltaxi')

Useful maps:

- [Map of St. Pölten](#)
- [Underground map of Vienna](#)
- Campus plan: brochures with room plans are available at the main entrance of **St. Pölten UAS**.



25.2. Entry and Residence Requirements

Download information about [entry and residence requirements](#) in Austria. Check the regulations and laws relating to aliens regarding visas and residence titles before travelling to Austria, and after arrival in Austria the regulations concerning registration at your place of residence.

Registration of Residence ('Meldezettel')

Every student is obliged to inform the Austrian authorities **within 3 days** of moving to Austria / moving to a new accommodation. For the registration of residence, you have to fill in the so-called 'Meldezettel' ([download here](#)). The Meldezettel must be duly signed by your student hostel or your landlord/landlady and handed in to:

Meldeamt St. Pölten, Rathaus

Rathausplatz 1, 3100 St. Pölten
tel. +43 (2742) 333-2072, -2074 or -2075
fax: +43 (2742) 333-2079
e-mail: wahlamt@st-poelten.gv.at,
buergerservice@st-poelten.gv.at

Office hours:

Mon, Wed, Thu:	7.30 – 16.00
Tue:	7.30 – 18.00
Fri:	7.30 – 13.00

Don't forget to bring your passport or ID-Card.

Information for Nationals of EU/EEA countries & Switzerland:

If you are a national of an EU/EEA country or Switzerland you need no visa and enjoy freedom of domicile. If you have sufficient financial means to finance your stay in Austria and a valid health insurance covering all the necessary costs, you only need a **valid travel document** (passport or identity card) for entry and residence in Austria.

If you are going to stay in Austria for **more than 3 months** you have to **register** with the competent municipal authority (Magistrat) **within 4 months of your stay (!)** and you will receive a confirmation of registration/'Anmeldebescheinigung' (fee of €15).

Magistrat St. Pölten, Rathaus

Niederlassungs- und Aufenthaltsbehörde
Rathausplatz 1, 3100 St. Pölten

Office hours:

Mon – Fri: 8.00 – 12.00

Contact person:

Mr. Rainer Eisenmann
tel. +43 (2742) 333-2082, -2083

For this registration, you must submit the following documents:

- filled in and signed application form
 - (The application form will be filled in by the 'Magistrat' itself, you only have to sign the document),
- valid identification card or passport,
- proof of health insurance covering the necessary costs (e.g. European Health Insurance Card, insurance policy, etc.),

- proof of sufficient financial means (e.g. deposit at an Austrian bank, traveller's cheques, etc.):
 - Students under the age of 24 must prove financial means of €432 per month.
 - Students older than 24 must prove €783 per month.
- confirmation of admission at **St. Pölten University of Applied Sciences**.

This registration is necessary in addition to the registration of residence ('Meldezettel').

Information for Nationals of Other Countries (Third Countries):

If you do not have EU/EEA or Swiss nationality, you are a so-called 'national of a third country' and you will need an entry and residence title for entry and residence in Austria.

25.4. Bank Opening Hours and How to Open a Bank Account

Bank opening hours in Austria vary, but as a general rule banks open Monday to Friday between 8.00 and 16.30 and often close for one or two hours at lunchtime. Many banks are also closed on Friday afternoons. You will need to **check the exact opening hours** of the bank of your choice, as the above is just a general guideline.

To open a bank account in Austria, you need the following documents:

- valid passport or identification card,
- student ID card or 'Certificate of Attendance'.

During the Welcome Days, we offer the possibility to open a bank account at Sparkasse, which offer special conditions for international students.

Credit Cards: Most businesses in Austria accept all major international credit cards.

25.5. Post Offices

The post office which is situated closest to **St. Pölten UAS** is

Postfiliale 3100 St. Pölten
Bahnhofsplatz 1a
3100 St. Pölten
tel. +43 (577) 677-3100

Stamps as well as newspapers can also be bought in a so-called 'Trafik' (tobacconist). There are two 'Trafiken' on Herzogenburger Straße and another one can be found in 'CitySuperCenter'.

26. Language Courses

26.1. German Courses

Preparatory German Course

A preparatory German course for international students is available in September:

PREPARATORY GERMAN LANGUAGE COURSE

Date:	02 September – 20 September 2019 (about 3 weeks)
Duration:	Mon-Fri, 4 teaching units per day
Level:	The course starts with level B1 (Common European Framework of Reference for Languages)
Attendance fee:	€100
Registration deadline:	15 August 2019
Register by e-mail:	laura.zauner@fhstp.ac.at

‘German Language and Austrian Culture’

The course is offered throughout the academic year (6 ECTS credits per semester, 12 ECTS credits per academic year, 4 teaching units per week). The course is held by **Mag. Helma Spannagl-Schmoll** (Beginners) and **Dr. Doris Simhofer** (Advanced) and includes some field trips. The participants’ level is ascertained in the first session.

- [German Language and Austrian Culture – Beginners](#), 6 ECTS credits
Level: A1 (Common European Framework of Reference for Languages)
Lecturer: Mag. Helma Spannagl-Schmoll
- [German Language and Austrian Culture – Advanced](#), 6 ECTS credits
Level: B1/B2 (Common European Framework of Reference for Languages)
Lecturer: Dr. Doris Simhofer

There is no charge for attendance.

26.2. ÖSD German Language Diploma

‘Life is too short to learn German.’

Richard Porson, English classical scholar
1759-1808

Well, we don’t think so! While studying in St. Pölten, why not take the opportunity to acquire an international German language certificate?

St. Pölten University of Applied Sciences is an exam centre for the 'Österreichisches Sprachdiplom Deutsch (ÖSD)'. ÖSD certificates are state-accredited and internationally recognised.

The certificate is available at [five different levels](#):

- A2 Grundstufe Deutsch 2
- B1 Zertifikat Deutsch
- B2 Mittelstufe Deutsch
- C1 Oberstufe Deutsch
- C2 Wirtschaftssprache Deutsch

The diploma is awarded after candidates have successfully passed a **one-day exam held at the VHS**. The exam puts a special emphasis on communicative competence and takes into consideration the regional diversity that exists in the German-speaking world.

For more details contact **Dr. Doris Simhofer** (e-mail: lbsimhofer@fhstp.ac.at).

27. Internships

If your stay at **St. Pölten University of Applied Sciences** includes a work placement, you should contact the **Office for International Relations** well in advance about it.

You will first have to find a workplace with a company or institution. A **list of companies** that have repeatedly recruited students from St. Pölten is available from your academic tutor and the 'Studiengangssekretariat'. Please note that you need to have a very good command of German for most placements.

Students from non-EU and EEA countries need to have a **work permit**. For further queries, contact

Arbeitsmarktservice (AMS) St. Pölten

Daniel Gran-Straße 10

3100 St. Pölten, Austria

tel. +43 (2742) 309

e-mail: ams.sanktpoelten@ams.at.

or visit the [website](#).

Social Work students should contact **Ms [Andrea Pilgerstorfer](#)**, who will help them find a suitable work placement in the St. Pölten area; Physiotherapy students should contact **Ms [Anna-Maria Raberger](#)**. Ms Pilgerstorfer's and Ms Raberger's contact details can be found in chapter 1. Be aware that it may take some time to find a suitable work placement and start organising your placement well in advance.

28. Sports and Leisure Facilities

28.1. Sports

Studying hard is important – but students should not neglect their bodily fitness either. The **Sports Club** of **St. Pölten University of Applied Sciences** offers for example aerobics, archery, badminton, ballgames (basketball, volleyball and soccer), Zumba, slack line, Bodywork and Tae Bo and yoga.

Members can take part in regular training sessions and prize-winning competitions. The membership fee for the sports club is **€15 per semester**. For most courses like e.g. yoga and aerobics, an extra fee is charged (€ 10 – 50 per semester). The fee has to be paid at the **Campus Service Center**, who issues your sports club membership card.

Registration: [CIS](#) -> Mein CIS -> Meine Anmeldungen -> Type 'Sportverein'

After the online registration, the fee has to be paid in at the '**Campus Service Center**'. You will receive a **sports club membership card** that allows you to participate in the courses you registered for.

Contact:

Sportverein der FH St. Pölten,

Andreas Gradinger

Tel: +43 (0) 676 84 722 88 58

Sports Assistant: e-mail: astsport@fhstp.ac.at

28.2. Leisure Facilities

St. Pölten and its surroundings offer a variety of leisure facilities. In the unlikely case that you should get bored, many other Austrian cities are within easy reach. Vienna, for example, is just a 25-minute train journey away.

USEFUL LINKS:

Austria	www.austria.info
Lower Austria	www.niederoesterreich.at
St. Pölten Map Event Calendar	www.st-poelten.gv.at/Content.Node www.st-poelten.gv.at/Content.Node > Stadtplan www.st-poelten.gv.at/Content.Node/freizeit-kultur/veranstaltungskalender/veranstaltungskalender_st_poelten.php
Vienna Vienna Tourism	www.wien.gv.at www.wien-tourismus.at
Wachau Region	www.wachau.at/donau/WN/

29. Student Associations

29.1. Österreichische Hochschülerschaft (ÖH)

All students at **St. Pölten University of Applied Sciences** are members of the 'Österreichische Hochschülerschaft (ÖH)' (Student Union). The law requires that every student has to pay a membership fee (see chapter 21.2. for details). The membership entitles all students to elect their representatives. You can find the **office of the Student Union in the foyer**, near the entrance of HS 2. The opening hours are **Tue 12:30 – 15:30**.

29.2. International Student Network (ISN)

The **International Student Network (ISN)** is an organisation of Austrian and international students, and all guest students at **St. Pölten UAS** are automatically members without having to pay a membership fee. The ISN carries out a variety of activities with the international students, e.g. a welcome party, casino evenings, 'the perfect dinner', trips to Vienna and other Austrian cities, skiing weekends, etc. These activities are sponsored by the university and the cost of taking part is therefore usually affordable.

The ISN recruits a personal student tutor for each international student, who helps him/her, especially at the beginning of the semester, to integrate into the student community. Also, the student buddies organise weekly events for all international students

Dates and places for ISN meetings are announced by e-mail. You can contact the ISN even before your arrival via [facebook](#).

30. European Policy Statement

Erasmus Programme: Declaration of University Policy

Internationalization is anchored as a declared goal in the mission statement of **St. Pölten University of Applied Sciences**. International activities are constantly increasing and are expressly promoted. An above average number of students complete a semester abroad and/or an internship abroad. In addition, a variety of other bilateral and multilateral activities are established.

The core of our internationalization agenda is **academic mobility**. Student and staff mobility are strongly shaped by the Erasmus programme, which is our most important co-operation programme. The fundamental quality assurance instruments of the programme (e.g. work plan, recognition) are also applied for mobility outside of the Erasmus programme, for instance with third countries.

The mobility takes place for the most part, but not exclusively, with **partner universities**. To a lesser extent there is also incoming and outgoing mobility by "free movers". The "free movers" often produce a good first contact to future co-operation partners. In particular, incoming lecturers who come to us from outside of university partnerships bring interesting input for example from third countries such as the USA, whose university collaborations are difficult to formalize.

The **geographical focus** of mobility is Europe. Partners are selected primarily on the compatibility of their **study programmes** and by their **teaching language(s)**. Increasingly, emphasis is placed on the similarity of research interests because university partnerships should become sustainable partners for mobility and R & D projects. The network of European partner universities will in future be extended by a focus on hitherto rather neglected neighbouring countries (Italy, Hungary, Slovenia). The co-operation with the countries of the Danube region and CENTROPE should be strengthened.

Students are encouraged to spend a semester studying at a partner university or also to complete their internship abroad. **Study and practical training abroad** are facilitated in the best possible way by information, advice and support. In study, **international competences** are taught, which are complemented by various measures of "Internationalisation at home" (e.g. visiting professorships, inter-university student projects). The consistent use of ECTS, Learning and Training Agreement as well as Diploma Supplement contributes to quality assurance.

For **Incoming Students** important information on the website and in the form of an "International Student Guide" and "Course Catalogue" is prepared. At the **beginning of each semester an orientation week** takes place. Visiting students can choose the course "German Language and Austrian culture" and brush up on their German skills during a **three-week intensive course** before the start of the academic year.

Teacher mobility incoming as well as outgoing is well established, and there are numerous Good Practice Examples for staff training. The systematic recognition of these activities in terms of staff development, career paths and workload will be further improved in the future.

With **advice and support for mobile students, teachers and staff members**, the **International Office**, lecturers (International co-ordinators) and the student association the "International Student Network" (ISN) work together to achieve academic success and a good **integration of the mobile university community**. Particularly positive is the anchoring of the ISN in student representation, which entails closer co-operation between international and local students.

St. Pölten University of Applied Sciences has already set in motion the first steps for the preparation and participation in courses and study programmes which lead to **shared or multiple degrees**. We also endeavour to significantly expand the range of English language courses in order for international students to have an adequate offer and to increase our opportunities for co-operation within Europe and beyond.

St. Pölten University of Applied Sciences has in past years made great strides in the academisation of their teachers and the participation in **national and international research projects**. The scientific output has increased resulting in good contacts with the international scientific community. Through an international network of researchers, a lively exchange has been created, which leads to further co-operation projects. Close co-operations already exist with the business world and the world of work, which in the new generation of the Erasmus programme are to be further developed into even more alliances and joint education and training projects.

With **projects in teaching** (multilateral, as a partner and in house) diverse experiences have already been had: through Erasmus Intensive Programmes, project openings, International Weeks and conferences in

co-operation with industry (for example in the areas of health, media, railways). We want to continue to support and promote these diverse projects.

Our participation in the programme 2014-2020 aims to meet the [objectives of the European internationalization and modernization agenda](#).

1. Raising the level of education to serve the need for academics and researchers in Europe:

The offer of **St. Pölten University of Applied Sciences** in study and continuing education programmes is geared towards practical application and international competences. It promotes the permeability and compatibility of study and work. Further education projects for students and staff, alliances for doctoral studies and the strengthening of e-learning elements in teaching should be further developed in the framework of international co-operation.

2. Improvement of the quality and relevance of higher education:

All courses have up to now been **working intensively with the business community** in the form of needs analysis and advisory boards. Through projects and alliances in the new generation of programmes it can be better ensured that students acquire **labour market relevant and practical skills**. We will convey our existing focus on media literacy increasingly internationally and in a transdisciplinary manner. The installation of a writing centre is being considered; scientific work and (foreign) language skills are part of our Excellence Agenda.

3. Increase in quality through mobility and cross-border co-operation:

We expect through cross-border co-operation, a decisive impetus for measures of the **"Internationalisation at home"** and the impartation of international competences.

4. Linking of university - research - economy:

Future joint projects in this knowledge triangle can build on well-established relationships. The **"Friends of St. Pölten University of Applied Sciences"** makes a major contribution to regional anchoring. Alliances and funding will be particularly important in this area.

5. Improvement of governance and financing

Economic and academic leadership work closely together at the management level. Third-party financing will be pursued. A controlling and quality management system ensures consistent internal monitoring. For managers, there is a sustainable training programme, and we live a culture of employee empowerment. Gender & diversity representatives bring to bear their expertise in (e.g. common language guidelines). Partnership, interculturality and diversity should become the culture of our higher education life together.

Barbara Zimmer, International Office

May 2013 Cf. <http://www.fhstp.ac.at/international/box/erklaerung-zur-erasmus-hochschulpolitik>

31. Checklist for students coming to St. Pölten UAS

Before arrival


- I checked the study opportunities for International Students on the [website](#).
- I discussed the selection of courses with my coordinator at my home university and made sure that the credits earned at **St. Pölten University of Applied Sciences** will be transferred to my home university when I return.
- I completed the Application Form and the Learning Agreement and have had both signed by my local advisor.
- I sent the Application Form, Learning Agreement, German/English Language Certificate and the latest Transcript of Records to **St. Pölten University of Applied Sciences** by **15 May** (winter semester/whole academic year) / **15 November** (summer semester).
- My passport is valid and, if necessary, I have applied for a visa.
- My insurance covers medical treatment in Austria.
- I booked a room in one of the student dorms or elsewhere and paid the safety deposit if required.
- I rent out my room at home.
- I regularly check my e-mail account for news from **St. Pölten UAS**.


To bring along

- Valid passport / ID card and visa (if required).
- Letter of Acceptance from **St. Pölten University of Applied Sciences**.
- Cash for my first days in St. Pölten.


First days in St. Pölten


- I introduced myself at the **Office for International Relations** and participated in the orientation programme.
- I paid my first month's rent.
- I paid the student union fee (currently €19.20).
- I opened a bank account.


I completed and submitted my registration form to the 'Meldeamt' **within three days** of my arrival. 

I submitted and obtained the 'Anmeldebescheinigung' at the 'Rathaus' (town hall) within four months of my arrival. 

Before departure

I attended the Farewell Ceremony and received my 'Certificate of Attendance' 

I returned my keys and the books to the library. I paid all open bills (telephone etc.) 

I have all documents that I need to bring back to my home university (e.g. Erasmus forms) 

After departure

Upon receipt of my Transcript of Records from **St. Pölten University of Applied Sciences**, I make sure that the credits earned are transferred to my home university. 