Welcome
to the
University of Vienna
(Universität Wien)

Information for
ERASMUS Students
Academic Year 2008/2009

Research Services and International Relations
This Guide is also available via the internet:
http://international.univie.ac.at/
CHECKLIST for ERASMUS students

➢ What do I have to do prior to my departure?

A) For your enrolment at the University of Vienna, the following steps are necessary:

| 1. Register online at: http://www.univie.ac.at/zulassung |
| 2. Send the ERASMUS-Certificate to the Student Mobility Office |

DEADLINES: 1 July for the winter semester and 1 January for the summer semester

B) For the reservation of a room in a student hall of residence from the Austrian Exchange Service (ÖAD):
- Fill in the online registration at http://www.housing.oead.ac.at as soon as possible!
- Transfer the deposit to the bank account of ÖAD (= reservation deposit).
  Without the bank transfer NO reservation will be made!

Please mind the deadlines: 15 August (winter semester) / 15 January (summer semester)!

C) In order to study successfully at the University of Vienna it is essential to know German.
If you want to take part in a preparatory German course, you should contact “Innovationszentrum Universität Wien” before your departure. You find more information at their homepage: http://www.univie.ac.at/wihok

D) If you want a Buddy (a student of the University of Vienna who will introduce incoming ERASMUS-Students to student life in Vienna) please register at this site: http://esn.univie.ac.at/anmeldung_needbuddy.php

E) Our course catalogue is only available ONLINE (and in GERMAN) at http://data.univie.ac.at/vlvz?extended=Y
Please click on “Blättern” in order to select courses of your study programme.
If you have questions on courses please contact your departmental coordinator at the University of Vienna!

➢ What do I have to do upon my arrival in Vienna?

1. Register at the Student Mobility Office as soon as possible (obligatory for your enrolment!)
   Office hours: Mon, Tue, Wed: 10-12 a.m., Thu 2-5 p.m. (during holidays 2-4 p.m.)

2. Meet your departmental coordinator at the University of Vienna if you have questions about the courses and your studies at the University of Vienna

3. Register at Magistratisches Bezirksamt within three days of arrival in Vienna.
   You get the form for this purpose at the Student mobility office, or you can download it at http://www.wien.gv.at/verwaltung/meldeservice/pdf/meldezettel.pdf
   You need a passport /ID card for the registration!

4. If you are EU/EEA or Swiss citizen and intend to stay longer in Austria than 3 months:
   Register at the Municipal Department 35 within 3 months of arrival (“Anmeldebescheinigung”).

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Dr. Karl Lueger-Ring 1, A-1010 Vienna
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I. VIENNA AND THE UNIVERSITY OF VIENNA

A. The city of Vienna

Vienna, the capital of Austria, is a city of over 1.6 million inhabitants. It is one of the great cultural centres of Europe with a continuous history of more than 2000 years. Situated on the Danube, the first settlements arose at the cross-roads of two important trade routes: the "amber route", connecting the Baltic countries with Italy, and the east-west route along the Danube. The latter route, together with the traces of the Roman settlement "Vindobona", can still be seen in the layout of the city’s streets.

During the Middle Ages, Vienna rose to importance both in defending against and connecting central Europe with the East, and eventually became the capital of the vast Habsburg empire. The exceptional concentration of talent, reflected by the great achievements in music, art, and the sciences, was a consequence of Vienna's role as a meeting place of a large number of different nations and traditions.

Although much reduced in importance by the break-up of the Austro-Hungarian monarchy at the end of World War I, and placed on the periphery of the western world as a consequence of World War II, Vienna has retained its role as one of the leading capitals of Europe. Since the fall of the Iron Curtain it has successfully resumed its tradition of connecting the East and the West.

Today Vienna is a thriving international city, integrating the rich inheritance of a glorious past with a dynamic approach to the modern world. As a seat of numerous international organisations and an important turntable for business enterprises, Vienna is at the same time a city of operas, concert halls, theatres, universities, museums, and, last but not least, of coffee houses and "Heurigen".

B. The University of Vienna (A-Wien 01)

The University of Vienna, founded in 1365 by the Habsburg Duke Rudolph IV, bears the name of "Alma Mater Rudolphina". Today, with a teaching staff of more than 4800 academics and over 63.000 students it is one of the largest universities in Europe. Approximately 4.000 students graduate every year. The university comprises fifteen faculties and two centers, and offers about 130 different degree programmes.

The main building, simply called "The University" or "Hauptgebäude", is located on the "Ringstraße" in the centre of Vienna (underground line U2, stop "Schottentor - Universität"). The main building, which dates from 1883, houses several administrative offices and the main University Library, as well as several departments and lecture halls. The arcades of its central courtyard exhibit the busts and memorials of a great number of illustrious members of the university.

The Student Mobility Office can also be found in the main building.

C. Studying in Austria

1. General information on studying in Austria

Traditionally, universities are public institutions of the Republic of Austria. All graduates from an Austrian High school with a "Matura" diploma (school leaving certificate, the equivalent of a British "A-level" or the German "Abitur") or a Higher Education Entrance Qualification are entitled to enrol at the university. There are no entrance examinations but students may be required to take supplementary examinations in certain subjects.
The University of Vienna is gradually introducing the tree tier system (Bachelor, Master, PhD). Please contact for updated information: http://www.univie.ac.at/studentpoint.

The most outstanding feature of the Austrian degree programme is that students generally decide on the order in which they intend to complete the lectures and exams themselves. Students at an Austrian university choose one field of study. Students can also attend lectures (in a limited manner) and pass exams of other degree programmes. If ERASMUS students plan to do so, they should first ask their ERASMUS Coordinator about the recognition of these lectures at their home universities.

The duration of studies is between 6 and 10 semesters. Many students take part in two or more degree programmes or work part time. So the average duration of studies is about twelve semesters. Students have to be very responsible in handling and organising this kind of degree programmes. On the other hand it provides the opportunity to study with regard to their abilities and personal circumstances.

More information about the degree programmes can be found on the web pages of the departments ("Institut"), search at http://data.univie.ac.at/pers.

Here some other useful links:
http://www.univie.ac.at/studentpoint
http://spl.univie.ac.at
http://www.oeh.univie.ac.at/kontakt/fak_strv.html

2. Types of courses
For many courses students have to register personally. This is indicated by a "p.A." (personal registration) in the course catalogue. Students can get more information about this and the classes at the internet site of the department (search at http://data.univie.ac.at/pers) or by asking their departmental coordinator. If you want to find out who your departmental coordinator in Vienna is, go to: http://erasmus.univie.ac.at. Click on “Plätze” where all universities and departmental coordinators are listed.

3. Grading system
1 Very good "Sehr gut"
2 Good "Gut"
3 Satisfactory "Befriedigend"
4 Sufficient "Genügend"
5 Not sufficient, Fail "Nicht Genügend"

ERASMUS-Students should get in contact with the teachers of their classes at the University of Vienna about the method of examination and the registration for exams. At the end of your Erasmus stay, you will receive a transcript of records (“Sammelzeugnis”) including all exams you have taken by post.

4. ECTS

ECTS (European Credit Transfer System) is a system to facilitate academic recognition of courses taken abroad. It is used by more than 1000 universities.

The Austrian University Studies Act requires that ECTS credits are allocated to courses in all new curricula. Traditionally, the Austrian university courses are based on the concept of Semesterwochenstunden (= contact hours per week for the duration of one semester or approximately 15 weeks), i.e. courses are seen from a teacher's point of view.

In contrast, ECTS looks at a course from the student's point of view: ECTS credits are based on the concept of workload, which comprises both attendance of a course and study time. ECTS credits represent the workload of a course. The full workload for one semester is 30 ECTS credits, for one year it is 60 ECTS credits. Generally students in Austria study longer than the time officially scheduled to finish a degree.

The number of ECTS credits for each course is shown in the course catalogue:
Further information on ECTS is available at the pages of the study programmes: http://spl.univie.ac.at, or you can ask your departmental coordinator.

5. Course catalogue
http://data.univie.ac.at/vlvz?extended=Y

The course catalogue of the University of Vienna including the lectures of all faculties and degree programmes is only available on the Internet. The course catalogue is available from August/January on.

A "Kommentiertes Vorlesungsverzeichnis" (KoVo) is published by the ÖH (Austrian Student’s Union) or by the departments just before the start of the semester for many fields of study. It contains detailed information about the individual courses. In the description of the classes you find the weekly hours of attendance in the class room. This does not include the time you spend on research in a library or on writing a paper. You can find these commented course catalogues at the departments or faculties or on the homepage of your Department.


Examinations are in general held at the end of the semester, but also at the beginning and end of the following semester.

**Winter semester 2008/2009:**
- Registration period: 1 July – 15 October 2008
- Extension of registration period: 16 October – 30 November 2008
- **THE REGISTRATION PERIOD CANNOT BE EXTENDED!**
- Start of semester: 1 October 2008
- Christmas holidays: 2 December 2008 – 6 January 2009
- End of semester: 31 January 2009
- Semester break: 1 February - 28 February 2009

**Summer semester 2009:**
- Registration period: 12 January – 13 March 2009
- Extension of registration period: 14 March – 30 April 2009
- **THE REGISTRATION PERIOD CANNOT BE EXTENDED!**
- Start of semester: 1 March 2009
- Rector’s day (no lectures): 12 March 2009
- Easter holidays: 6 – 19 April 2009
- Whitsun: 30 May – 2 June 2009
- End of semester: 30 June 2009
- Semester break: 1 July - 30 September 2009

D. Research Services and International Relations – Student Mobility Office
http://international.univie.ac.at/

University of Vienna,  
Research Services and International Relations - Student Mobility Office 
Dr. Karl Lueger-Ring 1, A-1010 Vienna  
Fax: (+43-1) 4277 18229

PLEASE COME TO THE STUDENT MOBILITY OFFICE AFTER YOUR ARRIVAL!
Office hours:
Monday, Tuesday, Wednesday 10.00 - 12.00 a.m.
Thursday 2 p.m. – 7 p.m. (During the university holidays the office closes at 4 p.m.)
Friday: closed!

The Student Mobility Office ("Büro für Mobilitätsprogramme") provides you with information on ORIENTATION sessions, registration, housing, insurance and also with the address of your departmental coordinator at the University of Vienna. You will find our office in entering the main building through the main entrance on “Ringstraße”, which leads you into the entrance hall (“Aula”). Turn right, go upstairs and you can find our office on the right side.

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Tel.: (+43-1) 4277 182 10

E. Enrolment/ORIENTATION
For your enrolment at the University of Vienna, the following steps are necessary:

1. Register online at: http://www.univie.ac.at/zulassung
2. Send the ERASMUS-Certificate to the Student Mobility Office

Deadlines:
1 July 2008 for the winter semester 2008/2009
1 January 2009 for the summer semester 2009.

The ERASMUS certificate will be sent to by post, but you can also download it at our homepage.
With this form and the online registration we can start your enrolment before your arrival.

Students for the winter semester should arrive between mid and end of September, for the summer semester between mid and end of February. This gives you time to settle in and to become acquainted with the system. Most of the classes start on 1 October (1 March) and you can also move into your dormitory room at the beginning of the month. The semester ticket for the public transport is valid from 1 October for the winter term or 1 March for the summer term. You will miss a lot if you come later.

The Student Mobility Office helps ERASMUS students with the registration in a special ORIENTATION session at the beginning of each semester.

**PLEASE REGISTER FOR AN ORIENTATION AT THE STUDENT MOBILITY OFFICE AFTER YOUR ARRIVAL!**

The ORIENTATIONS last 1-2 hours and will take place from mid September to mid October and from mid February to mid March. You will receive the exact dates and places when you come to the Student Mobility Office to register for an ORIENTATION.

**Expenses for enrolment**

You will also have to pay the compulsory fee (“ÖH-Beitrag”) for the Austrian Students Union of € 15,86 in order to be enrolled. You will receive the payment form personally at the Student Mobility Office. To receive this payment form, you have to register online at [http://www.univie.ac.at/bibvi](http://www.univie.ac.at/bibvi) first.

We advise you to pay the ÖH fee right after you have received the payment form. It will then last approximately 1 week until you are enrolled at the University of Vienna. At some departments, you have to be enrolled in order to register for course. Please inform yourself at the website of your department (search at [http://data.univie.ac.at/pers](http://data.univie.ac.at/pers)) or contact your departmental coordinator to learn more about the course registration at your department.

**F. Language requirements and language preparation course**

There are no entrance examinations for ERASMUS students for studying at the University of Vienna. However, **students should have sufficient knowledge of German. All lectures and textbooks, with a few exceptions, are in German.**

If you need language preparation, you can enrol for German classes at Innovationszentrum Universität Wien:

Innovationszentrum Universität Wien
[http://www.univie.ac.at/WIHOK/](http://www.univie.ac.at/WIHOK/)
Alserstraße 4, Campus, Hof 1, A-1090 Vienna
Tel.: (+43-1) 4277-24101, Fax: (+43-1) 4277-9241
E-mail: wihok@univie.ac.at

Registration fee for WIHOK courses: 25 €
Preparatory German courses 2008/09:

As to the preparatory intensive courses held in September and February you will get a 100% refund of the course costs if you pass an exam at the end of the course. (For those who attend the course regularly there should be no problem to pass the exam.) ERASMUS-Students get a 20% reduction with their ERASMUS-Certificate for the trimester-, summer- and February courses.

**Attention:** No reduction for the semester courses!
There are also German language courses taught at the University of Vienna (Deutsch für Internationale Studierende I, II and Deutsch für Nichtdeutschsprachige Mittelstufe, Oberstufe). They start at the beginning of October and March and last for one semester. You can find them in the course catalogue under http://data.univie.ac.at/vlz?extended=Y. These courses are free of charge but often crowded.

G. Students with disabilities

Please contact the responsible person for students with disabilities prior to your arrival at the University of Vienna. He can give you information about access to the university buildings and where problems might occur and how support can be organised.

Mr. Leopold Schlöndorff, Behindertenbeauftragter der Universität Wien
E-mail: leopold.schloendorff@univie.ac.at
Tel: +43 1 4277 106 26

In addition, the University of Vienna offers advice for blind persons:
Susanne Sulzbacher: susanne.sulzbacher@univie.ac.at, Tel: +43 664 60277 10631
Wolfgang Nowak: wolfgang.nowak@univie.ac.at Tel: +43 664 60277 10632

You can also get information and assistance at the ÖH Uni Wien, Office for students with disabilities
Universitätscampus AAKH
Spitalgasse 2, A-1090 Vienna
Tel.: (+43-1) 4277 195 68
http://oeh.univie.ac.at/arbeitsbereiche/behinderte-und-chronisch-kranke.html

Some parts of the main building of the university and also the Student Mobility Office are still difficult to access and cannot be reached by elevator. But we can offer you help and individual appointments at other places. The situation at the departments depends on the age of the building.

H. Austrian Student’s Union (Österreichische HochschülerInnenschaft / ÖH)
http://oeh.univie.ac.at/

The Austrian Student’s Union is the official representative body of all students in Austria. The ÖH finances its activities with a compulsory fee ("ÖH-Beitrag"), currently € 15,86 per semester.
The International Office of the ÖH will be available for answering administrative and study questions.
http://www.oeh.univie.ac.at/arbeitsbereiche/internationales.html

ÖH Uni Wien, Internationales Referat
Universitätscampus AAKH
Spitalgasse 2, A-1090 Vienna
Tel: (+43-1) 42 77 195 62
E-mail: internationales.referat@oeh.univie.ac.at

I. European Student Network / ESN
http://esn.univie.ac.at/
E-Mail: esn.international@univie.ac.at

ESN is an International student organisation with over a hundred divisions throughout Europe. ESN-Vienna consists of about ten very enthusiastic volunteers, students themselves. The most important goal of ESN is to help international students to integrate smoothly within the Austrian student life. This goal is achieved by organising activities such as international parties,
excursions and city trips. ESN also organises regular meetings with all ERASMUS-Students (“Stammtisch”) and other activities.

Furthermore, ESN manages the so-called "Buddy-system": students of the University of Vienna will introduce incoming ERASMUS-Students to student life in Vienna. If you would like to have a "Buddy" or mentor, please register here: http://www.univie.ac.at/esn/anmeldung_needbuddy.php

II. GENERAL INFORMATION

A. Passport and visa requirements

1. Entry

a) If you are a citizen of the European Union, EEA or of Switzerland, you will need a valid passport or an identity card to enter Austria.

b) ERASMUS students with citizenship from non-EU / non-EEA countries: Please contact the Austrian Embassy in the country you live in for entrance regulations prior to your departure. Nationals of non-EU/EEA countries (“third country nationals”) usually need a valid visa in order to enter Austria (exceptions depend on the nationality of the student, please ask your nearest Austrian Embassy/Consulate-General for more information).

   • For a stay up to 6 months you need to apply for a residence and travel visa D+C
   • For more than 6 months you need to apply for a residence permit for study purposes (Aufenthaltsbewilligung “Studierender”) for entry and residence in Austria.

In general, you have to apply at the competent Austrian diplomatic authority (Embassy, Consulate-General) abroad before leaving for Austria. The decision has to be awaited in one’s home country.

For the application the following documents are necessary (originals and copies):

   • fully completed and signed application form (available from the Austrian diplomatic authorities)
   • recent photograph (size between 3,5 x 4,5 to 4,0 x 5,0cm)
   • valid passport
   • birth certificate
   • Notification of admission (Zulassungsbescheid, Aufnahmebestätigung) of the host university
   • Proof of financial means to finance one’s stay (2007: for students up to 24 years at least EUR 400,94 per month, for older students EUR 726 per month) has to be offered to the diplomatic authority. If the accommodation costs exceed € 235,15/month or if there are further expenses, you have to proof the availability of additional funds. As proofs may serve e.g. a savings account or a bank account at an Austrian bank or a confirmation of the award of a scholarship/grant)
   • Proof of health insurance (the insurance has to pay out the benefits in Austria; the insurance sum has to reach approximately € 30,000.) As soon as you start your studies at the host university, you can also buy an Austrian student insurance.
   • police clearance (Strafregisterauszug) - where available - the submission of this document is not obligatory, but nevertheless the Austrian authority is allowed to ask for it - we recommend to submit this document to avoid delay of processing the application.
   • Proof of accommodation in Austria (e.g. ÖAD housing confirmation, lease agreement, etc)
• In case of applying for an extension of the permit: proof of successful study in the past academic year (8 WS/16 ECTS credits per academic year)

• The Embassy/Consulate-General may require additional documents and/or certified translations

Students who are allowed to enter Austria without a visa nevertheless must apply for a visa or residence permit for study purposes if they intend to stay in Austria longer than their visa-free status permits.

**Caution: The visa cannot be granted or extended in Austria!**

Students who are allowed to enter Austria without a visa can apply for the residence permit during their visa-free stay in Austria.

**Caution:** Please note that the application does not permit you to stay longer than your visa-free stay. It may happen that such students would have to leave the country again, should the Austrian authority delay the decision about the residence permit for study purposes. Therefore, we strongly advise all students to apply for the residence permit in their respective home country and to await the decision abroad.

Detailed information can also be found here:
http://www.oead.ac.at/%5Fenglish/austria/entry/
http://www.bmi.gv.at/niederlassung/
http://www.wien.gv.at/english/administration/civilstatus/index.html

2. Registration at „Magistratisches Bezirksamt“

Once in Austria you have to register **within three days of arrival** at the Municipal District Office „Magistratisches Bezirksamt“. For the registration you need a passport/ID card. The form for the registration („Meldezettel“) can be obtained in our office, or under this link:

3. Confirmation of registration for EU/EEA and Swiss citizens („Anmeldebescheinigung“)

Since 1 January 2006, all EU/EEA and Swiss citizens, who are staying longer than 3 months in Austria, must register **within 3 months of arrival** at the Municipal Department 35 – Immigration (Magistratsabteilung 35) and receive a confirmation of registration („Anmeldebescheinigung“).

For this registration the following documents are necessary:

- valid identification card or passport
- confirmation of the Municipal District Office (Meldebestätigung - Magistratisches Bezirksamt)
- proof of a health insurance covering all the necessary costs (e.g. European Health Insurance Card)
- proof of sufficient financial means (e.g. grant, bank account confirmation, confirmation from parents…).
- confirmation of admission by the university (you get it at the Student mobility office)
- payment of the registration fee (currently € 15)

4. Notice of Departure before leaving Austria

Within three days of your departure you need to give notice of your departure at the “Magistratisches Bezirksamt”. Furthermore, students who need a certificate about the duration of their stay, should come to the Student Mobility Office before they leave. This certificate can be issued one week before your departure at the earliest. Please note, that afterwards we can issue such a certificate only when you hand in the notice of departure from the “Magistratisches Bezirksamt”.
B. Arrival in Vienna

1. Arrival at Vienna International Airport
   http://www.flughafenwien.at

   The cheapest way to go from the airport to the city center is to use an S-train of the line S7 (stations among others: Wien Mitte, Wien Nord, Floridsdorf). The fare is € 3,40 (public transport in Vienna included!), the travelling time is 25 minutes. Schedule with departures:

   You can also take a bus to “Schwedenplatz”. Another bus goes to the train stations of "Südbahnhof" and then on to "Westbahnhof". The fare is € 6 (without a ticket for public transport in Vienna). Travelling time is about 20 minutes.

   Or you use the train CAT (City Airport Train) to travel to Vienna from the airport. http://www.cityairporttrain.com. This train takes you to the station “Wien Mitte”. The fare is € 9 (without a ticket for public transport in Vienna). The first train leaves at: 6.05 a.m., the interval is 30 minutes until 10.35 p.m., the travelling time is 15 minutes.

2. Arrival at the train stations "Südbahnhof" or “Westbahnhof”

   You can inform yourself about public transport in Vienna at the internet site of “Wiener Linien” http://www.wienerlinien.at

   Wiener Linien - Timetable information:
   http://www02.vor.at/wvb/index_en.htm

C. Cost of living

The following table should give you an idea of the average cost of living. The figures may vary according to your personal lifestyle. Accommodation costs reflect the average price of a room in a dormitory or a private room in a shared flat.

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (incl. heating and electricity)</td>
<td>€ 250-350</td>
</tr>
<tr>
<td>Food</td>
<td>€ 200</td>
</tr>
<tr>
<td>Books and entertainment, public transportation</td>
<td>€ 200</td>
</tr>
<tr>
<td><strong>Total of expenses per month</strong></td>
<td>€ 650 - 750</td>
</tr>
</tbody>
</table>

D. Accommodation

There are two different types of housing: rooms in halls of residence or private accommodation.

1. Dormitories/Halls of residence

   Please choose **one** of the two possibilities to rent a room in a hall of residence.

   a) The Austrian Exchange Service (ÖAD) organises accommodation in halls of residence ("Studentenheime"). Please fill in the online registration at http://www.housing.oead.ac.at as soon as possible but no later than 15 August for the winter semester and 15 January for the summer semester.

   If you want a single room, please make a note on the form - there is, however, no guarantee that there are enough such rooms available.
For the reservation the ÖAD requires that you fill in the online-form. Then you will get an e-mail from ÖAD with the bank account details, because you have to transfer a reservation deposit to ÖAD. Without the bank transfer NO reservation will be made!
Please note, that an arrangement fee of € 15 per month will be charged by the ÖAD.

If you want to arrive earlier because of German classes or other reasons, please mention it on the form and the ÖAD will try to arrange accommodation for you.

The Austrian Exchange Service is situated on the university campus. For questions about your room reservation, please contact ÖAD:

ÖAD WohnraumverwaltungsGmbH
Alserstraße 4/1/1/3, A-1090 Vienna
Tel.: (+43-1) 4277 28 153, Fax: (+43-1) 4277 28 150
e-mail: housing@oead.ac.at
http://www.housing.oead.ac.at

b) You can organise your accommodation in a hall of residence yourself. If you choose this option, please contact the manager of the hall of residence in time. You need not fill in the form at the ÖAD site in this case. A listing of all the halls of residence for students in Vienna can be found here: http://www.cycamp.at/hostels/hostels.php3
However, we suggest the reservation via ÖAD, because the waiting time for the hall of residence might be quite long.

2. Private accommodation
ERASMUS-Students who wish to live in a private flat can obtain addresses of persons who sublet rooms or apartments to students at our office.

You can also look for private accommodation in these databases:
http://www.wohnenboerse.at
http://www.jobwohnen.at

3. Youth hostels
http://www.oejhv.at

If you cannot move into your dormitory after your arrival, you might stay temporarily at one of the following youth hostels. In most of these hostels breakfast and linen are included but you have to take your own towels with you.

Jugendgästehaus Hütteldorf
Schloßberggasse 8, A-1130 Wien
Tel.: (+43-1) 877 15-01
http://www.oejhv.at/quartier/1130/1130.htm
dorm rooms from € 13

Jugendherberge Myrthengasse
Myrthengasse 7, A-1070 Wien
Tel.: (+43-1) 523 63 16
http://www.oejhv.at/quartier/1070/1070.htm
dorm rooms from € 16

Jugendgästehaus Brigittenau
Friedrich Engels-Platz 24, A-1200 Wien
Tel.: (+43-1) 332 82 94
dorm rooms from € 16
Hostel Schlossherberge
Savoyenstraße 2 / 1160 WIEN
Tel.: (+43-1) 485 85 03-700
http://www.oejhv.at/quartier/1160/1160.htm

dorm rooms from € 16,50

Hostel Ruthensteiner
Robert Hamerling-Gasse 24, A-1150 Wien
Tel.: (+43-1) 893 42 02
http://www.hostelruthensteiner.com

dorm rooms from € 13

Wombat’s City Hostel
http://www.wombats.at
Grangasse 6, A-1150 Wien
Tel.: (+43-1) 897 23 36
Dorm rooms from € 17

E. Health Insurance

You will need the EHIC (European Health Insurance Card) for your health insurance in Austria. With this card you can go directly to Austrian medical doctors (“Kassenarzt” = doctors who have a contract with the Austrian Health Insurance) and get medical treatment free of charge.

Students from Turkey have the form TR/A3. With this form you get a health insurance certificate ("Krankenschein") at Wiener Gebietskrankenkasse (see address below).

Students from other countries can join the Austrian Insurance for Students (Studentenselbstversicherung) at "Wiener Gebietskrankenkasse" instead after the registration at the university. You will need the "Studienblatt", the certificate of enrolment ("Studienbestätigung"), and the certificate of registration ("Meldebestätigung") of the Municipal District Office (“Magistratisches Bezirksamt”). The Austrian Students’ Insurance is available to all foreign students independent of their nationality. For the self insurance for students you must turn to “Wiener Gebietskrankenkasse”:

Wiener Gebietskrankenkasse
Wienerbergstraße 15-19, A-1100 Vienna
Tel.: (+43-1) 601 22-0
(Postal address: PO Box 6000, A-1103 Vienna)
http://www.wgkk.at

Opening hours:
Monday - Thursday 8.00 a.m. - 2.00 p.m.
Friday 8.00 a.m. - 1.00 p.m.

The cost is currently (January 2007) € 22,29 per month. The insurance includes free medical treatment.

You find a list with all doctors in Vienna here: http://www.wien.gv.at/index/arzt.htm
F. Libraries

1. University Library
   http://ub.univie.ac.at/

   The University Library consists of the main library ("Hauptbibliothek") in the main building with a large reading room ("Großer Lesesaal"), a reference section ("Katalogsaal"), a lending division ("Ortsleihe"), a lending department for textbooks ("Lehrbuchsammlung") and other facilities.

   Once you have your student identity card and your certificate of registration ("Meldebestätigung") from the Municipal district office you can apply for a library card to borrow books at the lending division of the University Library in the main building.

   Opening hours of the main reading room:
   Mon-Fri 9:00 - 21:45
   Sat: 9:00 – 18:00
   During the University Holidays limited opening hours

   Opening hours of the lending division:
   Mon-Fri: 9:00 – 19:00
   During the University Holidays limited opening hours

   Each department has its own special library ("Fachbibliothek") where you will find the books relevant to your subject. It is a good idea to make yourself familiar with both the main and the departmental library. In the department the librarian or ERASMUS-Coordinator will help you find your way round. In the main library do not hesitate to ask the librarian in the "Katalogsaal" for help or attend one of the introductory guided tours "Wie benütze ich die Universitätsbibliothek" at the beginning of each semester. For dates and times see the posters at the lending division. Pick up all leaflets that are available at the check-point before you enter the main reading room.

   Textbooks can also be bought in the book shops at the university (e.g.: Facultas Shop in the NIG and on the University Campus). In some classes you get a special reduction paper ("Hörerschein") from the teacher which allows you to buy books at a cheaper price. Copy cards and stationery can also be bought there.

2. The National Library
   http://www.onb.ac.at/

   Österreichische National Bibliothek
   Josefsplatz 1, A-1010 Vienna
   Tel.: (+43-1) 534 10-0

   All publications printed and published in Austria and all literature about Austria published in other countries or written by Austrian authors are collected by the ONB. The collection consists of about 1,8 million volumes. The fee is € 10 per year.
   The opening hours can be found under: http://www.onb.ac.at/ev/use/oph/index.htm

3. Libraries of the City of Vienna
   http://www.buechereien.wien.at

   Books can be borrowed at these libraries in almost every district. The main library is located in
   Urban-Loritz-Platz 2A
   1070 Wien
The fee is € 3 per year for students under 27 years.

G. IT Services of the University of Vienna

1. Unet / UNIVIS
http://www.unet.univie.ac.at/

Unet is an internet service for all students of the University of Vienna. It offers the following services:
- access to all internet services and to the computer rooms of the University of Vienna
- an email address in the form of: matriculationnumber@unet.univie.ac.at
- possibility to create your own homepage

For the activation of your Unet account you need:
- your matriculation number which is written on the payment form
- your pin-code (= your date of birth in the format dmmmyy)
- you have to enter a password which you can choose yourself (5 to 8 digits)

You will then be given a user ID (matriculation number, eg. a0412345). With the user ID and your pass word you can log on and use the Unet Services. You can prolong your UserID at http://www.unet.univie.ac.at/userid.html with the PIN code you find on the enrolment papers (“Studienblatt”) you get each semester.

With your unet account you can also use the UNIVIS servis: http://www.univie.ac.at/uvo
Here you can change your personal data (address..) and look up your grades of the exams you’ve taken!

2. Computer Courses
The ZID also offers cheap computer courses for students. More information is available on information boards next to the user rooms in the NIG or on the Internet: http://data.univie.ac.at/kurs/bin/kursang.pl/

Computer Service Centre
NIG, Universitätsstraße 7, A-1010 Vienna
Tel.: (+43-1) 4277 14060
("Stiege 2", first floor): Opening hours: Monday - Friday 9.00 a.m. - 6.00 p.m.

H. Other practical information

1. Price reductions for students
The ÖH “Sozialreferat” (Office for Social Affairs) can provide you with information on reductions for railways, trams, theatres, concerts, museums, books, etc.
Sozialreferat, Universitätscampus AAKH
Spitalgasse 2, A-1090 Vienna
Tel.: (+43-1) 4277 195 53

2. Opening hours
Normal opening hours for shops are 8.00 a.m. to 6.00 p.m. Monday to Friday. Supermarkets generally open at 7.30 a.m. and close at 7.00 p.m. Monday to Friday. Department stores usually open at 9 a.m. On Saturday most stores and supermarkets are open until 5.00 p.m. In the main railway stations the grocery stores are open also till late in the evening and at weekends (at "Westbahnhof", "Wien-Nord" and "Franz Josefs-Bahnhof")
3. Banks/Post offices
Banks are open from 8.00 to 12.30 a.m. and from 1.30 to 3.00 p.m. Monday to Friday, except Thursday when they close at 5.30 p.m. Post offices are open for bank transactions from 8.00 to 12.00 a.m. and 2.00 to 5.00 p.m. and until 6.00 p.m. for posting letters. Only large post offices are open between noon and 2.00 p.m. The Main Post Office (Fleischmarkt 19, 1010-Vienna) is open from 6 a.m. to 10 p.m. each day (also on Sundays).

4. Public Transportation
http://www.wienerlinien.at

Vienna has a good transport system with buses, trams, underground and municipal trains that run from about 5.30 a.m. to around midnight. There are also night buses ("NightLine"). Maps of the public transportation network are available at the advance ticket-offices in the main underground stations. If you intend to use public transportation regularly, you can buy a semester ticket (October-January, March-June) for students at the advance ticket-offices for € 128,50. If you are older than 26 or intend to stay for a shorter period than four months in Vienna you can buy a monthly pass ("Monatskarte") for € 49,50 per month for unlimited travel in Vienna.

VIENNA NIGHT LINE
For night-owls there are 22 bus lines every 30 minutes between midnight and 5.00 a.m. in the morning. Vienna Night Line is for free for those who have a weekly ticket, a monthly pass or the semester ticket. Otherwise you must buy a regular ticket for € 1,70.

5. Travel Agencies
The following travel agency offers cheap travel for students among others:
STA TRAVEL
Head Office: Garnisonsgasse 7, 1090 Wien
http://www.statravel.at/

6. Lost and Found

Vienna is quite a safe city, although you should not be careless at crowded places. You should report any theft to the nearest police station. With this report you can get copies of lost/stolen ID cards.

You can enquire about any of your lost property at the Lost and Found Office:
Zentrales Fundservice
Charlotte-Bühler-Heim, Bastiengasse 36-38, 1180 Wien

I. Extra-mural and leisure activities

1. Sports activities
http://www.unisport.at
http://www.univie.ac.at/USI-Wien/

The "Sportreferat" of the ÖH (Austrian Student's Union), AAKH, A-1090 Vienna, Alserstraße 4, and the University Sport Centre (USI), A-1150 Vienna, Auf der Schmelz 6, Tel.: (+43-1) 4277 48801 offer a wide range of activities.
Vienna also offers a variety of bicycle paths. You can easily reach the university by bike.

2. Sightseeing, concerts, museums
http://info.wien.at
http://www.wien.at
http://www.falter.at

In a city like Vienna you must attend at least once a concert or theatre performance. In museums there is a wealth of pieces of art from all periods. You can also get reduced tickets with your student identity card.

A free monthly guide of cultural events is available at travel agencies, the CIU ("Centre International Universitaire"), the tourist information offices and the City Hall (Entrance: Friedrich-Schmidt-Platz, A-1010 Wien)

Information Centre of the Board of Tourism:
Obere Augartenstraße 40, 1020 Wien

3. Cinemas and Theatres
http://www.skip.at
http://www.bundestheater.at

Some cinemas offer reduced tickets for students. On specific days there is only a flat rate price for each movie.
In many theatres ("Bundestheater" like "Burgtheater", "Staatsoper", etc.) you can get reduced tickets just before the performance starts if you show your student identity card and if you are under 27.

4. Cafeterias (“Mensen”)
http://www.mensen.at

“Mensen” are student restaurants with self-service that offer cheap meals, often connected with cheap coffee houses. Menu prices range between € 3 and € 6. With your student identity card and a special sticker ("Mensapickerl") available at the ÖH in the University campus you get a reduction of 50 Cent per menu. You will receive a list of all Mensen in Vienna at the ORIENTATION Session.

5. Markets
In Vienna there is a broad range of markets. The most important and exciting one is the "Naschmarkt" near the Technical University. The opening hours of the markets are Monday to Friday 6.00 a.m. to 7.30 p.m. and Saturday 6.00 a.m. to 5.00 p.m.
J. Emergency calls

122 Fire Brigade (Feuerwehr)
133 Police (Polizei)
144 Ambulance (Rettung)
141 emergency doctor (Notfallarzt) (7.00 p.m. to 7.00 a.m.)
1550 chemists (Apothekenbereitschaft) (7.00 p.m. -7.00 a.m.)
717 19 emergency call for women (Frauennotruf)
406 43 43 poisoning emergency (Vergiftungszentrale)

K. Abbreviations

AAKH   Altes Allgemeines Krankenhaus, Alserstraße 4, 1090 Wien
AKH    Allgemeines Krankenhaus, Währinger Gürtel 18-20, 1090 Wien
CIU    Centre International Universitaire, Schottengasse 1, 1010 Wien
KOVO   kommentiertes Vorlesungsverzeichnis
NIG    Neues Institutsgebäude, Universitätsstraße 7, 1010 Wien
ÖAD    Österreichischer Austauschdienst
ÖBB    Österreichische Bundesbahn
ÖH     Österreichische HochschülerInnenschaft
p.A.   persönliche Anmeldung
PS     Proseminar
SE     Seminar
SoSe   Sommersemester
UB     Universitätsbibliothek
UE     Übung
VO     Vorlesung
WS     Wintersemester
ZID    Zentraler Informatikdienst