KARL-FRANZENS-UNIVERSITÄT GRAZ UNIVERSITY OF GRAZ



Büro für Internationale Beziehungen | Office of International Relations

Erasmus+ International Mobility Fact Sheet 2016/2017

Name of the institution	KARL-FRANZENS-UNIVERSITÄT GRAZ	
Erasmus code	A GRAZ01	
ECHE code:	28563-EPP-1-2014-1-AT-EPPKA3-ECHE	
PIC:	999873188	
Visiting & post address	Universitätsplatz 3 A-8010 Graz Austria/Europe	
Head of institution	Professor Dr. Christa Neuper, Rector	
Website	http://www.uni-graz.at/	

Office of International Relations	Universitätsplatz 3 A-8010 Graz- Austria/Europe fax:+43-316-380-9156
Head of office	Sabine PENDL ph:+43-316-380-2211 / e-mail: sabine.pendl@uni-graz.at
Erasmus+ Institutional Coordinator	Doris KNASAR (North, Central and South America, Asia, Australia) ph:+43-316-380-2213 / e-mail: doris.knasar@uni-graz.at
Bilateral agreements, staff mobility (for teaching/ training)	Blaž PLOJ (South East Europe, Africa, CIS, Georgia, Near and Middle East, Ukraine) ph:+43-316-380-2214 / e-mail: blaz.ploj@uni-graz.at
OUTGOING students/ trainees	erasmusplus.intl.outgoing@uni-graz.at
INCOMING students/ trainees	erasmusplus.intl.incoming@uni-graz.at
Website	http://international.uni-graz.at/

Academic Calendar	Winter semester	Summer semester
	<u>Lecture Period</u> :	<u>Lecture Period</u> :
	beginning of Oct – end of Jan	beginning of Mar – end of Jun
	Examination Period:	Examination Period:
	until mid-Feb	until mid-July
Website for incoming students	http://international.uni-graz.at/de/stud/incoming/nominiert/	
Course information	Online course guide	
	Guidelines for course system	
English-taught courses	Search for English-taught courses	

Fields of Study Overview	The University of Graz is a public HEI with an enrolment of 31.500 students and a strong international profile offering more than 100 BA, MA and PhD degrees which are open to exchange students (except for a few restrictions – see below).		
	Focus: The university's regional focus on South-Eastern Europe is one of the defining factors throughout all areas of study.		
	Fields of Study: http://studien.uni-graz.at/en/degree-programmes/		
RESTRICTIONS concerning study fields available for exchange	Bachelor Pharmacology as well as Joint Degree Programs (http://international.uni-graz.at/en/stud/int-focus/jointdegrees/) as well as Doctoral Programs Biochemistry and Molecular Biomedicine, Biotechnology, Molecular Microbiology are NOT open to exchange students.		
	Lab placements are generally difficult and cannot be guaranteed.		
	An application for Translation/interpretation/transcultural communication with German is only possible if students are enrolled in a translation/interpretation degree incl. German at their home university.		
Nomination students	Nomination by email to erasmusplus.intl.incoming@uni-graz.at including the following information and documents		
	 first and last name as it appears in the passport, student's email address, semester/s student is nominated for, official name of home university, field/s and level of study BA/MA/PhD: learning agreement signed by home university PhD/research master: letter of supervision signed by Uni Graz professor 		
	Nomination deadlines: 1st May for the winter semester / whole academic year 1st October for the summer semester		
	We are unable to accept nominations after these deadlines!		
Nomination staff	Uni Graz can accept nominations of incoming staff during the whole grant period. Depending on the length of the visa application process in the applicant's country, a <u>nomination 4-6 months in advance of the beginning of the actual stay</u> is recommended. An Erasmus+ mobility without a visa is not possible.		
Application for students	Nominated students will receive an access code for the online registration!		
	Application forms of <i>Erasmus+ Intl. Mobility</i> students should be sent to: erasmusplus.intl.incoming@uni-graz.at		
	Application deadlines: 1st June for the winter semester / whole academic year 1st November for the summer semester		
	For list of documents to be handed in by the above mentioned deadline see p. 3		
	After having received the complete application documents, students will receive an Admission Letter, a Visa/Residence Permit Letter and our "Welcome Guide".		
Application for staff	Applicants should establish contact with a colleague at Uni Graz before applying and submit a letter of invitation with the application at the home institution. In order to find a match at Uni Graz, applicants are advised to first check the list of academic schools/departments at (http://www.uni-graz.at/en/university/information/faculties/) and then contact the relevant department/unit to find out if it can host you. The contact email should include the applicant's CV and information on the proposed teaching/training plan. If the proposed activity is feasible, an invitation letter will be issued to the applicant by the host department/unit.		
	The home institution will select and nominate staff grantees to Uni Graz by providing the following documents (scanned documents are acceptable):		
	 Staff Mobility Agreement signed by the institutional coordinator and the staff member Invitation Letter Copy of the passport ID page 		
	The IRO contact person at Uni Graz will organize the mobility together with the candidate and a participant grant agreement will be issued and signed.		

Welcome Week for students	Welcome Events are mandatory and include sessions about orientation / registration / course system:		
	Winter semester	Summer semester	
	Welcome Week I:	Welcome Week	
	05.09.2016 - 09.09.2016	16.02.2017 - 22.02.2017	
	Welcome Week II: 15.09.2016 - 21.09.2016		
Housing for students	Accommodation is provided by the ERASMUS Housing Office of the Austrian Exchange Service either in student dorms, in apartments with other students, or with families. The deadlines for housing applications are 1st June and 1st November.		
	Students need to register online at: http://housing.oead.at/en/accommodation/graz-en		
	Or contact dorm directly at: https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/		
Housing for staff	The IRO contact person at Uni Graz provides a list of housing options; incoming faculty/staff candidates can make the reservation at the accommodation of their choice.		
Language Requirements for Students:	The University of Graz recommends students to have language level B2 in German in order to take full advantage of the mobility as most courses at Graz University are taught in German.		
	If students do not have any German knowledge, the University of Graz recommends them to have language level B2 in English and to check if they find enough courses being offered in English in their field of study.		
Language Requirements staff:	Unless otherwise specified, the working/teaching language is English. No language certificate required, although a minimum language level of B2 is recommended.		
Language courses	3-week German Intensive Language Courses (6 ECTS credits) are offered in September and February before the start of the semester. Also German courses during the semester are offered. Further information		
Welcome guide	Welcome Guide for students (incl. living expenses)		
Approx. rental costs per month	Student dorms: approx. € 200-450 / Apartments: € 600-1200		
Mentor system	Buddy program (pick up and support by Graz student) available for exchange students: http://unigraz.esnaustria.org/		
Students and staff with special needs	The "Integrated Studies" Centre is the central information and contact point.		
Visa requirements	Further information on visa requirements		
Insurance	Students : For semester stays it is possible to bring health insurance coverage from abroad. Health insurance must comply with requirements for Visa D (information available at Austrian embassy).		
	Staff: Insurance is not automatically provided for the whole duration (incl. travel days). Information will be provided by the IRO contact person after the nomination of the grantee.		
Transcripts	Students can print off their transcript through their UNIGRAZOnline account. These transcripts are automatically generated and, thus, do not bear signature nor stamp. Transcripts printed on official University's paper, signed and stamped by the		
	director of studies will only be issued ONCE and upon email request.		
Grading System	Is described thoroughly in our <u>ECTS Broc</u>	<u>hures</u> .	

Checklist Students: documents to be sent after completion of Uni Graz online application

- 1. "Application form" incl. applicant's <u>original signature</u> on page 2 (download form from online application). Please note that we do **NOT** refer to a screen shot of your online application.
- 2. "Study confirmation" incl. original signature and stamp of coordinator at home university (download form from online application)
- 3. **Copies of the following Transcripts/Diplomas.** Please bear in mind that the originals of which you make the copies must be signed and stamped by the University. Exception: Automatically generated documents that do not bear any stamp and signature.

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<u>Note</u>: English documents will be accepted if the home university issues official documents alternatively in the national language and English (incl. stamp). <u>Please note that academic advisor might request additional documentation in case of master/doctoral applications</u>

a. *for bachelor level:*

• Transcript of all bachelor courses taken so far in national language AND translated into English or German

b. for master's level:

- Confirmation issued by the <u>admissions office of your home university</u> that you are currently **enrolled on**master level including the name of the master program at your home university
- **Transcript** of all master's courses taken so far in national language **AND** translated into English or German → <u>Note</u>: If no master courses were taken or assessed so far, please hand in additionally a complete bachelor transcript in national language **AND** translated into English or German

a. for doctoral level:

- confirmation issued by the <u>admissions office of your home university</u> that you are currently **enrolled on**doctoral/PhD level including the name of the doctoral/PhD program at your home university
- **Transcript** of all doctoral level courses taken so far in national language **AND** translated into English or German → <u>Note</u>: If no doctoral level courses were taken or assessed so far, please hand in additionally a complete master transcript in national language **AND** translated into English or German
- 4. Letter of Supervision* (PhD / master candidate focusing on research only) **
- 5. **Learning Agreement**** (bachelor, master and PhD candidate) incl. 3 ECTS per month of stay or in case of PhD / master candidates focusing on research the detailed research plan
- 6. Curriculum Vitae / Resumee (in English or German)
- 7. Copy of identity page of your passport / for EU citizens: copy of ID card will also be accepted

*PhD applicants and those of the master applicants intending to focus on research only must provide a **letter of supervision from a professor at the University of Graz already when applying for the placements at the home university.** PhD and master candidates focusing on research only who have not made arrangements for supervision **cannot be accepted.** For support in finding a supervisor at the University of Graz, candidates need to get in touch with the academic advisor of the relevant field of study providing a CV and a detailed research plan.

** **Templates** will be provided on the website of University of Graz

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