

Welcome to Vienna

At the FHWien der WKW University of
Applied Sciences for Management & Communication



Center for International Education & Mobility (CIEM) | Welcome Guide for Incoming Students

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Content

1. Vienna at a glance	3
2. FH Wien der WKW University of Applied Sciences	4
3. The CIEM team	5
4. Where to find us	6
5. Academic calendar	7
6. Application process and deadlines	8
7. Erasmus Student Network	9
8. Buddy system	10
9. Housing in Vienna	11
10. Courses and timetables	12
11. After your arrival	14
12. During your stay	16
13. Before leaving Vienna	17
14. Important links	18



1. Vienna at a glance

Studying at the FH Wien der WKK University of Applied Sciences for Management & Communication gives you the unique possibility to acquire expertise in both management and communication in an integrated and practice-based way. Studying in Vienna means also getting to know a fascinating, dynamic city in the heart of Europe.

Famous for its high standard of living, Vienna makes visitors feel right at home almost immediately. Whether you visit a traditional Viennese café, a busy pub, a hip new restaurant or one of the city's numerous parks, Vienna offers almost endless ways of relaxing and enjoying the city.

Visitors will soon recognise Vienna as a **city of contrasts** where the old and the new go hand in hand, but also as a cosmopolitan city which is home to international organisations such as the UN. Vienna has become home to countless people from all over the former Danube monarchy, the influence of which is still visible in the city today.

Active cultural exchange manifests itself especially in the **art and cultural scene** as well as in Vienna's broad range of culinary offerings. Vienna has become a multicultural, vivid city that offers numerous cultural,

sportive and culinary events throughout the year. In summer the Danube Island Festival, Summer Stage and Rathausplatz with its open-air restaurants and movie festival as well as the surrounding hiking regions make Vienna a great place to spend time outside and enjoy the summer.

In winter Viennese people enjoy skiing in the mountains nearby or ice skating at the Rathausplatz. Vienna is especially famous for its Christmas markets, where people enjoy meeting for a cup of mulled wine or punch.

As the **music capital of the world**, Vienna is known for classical composers such as Mozart, Schubert and Haydn as well as pop musicians like Falco and the 'Austropop' singer-songwriters. Vienna offers a wide range of contemporary musical events and is proud of its alternative festival scene.

Studying in Vienna not only provides students with an outstanding and challenging education combined with valuable international experience, but also with the excitement of living in a vibrant European city.

Vienna and its treasures are just waiting to be explored.



2. FH Wien der WKW University of Applied Sciences

Our success story dates back to 1994 when the first degree programme, Tourism Management, commenced. Since 1996 the FH Wien der WKW University of Applied Sciences for Management & Communication has been running eight different programmes, gaining respect and trust from business sectors throughout Vienna.

The Bachelor's degrees (duration 6 semesters) offered by the FH Wien der WKW are:

- ◆ Finance, Accounting and Taxation
- ◆ Real Estate
- ◆ Journalism & Media Management
- ◆ Content Production & Digital Media Management
- ◆ Corporate Communication (also in English)
- ◆ Marketing & Sales
- ◆ Tourism & Hospitality Management
- ◆ Human Resources Management
- ◆ Management & Entrepreneurship
- ◆ Digital Economy

Master's degrees (duration 4 semesters):

- ◆ Financial Management & Controlling
- ◆ Real Estate Management
- ◆ Journalism & New Media
- ◆ Communication Management
- ◆ Marketing & Sales Management
- ◆ Leadership in Tourism & Hospitality
- ◆ Organizational & Human Resources Development
- ◆ Executive Management (in English)

The FH Wien der WKW University of Applied Sciences for Management & Entrepreneurship is one of the leading providers of UAS (University of Applied Sciences) degree programmes for management and communications in Austria. Over 2,900 students are currently enrolled in one of our Bachelor's (BA) or Master's (MA) programmes.

In addition to the full-time programmes, the FH Wien University of Applied Sciences of WKW also offers part-time programmes (evening programmes) which give working professionals the opportunity to earn an academic degree.

We offer a practice-based education at the highest academic level. We distinguish ourselves from other more conventional forms of university education by paying particular attention to the personal strengths of each individual student and a close cooperation with private enterprises. This enables us to provide our students with a **practically relevant** education. Our courses are structured in a flexible way in order to be able to evolve and keep up with developments in the business world. We take pride in meeting the demands of today's businesses, thus setting our students on the path towards a successful career. Experts from all fields guarantee nothing less than a first-class education for all of our students, enabling them to gain first-hand practical knowledge at an academic level.

International experience is one of the most important values for our students – irrespective of their age and origin. International experience first of all means gaining the know-how and sensibility in dealing with cultures and attitudes which are different from your own. That is what our students learn when they attend programmes abroad. That is also what we communicate to our guest students, no matter where they come from – France, Mexico, Russia, the Netherlands, China, Canada, Denmark, Finland, Argentina, the USA or Hungary.

3. The CIEM team

We warmly welcome you to Vienna. CIEM's partnership and mobility coordinators are responsible for both incoming and outgoing student mobility. We are your first point of contact and provide a range of services to help you settle in smoothly at FHWien der WKW.

For general information, advice and requests please e-mail us: **ciem@fh-wien.ac.at**.

Phone: +43 1 476 77 5769 or
+43 1 476 77 5776

The **postal address is:**

FHWien der WKW
CIEM – Center for International Education & Mobility
Währinger Gürtel 97
1180 Wien, Austria



4. Where to find us

The FHWien der WKW is located at Währinger Gürtel 97 in the 18th district.



The building of the FH Wien der WKW is in a central location and has modern lecture halls and well equipped study areas and working spaces. All the students have access to the in-house library, IT rooms, WiFi and the bookshop. There are two restaurants which are open Mon-Sat and offer a variety of menus every day. Students receive a discount on food and beverages.

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How to get there by public transport:

Metro U6, tram 40, 41, 42
Stop: »Währinger Straße/Volksoper«
Bus: 40A - stop: »Währinger Straße/Volksoper«

How to get there by car:

We do not really recommend driving in the city.
Parking is tight and, in most districts, subject to fees.

The CIEM is located in rooms

B237 and B238 on the 2nd floor.

Please consult the map to find your way to FH Wien and the CIEM office.



Map of the neighbourhood.
(You can find a map of Vienna's metro system in the »Important Links« section.)

5. Academic calendar

Winter Semester

Start: First full week of September
Holidays: Christmas: December 24th – January 6th
End: January 31st

Summer Semester

Start: Mid-February
Holidays: 10 days at Easter
End: June 30th

In the week before the beginning of the semester

(August/February), the obligatory Orientation Week for incoming students takes place. Through information sessions, a campus tour and personal appointments you will get acquainted with the university facilities, the academic procedures and student life at FH Wien der WKW. Furthermore, various events, workshops and teambuilding activities will give you the chance to meet other international students and become familiar with Austrian culture.

Please check our online **Incoming Fact Sheet** for the exact semester dates.



6. Application process and deadlines

There are several options for incoming students to study at the FHWien der WKW. You can either be nominated by your home institution through a bilateral agreement if your home university is one of our partner universities (Erasmus Agreement for European institutions, Bilateral Agreement for our partner universities overseas) or study at our institution as a freemover student.

Freemover students initially study at a university which does not collaborate with our university, therefore tuition fees of € 500 per semester will be charged before your arrival in Vienna. The main prerequisite for admission is the »allgemeine Hochschulreife« (general qualification for university entrance). Note, the German »Fachhochschulreife« alone is not sufficient to be accepted for a semester at our institution.

Our application deadlines are as follows:

Winter Semester: May 31st
Summer Semester: October 31st

After the application deadline, an official acceptance e-mail will be sent to all incoming students.

The number of freemover students that we are able to accept varies slightly each semester. Freemover applicants will receive an answer by mid-June/November at the latest.

Once you have been accepted as an exchange student at FHWien der WKW, you will receive a link to the Course Guide for the respective semester and you need to send your preliminary course selection as soon as possible. The Learning Agreement for Erasmus students will be signed after your arrival in Vienna and as soon as your course registration has been completed.

During the application process, you need to complete the following steps:

- 1) If you are studying at one of our partner universities, you need to be nominated through your home university.
Freemover students mail their personal information (name, date of birth, home institution, field of study, study level) to ciem@fh-wien.ac.at.
- 2) You will receive a Confirmation of Application mail with a link to Mobility Online. Log in and follow the instructions that guide you through the application process.

7. Erasmus Student Network

The Erasmus Student Network (ESN) was established in 1990 as a politically independent organisation of European students. Its main objective is to support exchange students during their semester abroad. The ESN is present in more than 480 higher education institutions from 37 countries and the network is growing steadily. Each institution has its own ESN section which is run by student volunteers.

Throughout Europe, a large number of student volunteers are committed to helping some 190,000 exchange students. In Austria, the ESN is currently represented at 17 different universities and each semester the network supports approximately 4,500 exchange students.

The main objectives of the ESN are as follows:

- ◆ to work in the interest of exchange students
- ◆ to promote intercultural exchange
- ◆ to facilitate the integration of exchange students
- ◆ to represent the needs and expectations of exchange students at national as well as international level
- ◆ to provide important information on academic exchange programmes

The ESN Network is also represented at the FH Wien der WKW University of Applied Sciences for Management & Communication and its main activities are:

- ◆ planning events for international students, e.g. city tours, »Schnitzel dinner«, visit to a brewery, skiing trips, weekends in Austrian or Eastern European cities
- ◆ support for incoming students
- ◆ organisation of the Buddy Programme
- ◆ communication with the ESN Board and National Representative
- ◆ participation in national and international ESN events

The CIEM will provide all incoming students with an ESN Card (fee of € 10) upon their arrival in Vienna. This card allows ESN members to receive various discounts in bars and pubs all around Vienna. The card is valid for one year from the time of issue.

Whenever you have questions or suggestions for the ESN team, do not hesitate to contact esn@fh-wien.ac.at.

The ESN team is looking forward to meeting you!



8. Buddy system

A buddy is a student of FH Wien der WKW who will help you find your way through Vienna. He/she will furthermore assist you in dealing with »official« business. Your Buddy might be very important, particularly if your German is not that perfect.

A couple of weeks before your arrival you will receive the name and the e-mail address of your buddy to be able to contact him/her directly. Even before your arrival in Vienna you can ask your buddy about anything that comes to your mind regarding your stay in Vienna. Furthermore, your Buddy may give you exclusive insider facts concerning the best clubs, bars, cinemas, theatres, sports events, sightseeing tours and other topics of interest.

Please do not ask your Buddies about the selection of courses. This will be handled by the CIEM team.

Please note that your buddy does this job voluntarily, so he/she does not have any compulsory tasks to fulfil.

Still, you can arrange with your buddy that he/she

- ◆ picks you up at the airport on the day of your arrival
- ◆ helps you to find your way to your accommodation
- ◆ organises your room key in case you live in a student residence
- ◆ helps you deal with »official« business during your first days in Vienna.

The ESN team will help you whenever there is a problem with your buddy!



9. Housing in Vienna

Housing has to be organised by yourself. You can either book a room in one of the student residences (like OeAD Housing Office, ÖJAB) or check the private market for available rooms in a shared apartment. Usually exchange students apply for a room in a student residence since it is the easiest and safest option to organise from another country, especially if your German skills are only basic. There are several organisations providing student residences in Vienna.

The **OeAD Housing Office** provides rooms for more than 2,500 students in about 45 student residences in Vienna. They vary in price, equipment and location. For a detailed list of student residences administered by the OeAD Housing Office and to book a room, go to housing.oead.at/en

Close to the FH Wien der WKW campus are, for example, the OeAD Housing Office residences on Gasgasse and Sechshauserstraße. However, the public transport system in Vienna is really good, so as long as there is a metro station not too far away, you will be fine wherever you are staying.

Further options for student housing are listed in the Incoming Students section on our website.

If you are looking for **private accommodation**, we can recommend the following resources:

- www.jobwohnen.at/wohnungen
(in German)
- www.schwarzesbrett.oeh.ac.at/wohnen
(in German)
- www.wg-gesucht.de/en
- www.willhaben.at
- www.bazar.at
- www.the-fizz.com/wien

Please note:

- Apply EARLY - first come, first serve!
- Read through the rules and regulations carefully!
- When you are asked to enter the name of the contact person, put the name of your mobility coordinator at FH Wien der WKW.
- Student residences will ask you to transfer a booking deposit in advance before accepting your application. It is customary in Austria for students to have to pay this deposit (OeAD Housing Office: appr. € 950) which will be refunded at the end. Also a service fee will be charged which is not refundable.
- Refer to the »Important Links« section at the end of the folder if you want to get to know the distance between the residence and the FH Wien der WKW.
Do NOT contact the CIEM about booking your accommodation.

10. Courses and timetables

As an undergraduate student you may choose among all of the undergraduate programmes offered at the FH Wien der WKW. Students studying at Master's level are allowed to select courses from our Master's programmes as well. In general, courses on our degree programmes are held in German, so for some of you the language of instruction will be a restriction. However, consult the Course Guide for Semester Packages and other courses taught in English. Once the Course Guide has been published, you will be asked to upload your course selection as soon as possible.

You are responsible for deciding whether you meet the prerequisites for a course in terms of language and content. Note that some courses are only available to students with certain prerequisites (e.g. courses from Journalism are only available to students majoring in that area). So please be aware of the course content before you select a course!

If you have sufficient German language knowledge, you may refer to the online information folders of the degree programmes that you are interested in.

As you are free to mix courses from different programmes and semesters, you have to bear in mind that courses are either offered in the summer **or** winter semester. Courses from semester 1, 3 and 5 are offered in the winter semester, courses from semester 2, 4 and 6 are offered in the summer semester. Make sure you only choose courses from the appropriate semester.

Your selection is still preliminary and may be subject to change as we will finalise your curriculum together with you after your arrival in Vienna. Since there may be time clashes between courses we cannot confirm your course choice beforehand.

At the beginning of the semester you will have an appointment with the CIEM team to confirm your preselected courses. The official Learning Agreement (for Erasmus students) based on your choice will subsequently be sent to your home university. You will be allowed to change your courses within the first month of the semester.

Course Guide

On our website you will find the Course Guide which lists the courses available for international students. A number of Semester Packages are taught in English and tailored to fit the areas of interest of our international exchange students.

Courses are allotted to international students on a first-come, first-served basis. Please note, however, that there is preferential registration for students who book an entire Semester Package rather than just individual courses.



German language course

Though you can survive in Vienna just speaking English, we want to emphasise the importance of being able to speak and understand German when living in Austria. We highly recommend participating in a German course prior to your arrival in Vienna to improve your language skills.

In addition, a German language course is offered at the FH Wien der WKW during the whole semester. Each semester there is a beginners group (level A1) and at least one advanced group (B1 and/or B2/C1). These courses will be rewarded with 4 ECTS credits.

In order to participate in the German course, you need to take a German entry level test prior to your arrival in Vienna. This entry level test will be sent to you several weeks before your semester in Vienna. Based on the results of this test, you will be registered for one of the language course groups (i.e. beginners or higher level).

Other foreign language courses

At FH Wien der WKW we are convinced that language skills are a key to success in the workplace today. FH Wien students are encouraged to choose to learn another foreign language besides English, i.e. French, Spanish, Russian or Chinese. We offer these courses at various levels, depending on the demand in each semester. Beginners courses usually start in the winter semester.

The language lecturers at FH Wien der WKW have native or near-native competence in the language and extensive teaching experience.

The language classes including German invariably take place on Wed from 3:45-6:15 pm. Participation will earn you 4 ECTS credits. Language courses are extra-curricular and therefore a participation fee of € 130 per semester applies. See the Course Guide for details.

11. After your arrival

Orientation Week

During the Orientation Week (attendance is obligatory!) we will give you important information on your stay in Vienna, the public transport ticket, official registration, etc. You will take part in a campus tour and a workshop on intercultural competence. Furthermore, you will have a personal appointment with your mobility coordinator in CIEM in order to finalise your curriculum and timetable. Last but not least, you will be introduced to the local ESN section, who have a programme of activities in store for you.

Official Registration

• »Meldewesen«

According to Austrian legislation, everybody who comes to Austria has to register with the authorities within the first three working days after arrival. You will have to fill in a form which will be explained to you during the first day of the Orientation Week. Please do not hesitate to ask your Buddy for help!

Addresses of Registration Service Centres in Vienna
www.wien.gv.at/verwaltung/meldeservice/stellen.html

• »Anmeldebescheinigung«

Students with EU/EEA or Swiss nationality who are staying in Austria for more than three months have to apply for a confirmation of registration within three months of their arrival.

You will receive all relevant information on the official registration on the first day of the Orientation Week.

Tickets for Public Transport

Tickets are available at the »Wiener Linien« shops along the metro lines and also online. If you want to buy a semester ticket you need a study certificate which you will receive during the Orientation Week. Reduced semester tickets for students younger than 26 years are available for the winter semester (September – January) and the summer semester (February – June).

• Semester ticket (»Semesterticket«): € 75

(for students with their main residence in Vienna)
These tickets are valid for all trams, buses and the underground in Vienna.

If you are older than 26 you may buy monthly tickets (€45 per month) or an annual ticket (€365) with a refund option for the months you are not using.

You will receive all relevant information and necessary documents to buy the semester ticket on the first day of the Orientation Week.

Insurance and Emergency Information

Make sure that you have sufficient insurance coverage for your stay in Vienna before your arrival to Vienna. Students from EU/EEA countries should bring their European Health Insurance card with them which can be obtained from their insurance company in their home country. If you have a health insurance in your home country (within Europe) you are generally (!) also insured in Austria. With your e-Card you may consult any medical practitioner in Austria. Students from non-EU/EEA countries have to show their insurance coverage already at the time of visa application.

If you are still looking for an insurance company we can recommend the following homepage:
www.feelsafe.at

Everybody may fall ill sometime or urgently need medical advice. To make sure you know what to do in case of an emergency, we want to provide you with some important information.

For finding a practitioner in Vienna click on the following link: www.wien.gv.at/gesundheit-soziales/arzt

- ◆ The bullet point »Ärztesuche« (search for practitioners) leads you to a search interface. You can make your search more precise by restricting the criteria; e.g. if you are looking for a general practitioner, choose »Allgemeinmedizin«, select English as the »Fremdsprache« (foreign language) if you require the doctor to be able to speak English. Bear in mind that you normally have to arrange an appointment in advance.

- ◆ Under the bullet point »Apotheken (=pharmacies) suchen« or »Apotheken im Stadtplan« you will find the addresses of all pharmacies in Vienna. There is also a list of pharmacies with night service (extra night charge applies).

For emergency calls, please keep in mind:

Fire brigade (Feuerwehr):	122
Police (Polizei):	133
Ambulance (Rettung):	144
European emergency number:	112

Whenever there is an emergency please also contact the CIEM team.

12. During your stay

Events of the ESN

Our ESN team will organise several events and journeys to different cities in Austria and in neighbouring countries. These travels will give you the opportunity to get to know different regions in Austria/central Europe and meet other international as well as local students.

Travelling by train

For travelling by train in Austria, we recommend that incoming students under the age of 26 buy a »Vorteilscard Jugend« of the national railway company ÖBB. This discount card is valid for train travels within Austria and the fare is reduced by up to 50% of the initial price. The reduction card costs €19 and is valid for one year. If you are planning to travel to other regional capitals like Graz, Salzburg or Innsbruck, it is definitely worth buying the discount card.
www.oebb.at/en for details.

Another, private railway company called WESTbahn operates exclusively between Vienna and Salzburg. The ticket prices are competitive and there are usually a number of promotional offers. For further information westbahn.at/en.

Sports classes for students

The University of Vienna offers a great variety of inexpensive sports classes – from Aerobics to Zen meditation. Note, you won't earn ECTS credits for attending these courses.

For the current programme and information on how to register, go to www.usi.at/en.

Shopping

Shops are usually open Mon-Fri from 9:00 am to 6:30 pm, Sat until 5:00 or 6:00 pm. Some shopping centres are open Mon-Fri until 8:00 or 9:00 pm. On Sundays and holidays, when shops and banks are usually closed, shopping is available at the large railway stations.

Estimated living expenses per month:

Housing	€ 500
Food	€ 300
Public transport (semester ticket)	€ 30
Orientation week fee*	€ 35

*This comprises Student Union membership, Campus Card, ESN fee.

13. Before leaving Vienna

Appointment at the CIEM to complete the administrative process

Before you leave Vienna make sure you arrange an appointment at the CIEM for the issuing of your Transcript of Records and Confirmation of Stay. We will ask you to fill in an evaluation questionnaire in order to obtain your feedback and be able to continuously improve the service we offer to exchange students.

Deregister at the »Meldeamt«

Don't forget to deregister during the last days of your stay. You can do this at every »Meldeamt« (registration office) in Vienna.

Return the room key of the student residence

As the opening hours of the housing office are limited, keep in mind to return your room key in time!



14. Important links

**FHWien der WKW University of Applied Sciences
for Management & Communication:**

www.fh-wien.ac.at

Official website of the Viennese government:

www.wien.gv.at

Useful online city map:

www.wien.gv.at/stadtplan

Tourist information (sightseeing, attractions, cultural events, special offers, trips, musicals ...):
www.wien.info

Website of the **public transport system** in Vienna (there you will also be able to find the fastest public transport connection between two different places in Vienna):
www.wienerlinien.at