

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
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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 <u>Lecture Period:</u> beginning of Oct – end of Jan <u>Examination Period:</u> until mid-Feb	Summer semester <u>Lecture Period:</u> beginning of Mar – end of Jun <u>Examination Period:</u> 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	

Welcome Week for students	Welcome Events are mandatory and include sessions about orientation / registration / course system:	
	<u>Winter semester</u> Welcome Week I: 05.09.2016 – 09.09.2016 Welcome Week II: 15.09.2016 – 21.09.2016	<u>Summer semester</u> Welcome Week 16.02.2017 – 22.02.2017
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 Approx. rental costs per month	Welcome Guide for students (incl. living expenses) 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 ECTS Brochures .	

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

1. "Application form" incl. applicant's original signature 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.
*Note: English documents will be accepted if the home university issues official documents alternatively in the national language and English (incl. stamp). **Please note that academic advisor might request additional documentation in case of master/doctoral applications***
- 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 admissions office of your home university 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
→ *Note: 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 admissions office of your home university 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 → *Note: 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