



Incoming Student Guide Academic Year 2021/22

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Office for International Relations

Last update: 30 March 2021

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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:	www.fhstp.ac.at , http://english.fhstp.ac.at
Facebook:	www.facebook.com/fhstp
Incomings Group Facebook:	https://www.facebook.com/groups/284609344927328/
Twitter:	http://twitter.com/FH_StPoelten
Youtube:	www.youtube.com/fhstpoeelten
Instagram:	https://www.instagram.com/fhstp/?hl=de
ISN Group Instagram:	https://www.instagram.com/isn_fhstp/?hl=de
Head of Institution:	FH-Prof. Dipl.-Ing. Dr. Alois Frotschnig Chairperson of the Board tel: +43 2742 313 228-601
Legal representatives:	DI Gernot Kohl, MSc Chief Executive Officer (CEO) tel: +43 2742 313 228-205 FH-Prof. Dipl.-Ing. Hannes Raffaseder Chief Research and Innovation Officer (CRO and CINO) tel: +43 2742 313 228-616 FH-Prof. Dipl.-Ing. Johann Haag Chief Operation Officer (COO) tel: +43 2742 313 228-631
OFFICE FOR INTERNATIONAL RELATIONS, rooms 3.15 and 3.16	
Incoming Students:	Judith Dürnberger, BA Room 3.15, 3 rd floor tel: +43/676/847 228 302 e-mail: judith.duernberger@fhstp.ac.at
Outgoing Students:	Mag. Irina Veliz-Delgado Room 3.16, 3 rd floor tel: +43 2742 313 228-298 e-mail: irina.veliz-delgado@fhstp.ac.at

Head of the Office for International Relations:	MMag. Daniela Lohner Room 3.16, 3 rd floor tel. +43 2742 313 228 262 e-mail: daniela.lohner@fhstp.ac.at
Staff Incoming & Outgoing:	Claudia Grötzl Room 3.16, 3 rd floor tel: +43 2742 313 228-251 e-mail: claudia.groetzl@fhstp.ac.at
International Degree-Seeking Students:	Niamh Jones, BA Room 3.16, 3 rd floor tel: e-mail: niamh.jones@fhstp.ac.at

2. Academic Tutors

Programme	Name	tel. ext.	e-mail
EPS in Media Technology and Smart Engineering	Michael Iber	655	michael.iber@fhstp.ac.at
iLab	Michael Iber	655	michael.iber@fhstp.ac.at
ICT Module / Computing Module / EPS in Data Science	Simon Tjoa	+43676847228 641	simon.tjoa@fhstp.ac.at
Spotlight on Digital Business	Johanna Erd	423	johanna.erd@fhstp.ac.at
Spotlight on Digital Healthcare	Jakob Doppler	680	jakob.doppler@fhstp.ac.at
Rail Technology and Mobility	Hirut Grossberger	+43676847228667	hirut.grossberger@fhstp.ac.at
Social Work	Christine Haselbacher	517	christine.haselbacher@fhstp.ac.at
Healthcare and Nursing	Julia Glösmann	+43676847228550	julia.gloesmann@fhstp.ac.at
Dietetics	Barbara Kohlmaier	+43676847228485	barbara.kohlmaier@fhstp.ac.at
Physiotherapy	Anita Kidtrisch	573	anita.kidtrisch@fhstp.ac.at

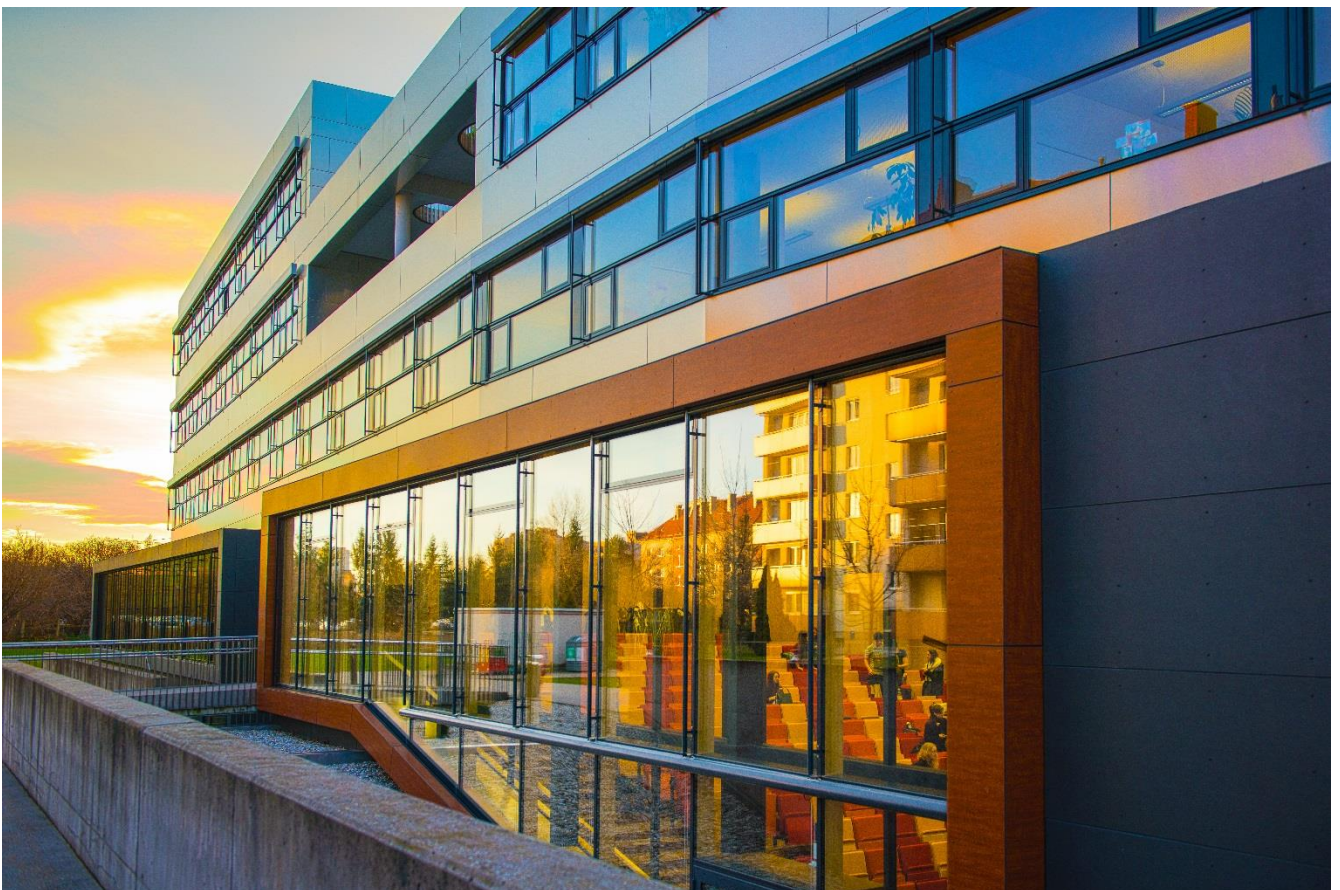
Further information can be found at [here](#).

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 incoming students. The winter semester starts in the beginning/middle of September (depending on your study programme) and ends at the end of January. The summer semester starts in the middle of February (depending on your study programme) and ends at the end of June. More information may be found [here](#).

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 3,500 enrolled students.



Campus of St. Pölten UAS

The St. Pölten UAS runs bachelor and master degree programmes and a number of further education programmes in the fields of Media and Digital Technologies, Digital Business and Innovation, Computer Science and Security, Rail Technology and Mobility, Health Sciences and Social Sciences. The 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 digital business & innovation, 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

Digital Business & Innovation

- Management & Digital Business (BA)
- Marketing & Communication (BA)

Media & Digital Technologies

- Creative Computing (Bachelor of Science in Engineering, BSc)
- Media Technology (BSc)
- Smart Engineering of Production Technologies and Processes (BSc)
- Media Management (BA)

Computer Science & Security:

- Data Science and Business Analytics (BSc)
- IT Security (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

Digital Business & Innovation

- Digital Marketing & Communication (MA)
- Digital Media Management (MA)
- Economic and Financial Communications (MA)

Media & Digital Technologies

- Digital Design (Dipl.-Ing.)
- Digital Healthcare (MSc)
- Digital Media Production (Dipl.-Ing.)
- Interactive Technologies (Dipl.-Ing.)

Computer Science & Security

- Applied Research and Innovation in Computer Science (MSc)
- Cyber Security and Resilience (MSc)
- Information Security (Dipl.-Ing.)
- Data Intelligence (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 the St. Pölten University of Applied Sciences are requested to ask their home university's International Office to send an official nomination in time. After the nomination the interested incoming student will receive an email asking for the following application 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

Students from third countries (all countries other than EU/EEA countries and Switzerland) are furthermore required to send a

- Passport scan or photocopy
- Copy of visa or residence permit

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

- 15 May for the winter semester
- 15 May for the whole academic year
- 15 November for the summer semester

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 Judith Dürnberger 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 Judith 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

- 2 October 2021 (winter semester 2021/22) and/or
- 5 March 2022 (summer semester 2022)

in Judith'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 the 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, incoming students studying at the 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 the 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 in 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

We will show you how to access your personal timetable in the CIS during the 'Orientation Days for Incoming Students' at the beginning of the semester. Make sure you check the timetable regularly for any short-term 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 in the 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 (= Campus 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 Centre 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. 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 on our [study programmes](#), the [admission process](#) and their [application with international documents](#) on our website.

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

- European Project Semester (EPS) in Media Technology and Smart Engineering (winter semester and summer semester)
- European Project Semester (EPS) in Data Science (winter semester)

- iLab interdisciplinary Module (winter semester and **NEW!** summer semester)
- ICT Module for students of Technology (winter semester)
- Computing Module for students of Technology (summer semester)
- Spotlight on Digital Business (winter and summer semester)
- Spotlight on Digital Healthcare (winter semester)
- Creative Computing Module (winter and summer semester)

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

13. Attendance in Class

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 (eg. SUMO or Campus Radio). In case you are interested in attending such courses, please have a look at the CIS > 'Mein CIS' / 'My CIS' > 'Meine Anmeldungen' / 'My registrations', you get your login data during the Welcome Days.) or contact the Campus and Study Centre.

14. Examination Regulations, Assessment and Grading

Examination Regulations:

You can find the Examination Regulations in Part 2 (Study Law) of the Statute of the St. Pölten UAS in the [download centre](#) on the website.

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 semester, end of June/early July in the summer semester) and in the first week of each term before teaching starts (mid/end of February for the winter semester, mid/end of September for the summer semester). 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

met = Successfully completed
oet = 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 Judith Dürnberger 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)	320.00 (approx.)
Food (excluding luxuries and tobacco)	250.00
Study and personal requirements, books, culture, recreation	300.00
TOTAL	approx. 870.00

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	4.00 – 6.00

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

16. Accommodation

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

16.1. Student Hostels

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

Application for Accommodation in a Student Hostel

The 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 the St. Pölten University of Applied Sciences. Send the application form to Judith Dürnberger as described in chapter 6. We do not have an allotment of rooms reserved at 'Campus Villa'. Please contact Ms Krakowczyk 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, 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 allocated,

Judith 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, Judith 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 Homes

'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	Ms Michaela Szvitek tel. +43 (2622) 88 408-199 E: heimstp@wihast.at I: www.wihast.at/en/home/	Ms Barbara Krakowczyk Living City GmbH Mühlweg 16 3100 St. Pölten, Austria tel. +43 (2742) 377 32 50 mobile: +43 (664) 255 8001 E: office@livingcity.at I: www.livingcity.at/campusvilla

'Campus Domus'	'Wihast'	'Campus Villa'
Office hours:		
Mon-Thur: 8.00 – 12.00 14.00 – 16.00 Fri: 8.00 – 12.00 The office is closed on weekends.	<u>Office hours Wihast office St. Pölten:</u> Tue: 09.00 – 13.00 Thur: 09.00 – 13.00 <u>Phone hours:</u> Mon – Fri: 8.00 – 13.00 The office is closed on weekends.	Contact Ms Krakowczyk to make an appointment if necessary.
Distance in relation to university:		
5 minutes by foot	5 minutes by foot	2 minutes by foot
Rooms:		
3 students share 1 flat consisting of 3 single rooms, 1 shared kitchen, 1 shared bathroom, 1 shared toilet and anteroom.	2 students share 1 flat consisting of 2 single rooms 1 shared kitchen and dining corner, 1 shared bathroom, 1 shared toilet. All rooms are equipped with cable TV access and internet access.	6 single rooms 4 double rooms 2 three bed rooms ■ Fully equipped kitchen: fridge, freezer, microwave, dishwasher,

<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>Extras:</p> <ul style="list-style-type: none"> ■ Common kitchens ■ Gym ■ Sauna ■ Table-tennis ■ Room for storing bicycles ■ Laundry ■ Garage (on payment of a fee) 	<p>coffee machine, dishes incl. cutlery</p> <ul style="list-style-type: none"> ■ 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	Dishes	Blankets, pillows, bedclothes
Price per room per month:		
<p>Single room: €310</p> <p>plus one-off safety deposit: €620 (rent for 2 months)</p> <p>lump sum for cleaning: €120 (to be paid at the end of your stay)</p>	<p>Single room: €323</p> <p>plus one-off safety deposit: €200</p> <p>lump sum for cleaning of the room €70 and the bedclothes €30 (to be paid at the end of your stay)</p>	<p>Single room: €385</p> <p>Double room: €330</p> <p>plus one-off safety deposit: €550 (min. rent 6 months)</p>
Additional information:		
<p>Campus DOMUS offers key lockers if you arrive outside the opening hours. Please contact Ms Travnicek or Judith in case you want to make use of the key deposits to receive more information.</p>	<p>WIHAST offers key lockers if you arrive outside the opening hours. Please contact Ms Szvitek or Judith in case you want to make use of the key deposits, you receive a code to enter the lockers.</p>	

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').

You may also use private search platforms to find additional housing possibilities:

- <https://www.studenteninserate.at/kleinanzeigen/zimmer/st-poelten.d/>
- <https://www.wg-gesucht.de/wg-zimmer-in-St-Poelten.517.0.1.0.html>

Many students also live in Vienna since the train ride between Vienna and St. Pölten is not more than 30 minutes. Still, we advise international students to search for housing possibilities in St. Pölten – especially if they are coming from countries outside of the EU.

16.3. Bed Sheets

If you live in the Campus Domus student dorm, you may rent bed sheets from the Office for International Relations. Contact Ms. Claudia 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 approx. 170 students on the ground floor of the university building. A meal costs about €4.00 – €6.00.

Canteen

Opening hours:	Mon – Fri:	9.00 – 15.00
	Sat	11.00 – 13.30
Lunch hours:	Mon – Fri:	11.00 – 14.00
	Sat	11.00 – 13.30

18. Medical Facilities

General practitioners in St. Pölten:

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

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>

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

e-mail: 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
 I: <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 I: 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 lifts 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 the 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 taken. 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)' (Students' Union). At the beginning of the semester each student (also international students) has to pay a membership fee of € 20.70 per semester (membership fee + insurance). 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 Students' Union](#).

21. Financial Support for Students

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

22. Campus and Study Centre

The 'Campus and Study Centre (CSC)' is next to the lobby of the St. Pölten UAS (turn left after entering the lobby). The CSC is responsible for general queries. Here you may find a list of their services: https://www.fhstp.ac.at/en/about-us/st-polten-uas-services/campus-and-study-center?set_language=en

[Opening hours:](#)

Mon-Thur: 7.30 – 16.30

Fri: 7:30 – 15.30
Sat: 7:30 – 12.00
Limited 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 the 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 2021, €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.

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, 8.00 – 17.00
Sat, 8.00 – 13.00
Limited opening hours during holidays.

Contact: tel. + +43/2742/313 228 254
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 the 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 Judith Dürnberger.

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

SUMO – The student magazine

'SUMO' is published twice a year. 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

The 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 the 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 the St. Pölten University of Applied Sciences**, as you will receive much important information by e-mail.

St. Pölten University of Applied Sciences has an **e-learning platform** which is called '**eCampus**'. Many lecturers use this e-learning 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.

During the Orientation Days, all international students are asked to complete an online introductory course on using the computer services without fail.

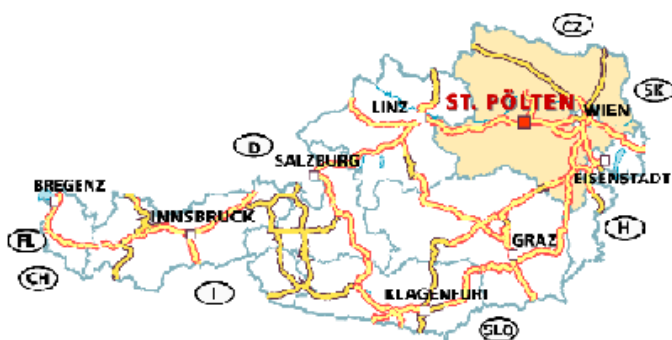
23.5. Copy Machines and Printers

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.

24. Practical Information

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 approx. 9 million, 98% of which 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 of up to and sometimes even 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 over 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 Schneidmadl Straße 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 07:03 and 21:33 (weekdays). The journey to St. Pölten takes appr. 55 minutes. A single journey is appr. € 16.00. 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 approx. € 12.00. 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](#).

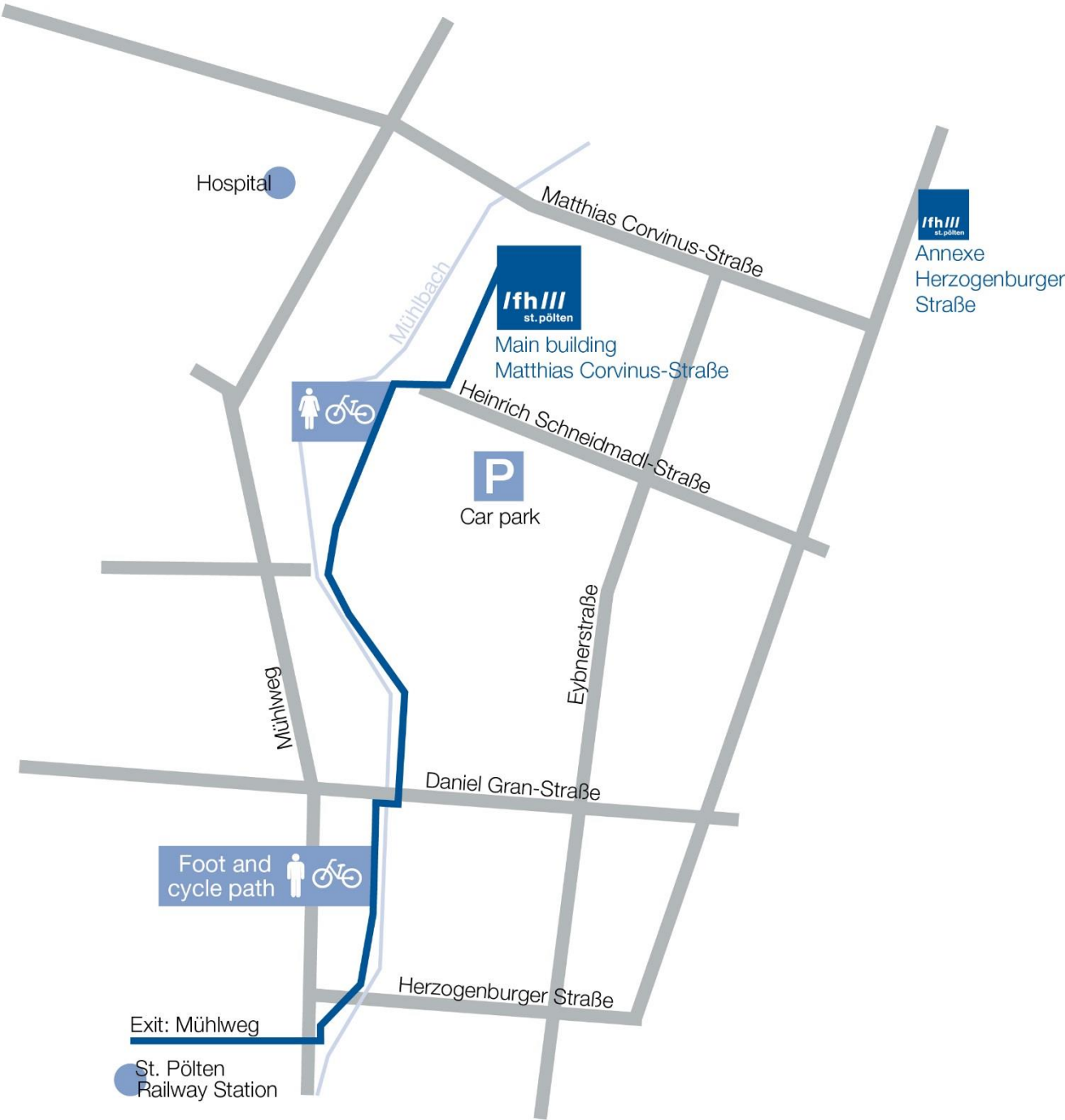
Taxi:

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.



24.2. Entry and Residence Requirements

Find information about [entry and residence requirements](#) in Austria here. 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) 333-3023 -3024 or -3025
e-mail: meldeamt@st-poelten.gv.a

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:

tel. +43 (2742) 333-2082, -2083 or -2084
e-mail: niederlassungsbehoerde@st-poelten.gv.at

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 € 552.53 per month.
 - Students older than 24 must prove € 1,000.48 per month.
- confirmation of admission to the 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.

Notice of Departure ('Abmeldung' Section in the 'Meldezettel')

Every student is obliged to inform the Austrian authorities of their departure. To give a notice of departure, you have to fill in the section 'Abmeldung' in the 'Meldezettel'. The notice of departure must be given within three days before or after you move out of your registered accommodation in Austria.

24.3. 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.

24.4. Post Offices

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

Postfiliale 3100 St. Pölten
Bahnhofsplatz 1a
3100 St. Pölten

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](#)'.

25. Language and Cultural Programme for International Students

25.1. Courses

- **German 1**, 3 ECTS credits
For learners without previous knowledge of German
Lecturer: Mag. Helma Spannagl-Schmoll
- **German 2**, 3 ECTS credits
For learners with some knowledge of German on the first [basic user level of CEFR](#)
Lecturer: Dr. Doris Simhofer
- **German 3**, 3 ECTS credits
For learners who exceed the first basic user level
Lecturers: Mag. Helma Spannagl-Schmoll / Dr. Doris Simhofer

Placement tests and consultation for learners [of all levels](#) at the beginning of the semester.

- **Scouting Austrian Culture**, 3 ECTS credits – **in English**
Workshop sessions on Austrian culture including excursions
Lecturers: Mag. Helma Spannagl-Schmoll / Dr. Doris Simhofer

25.2. ÖSD German Language Diploma

For details on the ÖSD German Language Diploma, contact Dr. Doris Simhofer (e-mail: lbsimhofer@fhstp.ac.at).

26. 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 'Studiengangsekretariat'. 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 50 904 340](tel:+4350904340)
e-mail: mailservice.selnoe@ams.at.

or visit the [website](#).

Social Work students should contact Ms [Christine Haselbacher](#), who will help them find a suitable work placement in the St. Pölten area; Physiotherapy students should contact Ms [Anita Kidritsch](#). Ms Haselbacher and Ms Kidritsch'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.

27. Sports and Leisure Facilities

27.1. Sports

Studying hard is important – but students should not neglect their bodily fitness either. The Sports Club of the 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. Incoming students are exempt from the membership fee for the sports club. However, 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 and Study Centre, 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,

Lisa Erhold

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

27.2. 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	www.st-poelten.gv.at/Content.Node
Map	www.st-poelten.gv.at/Content.Node > Stadtplan
Event Calendar	www.st-poelten.gv.at/Content.Node/freizeit-kultur/veranstaltungskalender/veranstaltungskalender_st_poelten.php

Vienna	www.wien.gv.at
Vienna Tourism	www.wien-tourismus.at
Wachau Region	www.wachau.at/donau/WN/

28. Student Associations

28.1. Österreichische Hochschülerschaft (ÖH)

All students at the St. Pölten University of Applied Sciences are members of the 'Österreichische Hochschülerschaft (ÖH)' (Students' 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 2nd floor in the main building (room no A 2.41).

28.2. International Student Network (ISN)

The International Student Network (ISN) is an organisation of Austrian and international students, and all guest students at the 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 (buddy) 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.

29. European Policy Statement

Erasmus Policy Statement: Erasmus Declaration on Higher Education Policy

An **active and dynamic internationalisation policy** is a key objective of the St. Pölten University of Applied Sciences (UAS) and therefore prominently anchored both in the mission and the strategy. The qualitative and quantitative expansion of all international activities aims at further promoting an open learning and innovation culture. In this context, special emphasis is placed on the promotion of **interdisciplinarity, internationality and innovative strength** in order to contribute to a knowledge-based, open society and to lay the foundation for lifelong learning. The St. Pölten UAS strives to enable its students to think globally, in networks and in terms of society as a whole. Furthermore, they are taught to develop an astute **social commitment** and act as competent and responsible citizens who see themselves as part of a united European community. The Erasmus programme and the alignment with **common principles of the European Higher Education Area** play a central role in pursuing these objectives.

The St. Pölten UAS is committed to the continuous improvement of its intensive collaboration with partners and universities in other countries within the framework of European **cooperation projects** and research activities as well as the language and intercultural skills of students, teachers and administrative staff, and the attractiveness of the St. Pölten UAS for international students, teaching staff and researchers. The ambitious strategic goal is to ensure that every graduate of the St. Pölten UAS has gained at least one international and/or interdisciplinary experience during her/his time at the UAS.

By means of the increased expansion of **English-language as well as intercultural and interdisciplinary study programmes**, the St. Pölten UAS makes an effort to become an attractive place to study for international students. International networks of teaching and administrative staff play a central role in this context.

The **academic mobility of students, teachers and administrative staff** remains at the core of the internationalisation agenda of the St. Pölten UAS. The target is to generate high-quality mobilities with an annual growth rate roughly 5% in academic mobility. The mobilities to and from Erasmus programme countries are the most important component in terms of these figures. The consistent compliance with the quality standards of the Erasmus programme (use of ECTS, learning and training agreement, diploma supplement, etc.) applies correspondingly as a guideline for other mobility programmes as well.

The UAS service unit International Relations **informs, advises and supports** all incoming and outgoing persons in organisational and administrative matters pertaining to their mobilities. A particular focus is placed on counselling non-traditional students and encouraging them to engage in international exchanges. International coordinators in the study programmes are a key interface between teaching staff and the service unit International Relations. The “International Student Network” features student advising and supporting incoming fellow students.

Most (but not all) mobilities take place with **partner universities**. Incoming and outgoing mobility in the form of so-called “free movers” is encouraged but happens to a considerably lesser extent. Another goal is networking with the cooperation partners in the fields of teaching and research. The mobility activities have their geographical focus within Europe. Partner institutions are selected primarily according to the compatibility of study programmes and the teaching language(s). However, the ties to partner countries predominantly in the USA and South Africa are supposed to be strengthened and expanded through the new global component of the Erasmus programme generation. Additionally, the St. Pölten UAS strives to make increasing use of the opportunities offered by the **KA107 “International Credit Mobility”** in this context.

A key strategic goal is the promotion of the **internationalisation in the curricula**, particularly including the advancement and adaptation of mobility windows in all study programmes, the use of digital tools such as MOOCs, the internationalisation of courses and the implementation of short-cycle mobilities such as blended learning, summer schools, etc. The experience gained through successfully implemented, currently ongoing international semester formats like the “iLab” and the “European Project Semester” is invaluable in this endeavour.

Short-cycle formats as an affordable and low-threshold type of mobility are supposed to feature prominently in addition to “traditional” semester mobility in the form of studying and internships abroad. The idea is to further promote inclusion by reaching a larger group of persons, e.g. part-time students (which comprise a continuously growing number of students) and non-traditional students. The St. Pölten UAS intends to work out and implement a concept for recording these mobilities. In this context, a special focus is placed on the expansion of **Blended Mobilities** by using the corresponding opportunities offered by the Erasmus programme 2021-2027. The annual inter-departmental **International Week** is to be developed further to include as many study programmes as possible and to make the week an integral part of their curricula.

A mobility software is used to promote the **digitalisation**, professionalisation and administrative simplification in the handling of mobilities and cooperation agreements. In this way, the St. Pölten UAS also strives to implement the targets of “Erasmus without Paper” and, as a consequence, to support the efforts for the realisation of the European Student Card.

In order to achieve the internationalisation goals, the St. Pölten UAS plans to increasingly **participate in cooperation projects under Key Action 2** as well as knowledge transfer projects in general. In this respect, the submission of an application of a “**European University**” deserves special mention. In 2020, the UAS took the lead in a consortium which submitted a project with the objective of empowering European regions and promoting collaboration of medium-sized towns in smaller EU countries – with a focus on entrepreneurship and innovation. In case the European University project application is not granted, the St. Pölten UAS strives to implement selected aspects of the project with the currently involved institutions (and potential new partners), provided that the financial, personnel and temporal resources allow for such an endeavour (which may take place under Key Action 2 such as Strategic Partnerships or Knowledge Alliances). In the course of the next Erasmus programme generation, the submission of an **Erasmus Mundus Joint Master Programme** is planned as well. The already submitted **Knowledge Alliance, Sector Skills Alliance and Strategic Partnership** projects will – if they are approved – make further important contributions to the internationalisation and modernisation of the curricula, the teaching and learning methods, and the intensification of the relationships with the respective project partners and sectors. Within the constraints of temporal, financial and personnel resources required for the submission and implementation of such projects as well as the dissemination of the results, the St. Pölten UAS is planning on increasing its active participation in Erasmus cooperation projects. The service unit International Relations offers professional assistance in the execution of the projects.

The Board of the St. Pölten UAS has launched a **sustainability** committee. Climate-friendly mobility forms by bus or train as an alternative to air travel and a focus on Blended Mobilities offer possibilities to make internationalisation activities as sustainable as possible. Furthermore, plans are being made to gradually increase the range of activities pertaining to sustainability and digitization in teaching in research, provided that these endeavours are adequately financed and approved nationally.

30. 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 asked my home university's International Office to nominate me for an exchange period at the St. Pölten UAS. 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 the 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/residence permit.
- 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 the St. Pölten UAS.

To bring along

- Valid passport / ID card and visa (if required).
- Letter of Acceptance from the 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 Students' Union (ÖH) fee (currently € 20.70).
- I opened a bank account. (if needed)
- 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. (students from an EU/EEA country or Switzerland only)

Before departure

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

I returned any 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)



I have given a notice of departure to the 'Rathaus' (town hall).



After departure

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

