

Information for Erasmus+ and Joint Study incoming exchange students (academic year 2015/16)

Dear incoming student,

Congratulations on being nominated for an exchange at the Alpen-Adria-Universität (AAU), we are looking forward to welcoming you in Klagenfurt or Vienna!

The following information aims at guiding you through the relevant administrative processes such as application, admission, course registration, and orientation at the campus Klagenfurt. If you are planning to study on the campus in Vienna, please contact Ms. Nesen Ertugrul via e-mail: Nesen.Ertugrul@aau.at

Please read this document carefully and be prepared to respect the deadlines indicated below.

A. Application, Admission to the AAU & Acceptance Letter

Incoming exchange students have to be nominated by their home university exclusively via our Mobility Information System (MOBIS). Once we have accepted your online nomination in MOBIS, you will receive your username and a link to set a password to access MOBIS and to upload the required application documents within the given deadline. More detailed information on application procedure and MOBIS can be found here:

http://uni-klu.ac.at/internationaloffice/eng/downloads/MOBIS_Application_procedure_student_new.pdf

Please note that sending application documents via e-mail or post will not be accepted.

Application Deadlines:	
June 1st	for winter term
Nov. 1st	for summer term

Once your application has been proceeded and approved, the AAU's Admission Office will send you the **Acceptance Letter** ("Bescheid") to the e-mail address indicated in MOBIS. You will also be notified per e-mail as soon as the Admission Office accepts your application.

Please note that you will be **officially enrolled as a Bachelor student**, as this is a standard admission procedure for incoming exchange students.

After arriving in Klagenfurt, you have to use your MOBIS username and password to access your online AAU student account to log into the system, use campus wifi and register for courses. Therefore, make sure you do not to forget your MOBIS username and password.

B. Welcome Day & Orientation Week

The International Office holds a **Welcome Day** for incoming exchange students on the **first Monday of each semester**. During this event, you will get useful information regarding your exchange semester/s in Klagenfurt. Please note that your **attendance is mandatory!** If you cannot attend the Welcome Day for any reason (e.g. you have a lecture at the same time or your flight/train/bus cannot arrive on time), please let us know in advance so that we can arrange a separate appointment for you.

The **first week of the semester** is your **Orientation Week**, during which you are invited to participate in a guided tour through the AAU's university campus & library, a historical & practical city tour, instructions to the AAU's course management system *moodle*. The Austrian Student Union (section Entrée) will also organize activities and events for incoming exchange students. As some courses already start in the first week of the semester, you can choose in which activities you would like to join us, attendance is only mandatory on our Welcome Day. A more detailed schedule of the upcoming semester's Orientation Week follows in time.

C. List of Courses

The AAU does not offer a course module for incoming exchange students, but you can attend courses of different fields of studies (provided that there are no special requirements to fulfill). You can find the description of the courses and requirements by clicking on the number of each course.

- 1) A general list of courses taught at the AAU can be found here: <http://www.uni-klu.ac.at/studieninfo/inhalt/463.htm> (German), or here: <http://www.uni-klu.ac.at/english/inhalt/540.htm> (English)

If you want to see the list of courses of a certain degree program, please **select the degree program first, then click on "LV-Liste"** (= course list) and choose **your semester**. The course list for the winter semester should be available by the end of July 2015, for the summer semester by the end of December 2015. Many lectures are generally similar to those of "Winter 14" or "Sommer 15", but will not be exactly the same.

- 2) German language courses -> as explained in [E. German Language Courses](#)
- 3) Courses taught in English can be found here: <https://campus.aau.at/studien/lvliste.jsp?semester=14S&englisch=yes&nobc=>
- 4) General language courses (except German) for students of all degree programs can be found here: http://www.uni-klu.ac.at/main/inhalt/598_1927.htm

- 5) Courses offered by the "Schreib-Center" ("writing center"), a special service unit to help students to improve their writing skills, are listed here:

<https://campus.aau.at/studien/lvliste.jsp?stpkey=930&nobc>

Courses offered by the Department of English and American Studies are not open for students who want to work on a basic level of English. The department of English and American Studies requires a minimum level of B1/B2 (European Framework) for regular courses taught in English.

D. Course Registration

Course registration is **only possible upon arrival in Klagenfurt**.

After consulting with the International Office, you have to enroll **personally in the Admission Office**. Make sure to take your passport/ID with you. In the Admission Office, you will be given your student ID, which will only be valid once you have transferred the ÖH-Fee (an obligatory fee for all students in Austria commissioned by the Austrian National Union of Students). Once the University receives your bank transfer for the ÖH-fee (around one week after transference), you can log in with your AAU student account and register for courses online.

Should your classes start before the online system allows you to register, please register personally at the beginning/end of the first class by telling your lecturer that you are an exchange student. Please check within the first two weeks of the semester, if your courses appear on the list (retrievable in AAU student account as "Meine Lehrveranstaltungen"). **(Please note: Only grades of courses you have successfully registered for will appear on your Certificate of Academic Performance!)**

Further information about the course registration can be found on the International Office webpage at: http://uni-klu.ac.at/bib/eng/downloads/Course_registration_Tutorial.pdf

Kindly note that you **will not receive ECTS** for doing the **research** on your thesis during your exchange semester/s at the AAU as you will hand in your thesis at your home university and not in Klagenfurt.

E. General German Language Course

Attending the General Language Course is not compulsory for incoming exchange students. German language courses are considered as extra-curricular program and therefore are NOT free of charge.

The General Language Course **starts** at the beginning of the semester (October and March) and consists of two teaching sessions (3 learning units each) per week. You have to **enroll personally in the office of "Deutsch in Österreich"**, Service Building, 2nd floor. In one semester **only one general language course can be attended**. Course participants are placed in the appropriate class (according to their language level) after sitting a **placement**

test at the beginning of the semester. Further information is available here:
http://dia.uni-klu.ac.at/ulg_first_e.htm

Fees: As an exchange student for the academic year 2015/16 we can offer you a **subsidized place** in the German semester course. The reduced fee for incoming exchange students in their first semester is € 30,- (instead of the regular course fee of € 420,-). Please note that in case you are studying at the AAU for two semesters you can attend the German Semester Course at reduced course fee only **once**. If you wish to attend the language course in your second semester as well, you have to pay the full price.

In case you do not want to take the German semester course, let us know in time!

How to register: After receiving your student ID (=uni@klu.CARD) you can register for the German course at the **German Language Center “Deutsch in Österreich”** (Service building, 2nd floor, room # K.2.04). Please bring along your **student ID** and the **course fee in cash**.
 Registration hours: Monday to Friday from 09:00 to 12:00, Thursday: 09:00-15:00.

Attendance of the **first session** of the course is **obligatory** for all participants and you **must not miss more than 3 sessions**, if you want to complete the course and get a certificate (= 9 ECTS).

Placement test: If you do not have any knowledge of German, you do not need to sit the placement test, but still have to **register personally** in the German Language Center office. Please be aware that it is absolutely necessary to **register before doing the placement test**.

Registration Deadline:
 The last possible day to register for German Language Courses is
Thursday during Orientation Week.
 Please note that after this date your place can no longer be reserved!

F. Important Semester Dates

The **winter semester** officially starts on **October 1st** and ends on **January 31st**.
 The **summer semester** officially starts on **March 1st** and ends on **June 30th**.

	Official start	Official end*
Winter semester	October 1 st	January 31 st
Summer semester	March 1 st	June 30 th

* Please note that some **exams might be scheduled after the official end of the semester** (depending on the courses you choose).

The Academic calendar for the academic year 2015/16 (including holidays & lecture free days in Austria) is available on the webpage of the Admission Office at: <http://www.uni-klu.ac.at/studabt/inhalt/145.htm>

G. Erasmus+ confirmation

Most of our Erasmus+ partner institutions require a letter of confirmation (Erasmus+ confirmation, Arrival/departure confirmation, duration sheet) indicating your arrival/departure dates. Please make sure that you have this confirmation with you, already **printed and pre-filled** (as well as any other document that you might need) upon your arrival to the International Office.

H. Certificate of Academic Performance (Transcript of Records)

At the **end of your exchange**, your home university will usually ask you to provide the official certificate containing the list of courses and grades you have received during your exchange semester/s. At the AAU this official certificate is called “**Certificate of Academic Performance**” (“**Studienerfolgsnachweis**”). Please note that you have to generate your personal Certificate of Academic Performance using your AAU student account upon completion of your courses.

The Certificate of Academic Performance contains an **official electronic signature** and therefore is valid without signature and stamp as it has the probative value of an official document.

Please consider that students of the **winter semester 2015/16** staying for one semester at the AAU will have **access to the student portal only until April 30, 2016**.

Students of the **summer semester 2016**, students staying for the **whole academic year** (winter and summer semester) **only until November 30, 2016**.

After that date, you will no longer have access to your student portal!

Kindly consider these deadlines when handing in your academic papers. In case you need your Certificate of Academic Performance after the deadline, please contact the Admission Office for assistance.

Further information on how to generate your Certificate of Academic Performance can be found on our International Office webpage at:
http://uni-klu.ac.at/bib/eng/downloads/Certificate_of_Academic_Performance.pdf

I. Buddy pick up and Entrée Facebook group

The **Entrée team** (a section of the Austrian National Union of Students) offers a **buddy system for incoming exchange students**. A buddy is a regular student of the AAU who will pick you up at the Klagenfurt airport/train station, take you to your accommodation and help you during the first days in Klagenfurt. Usually, your buddy contacts you via e-mail before you arrive in Klagenfurt.

If you wish to contact other (former, actual and future) exchange students, you can join the **Facebook group of our Entrée team**: <https://de-de.facebook.com/entree.klagenfurt>

J. Accommodation

If you wish to stay in one of the student dormitories during your study in Klagenfurt, you can also book your accommodation via the Austrian housing agency “OeAD”. Please fill out the online registration form for accommodation in Klagenfurt following this link <http://housing.oead.at/en/applyhere> and click on “apply here” at the bottom of the page. After completing the online application, you will receive an e-mail with instructions on how to transfer the deposit. The housing office can reserve accommodation only for students who completed the online registration and transferred the deposit within the deadline.

Please note that OeAD only has a **quota of allotted rooms** and therefore **cannot guarantee accommodation**. For questions regarding accommodation, please contact the OeAD’s Housing Office Klagenfurt directly via e-mail: housing-klagenfurt@oead.at or telephone + 43 (0)463 2700 9234.

IMPORTANT:

Please come to our office (Service building, 1st floor)
as soon as you have arrived in Klagenfurt during our office hours
(Mon., Tue., Wed. and Fri. 09.00 - 11.00 & by appointment
Thur. closed)
to say “hi” and to do the necessary paperwork.

In case you have to cancel your exchange semester in Klagenfurt or will not be able to attend the Welcome Day, please let us know in time.

International Office: Contact details

	Erasmus+	Joint Study, Double Degree
Incoming students	Ms. Michaela Holzweber michaela.holzweber@aau.at +43 (0) 463 2700 9207	Ms. Elena Buffa elena.buffa@aau.at +43 (0) 463 2700 9231
Housing Office (OeAD)	Ms. Marzia Balza housing-klagenfurt@oead.at +43 (0) 463 2700 9234	

For further questions, please do not hesitate to contact us:

Alpen-Adria-Universität Klagenfurt
International Office
Universitätsstraße 65-67, 9020 Klagenfurt/Austria
<http://uni-klu.ac.at/internationaloffice/eng/inhalt/1.htm>
<https://www.facebook.com/intklu?fref=ts>

We are looking forward to meeting you in Klagenfurt!

Best regards,
Michaela & Elena