

Pre-arrival Guide

for international master students

WU
WIRTSCHAFTS
UNIVERSITÄT
WIEN VIENNA
UNIVERSITY OF
ECONOMICS
AND BUSINESS

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This guide contains important information for a successful start to your life and studies in Vienna.



Academic year

2011/12 winter semester: October 1, 2011 – March 4, 2012

CALENDAR WINTER SEMESTER 2011/12

Enrollment period	July 5, 2011 – October 7, 2011
Extended enrollment period (tuition fees +10%)	October 8, 2011 – November 30, 2011
Christmas break	December 24, 2011 – January 8, 2012
Semester break	January 30, 2012 – March 4, 2012

Welcome brunch

September 30, 2011, at 10.00 am in the festival hall

WU organizes a welcome brunch for all students newly enrolled in one of WU's English-language master programs, which will take place in the festival hall (located in the UZA 1 building, first floor, sections A/B) on September 30.

The program will start at 10.00 am with a welcome reception held by a member of the Rector's Council. After the reception you will receive information about various services for students and a counselor from WU's ZBP Career Center team will provide information on job opportunities.

While enjoying the brunch, you will have lots of opportunities to have all your questions answered, and get to know your fellow students.



Pre-arrival checklist

We have prepared for you a short checklist of some of the most important things to do before leaving your home country and arriving in Austria. Please note that this list is not exhaustive.

PRE-ARRIVAL CHECKLIST

- Find out if you have to apply for an Austrian visa or a residence permit as soon as possible.
- Arrange for housing/accommodation.
- Make sure your passport is valid and not about to expire.
- Make your travel arrangements.
- Weigh your luggage before leaving to avoid excess baggage fees.
- Make sure to take your travel documents with you.
- If you take prescribed medication, take it with you and, if possible, get a short description from your doctor explaining what it is for.
- Prepare a short medical history. This will be helpful if you need medical assistance during your stay in Austria.
- Make sure to take all financial documents and information with you (credit card, debit card, banking account details, etc.).
- Make sure to take all insurance documents with you (e.g. travel, health, personal).
- If applicable: If you want to use a car, make sure your driver's license is valid in Austria.

Welcome to WU

With about 26,000 students from more than a hundred countries, WU (Vienna University of Economics and Business) is the largest educational institution for business and economics, business law, and the social sciences in Europe.

There are six buildings on the University's campus: UZA 1 (the main building), UZA 2, UZA 3, UZA 4, Kolpinghaus and H 46.

BUILDINGS AND CLASSROOMS

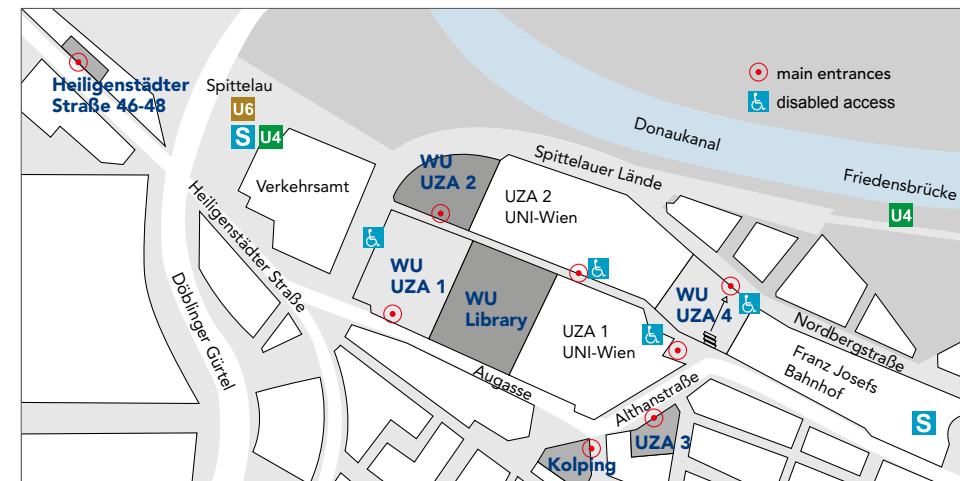
WU's main building is located at Augasse 2-6, in Vienna's ninth district. Each room in the building has been assigned a number from 1 to 48, which is preceded by the level number. This information is followed by a letter (in brackets) that indicates the section of the building the room is closest to (A, B, C or D). For example, a classroom (H, Hörsaal) that is marked H. 0.1 (A) would be located in section A on the ground floor and have the room number 1.

On every floor, all sections are connected to each other except on level 5, where sections A and B are separated from sections C and D. If you have a class on level 5, please make sure you are in the correct section before going up.

The UZA 2 building is located right behind the main building and contains computer rooms that offer free internet access for students enrolled at WU.

To find out where a specific classroom or auditorium is, please go to the following web page for a campus map: www.wu.ac.at/structure/en/about/campus

WU'S MAIN BUILDING (UZA 1) AND OTHER MAJOR BUILDINGS



- UZA 1** = Univ. Zentrum Althanstraße 1, Augasse 2-6, 1090 Vienna
- UZA 2** = Univ. Zentrum Althanstraße 2, Nordbergstraße 2, 1090 Vienna
- UZA 3** = Univ. Zentrum Althanstraße 3, Althanstraße 39-45, 1090 Vienna
- UZA 4** = Univ. Zentrum Althanstraße 4, Nordbergstraße 15, 1090 Vienna
- Kolping** = Kolpinghaus Althanstraße 81, Franz Klein Gasse 1, 1090 Vienna
- Heiligenstädter Straße 46-48**, 1090 Vienna = H 46

OPENING HOURS

› **UZA 1 and UZA 2**

During the semester:

Mon to Fri, 6.00 am – 10.00 pm;

Sat, 6.00 am – 6.00 pm

During vacations and on holidays:

Mon to Fri, 6.00 am – 8.00 pm;

Sat, 6.00 am – 6.00 pm

Computer room opening hours:

The PC training labs in UZA 2/BT 4

can be accessed 24/7 with a valid student ID card

› **UZA 3**

During the semester:

Mon to Fri, 6.00 am – 10.00 pm;

Sat, 6.00 am – 6.00 pm

During vacations and on holidays:

Mon to Fri, 6.00 am – 6.00 pm; closed

on Saturdays, Sundays and holidays

› **UZA 4**

During the semester:

Mon to Fri, 6.00 am – 10.00 pm;

Sat, 6.00 am – 6.00 pm

During vacations and on holidays:

Mon to Fri, 6.00 am – 6.00 pm; closed

on Saturdays, Sundays and holidays

HOW TO REACH WU BY PUBLIC

TRANSPORT

- › Take the U4 (green) or U6 (brown) subway line to "Spittelau". Leave the station via the exit marked "Wirtschaftsuniversität".
- › Take the D streetcar to "Liechtenwerder Platz"; it stops right in front of WU's main building.
- › Take the 37 or 38 streetcar to "Nußdorferstraße"; from there it is a 5-10 minute walk to WU.
- › Take the 35A bus to "Nordbergbrücke/Spittelau"; it stops in front of WU's side entrance.
- › Take the 37A bus, get off at "Spittelau".

IT SERVICES

Your WU PowerNet account gives you access to the internet and allows you to take advantage of services such as E-Mail, the web, FTP, NetNews, WU's LPIS Class and Examination Information System, printing in the PC labs, your own web page and many more.

WU has a number of computers which come equipped with pre-installed standard software packages and provide access to communication and information resources:

- › **The ByteBar:** Students can use the ByteBar's computers in the main foyer of WU's UZA 1 building to read and send E-Mail, register for and drop courses, and use WU-internal internet services. Other services (e.g. unrestricted web access) and programs (e.g. Microsoft Office) are not available at these terminals.

- › **UZA 1 and UZA 2 PC labs:** There are also computer rooms located on the lower level of UZA 2, the building which you'll see first after leaving the "Spittelau" subway station. The opening hours are listed on page 10.

In general, before using a computer at WU, you have to log in with your user name and password, both of which will be provided to you after arrival. If you forget your password or have any problems with using your account, contact IT Services' Information Center for assistance. The entrance to the Information Center is located in the UZA 1 building, in section B on the ground floor, next to the ByteBar. If you encounter any problems while using the computers in UZA 2, please contact one of the tutors present during opening hours.

WIRELESS LAN

There is WLAN access in all of WU's buildings. If your home university participates in the eduroam service, you can use the credentials from your home university. If your university is not an eduroam partner or if you have problems connecting your WLAN device, please contact IT Services.

E-MAIL

WU's E-Mail system allows you to exchange messages with other students, WU faculty and staff as well as millions of internet users around the world.

- › WU student addresses always look like this: **hstudentID@wu.ac.at** (e.g. h9501326@wu.ac.at)
- › WU faculty and staff addresses always look like this:
firstname.lastname@wu.ac.at (e.g. franz.hoedl@wu.ac.at)

To use WU's webmail function, start a web browser. If you are using one of the computers in the ByteBar, click the "WWW" icon once you have logged in. Then click the WU webmail link in order to connect to the webmail server.

On the login page, enter the letter "h" followed by your student ID number (e.g. h9501326) in the "Username" field. Enter your PowerNet password in the "Password" field (your password will not be displayed).

If you have any questions about our internet services, please contact:
hotline@wu.ac.at

You can also contact us by phone:
+43-1-31336-3000

PHOTOCOPYING

There are photocopiers in the library's reading areas, which you can also use to print out documents from the library computers. You will need a CopyCard to pay for your copies and printouts. CopyCards can be purchased at the Facultas bookstore or the Facultas vending machine, which is located near the library's photocopiers. Support is provided by a staff member of the service company that issues these cards. There is also a photocopier that accepts coins, and a color copy machine. Copy machines are also available in the main foyer of UZA 1 (require CopyCard).

The following CopyCards are available:

- › 55er Facultas CopyCard (55 copies): € 4.30
- › 100er Facultas CopyCard (100 copies): € 6.90
- › 200er Facultas CopyCard (200 copies): € 12.90
- › 500er Facultas CopyCard (500 copies): € 28.30
- › 1000er Facultas CopyCard (1,000 copies): € 48.90



UNIVERSITY LIBRARY

In the university library you can find publications on business administration, economics, law, the social sciences, mathematics, statistics and related fields. The stock held in the main and the various institute libraries comprises about 800,000 books and some 2,200 periodicals in print. Every year it increases by around 20,000 publications. The digital library offers free access to 80 international databases to search for literature and journal articles, business information and statistics. 7,000 e-journals and thousands of electronic working papers are available in full text for download or print. In the library, there are 588 reading desks, 60 PC work stations and several photocopiers and printers at your disposal.

LIBRARY CARD

If you wish to borrow materials from the library, you will need a library card, which can be obtained at the library's circulation desk. If you are a WU student, just present your student ID card. With the library card you will receive a four-digit PIN code (day and month of user's date of birth). Please change your password after your first login. The bar code (beginning with \$J...) and the PIN code are required to access the online catalog and make reservations.

LOAN PERIODS

- › Open stacks: A maximum of five materials may be borrowed for one week, with the possibility of renewal. Books marked "Pr." (Präsenzwerke) cannot be borrowed.
- › Textbook collection: For WU students only. The loan period is six weeks, no renewals are possible. A maximum of five materials may be borrowed at one time.
- › Closed stacks: A maximum of 13 materials may be borrowed for a period of four weeks. Renewals are possible.
- › Overdue fines: To help avoid overdue fines, you will be sent a reminder by E-Mail 3 days before expiration of your loan period. If the materials still are not returned on time, the first overdue notice will be sent out by E-Mail on the first business day after expiration of the loan period. The second overdue notice is sent one week later by E-Mail, and the third overdue notice one week after that by registered mail.

The overdue fine amounts to € 2.00 per notice, plus € 0.20 per book and day that the materials are overdue. To find out if the materials you require are available, go to the library's online catalog.

For more information, please go to the library's website:

www.wu.ac.at/library/en

STANDARD OPENING HOURS

Reading area	Mon to Fri, 9.00 am – 10.00 pm
Loans	Mon to Fri, 9.00 am – 7.00 pm
InfoCenter	Mon to Fri, 9.00 am – 7.00 pm

HOLIDAY OPENING HOURS

Reading area	Mon to Fri, 9.00 am – 8.00 pm
Loans	Mon to Fri, 9.00 am – 7.00 pm
InfoCenter	Mon to Fri, 9.00 am – 4.00 pm

UNIVERSITY BREAKS

Christmas break	January 2 – 5
Easter break	April 6 – 9
Summer break	June 29 – September 28

The library is closed on Saturdays (except for WU students on Study Weekends preceding exam weeks), Sundays, bank holidays, Good Friday and from December 24 – January 1.

STUDENT LIFE ON CAMPUS**EATING AND DRINKING**

The on-campus restaurant for students is called Mensa, and is located in the Mensa building, right in front of UZA 1's main entrance. Close to the WU campus there are a number of different restaurants and cafés, for example:

- › Selbstverständlich: typical Austrian food; right opposite WU on Augasse
- › The Roast: bagels, coffee, wok dishes; right opposite WU on Augasse
- › Al Dente: pizza and pasta; in the basement of The Roast
- › Blaustern: a café and restaurant close to the U6 subway station "Nußdorferstraße"

BOOKS AND LECTURE NOTES

Most of the books and lecture notes you'll need for your studies can be bought in one of these two bookstores, which are located on or close to the campus:

- › Facultas bookstore: located right in front of the main entrance of UZA 1
- › Management Book Service: located at Augasse 5-7

ATHLETIC ACTIVITIES

Universitätssportinstitut Wien (USI) offers a wide range of courses for students at very affordable prices. Please go to their web page for further information (some content can be accessed in English): www.usi.at

If you are interested in going to a gym in Vienna, here are a few websites:

- › www.fitinn.at
- › www.elixia.at
- › www.clubdanube.at
- › www.johnharris.at

Arrival information

ARRIVAL BY AIRPLANE

If you are traveling to Vienna by plane, you will arrive either at Vienna International Airport in Schwechat, or in Bratislava. To get from Vienna International Airport, located outside the city limits, to the city center, you can take the City Airport Train (CAT), the Airport Express bus, the Schnellbahn (S-Bahn), the Vienna Airport Service or a taxi.

By City Airport Train: The City Airport Train leaves every half hour from the city center (subway station "Landstraße/Wien-Mitte") and the airport. The trip takes 16 minutes.

www.cityairporttrain.com

By Airport Express Busses: Airport Express Busses from the Vienna Airport Lines connect the city center and Vienna International Airport via four lines:

- › Vienna International Airport – Morzinplatz/Schwedenplatz
- › Vienna International Airport – Wien Meidling – Wien Westbahnhof

- › Vienna International Airport – Kaisermühlen VIC – Kagran
- › Vienna International Airport – Mödling – Baden

For further information about timetables and fares, please go to the web page of Vienna AirportLines: www.viennaairportlines.at

By "S 7" or "S 8" Schnellbahn (S-Bahn): Please make sure to board the train towards "Wolfsthal" or "Flughafen" when going to the airport. From the airport, take the train towards "Wien Mitte", "Wien Nord" or "Floridsdorf".

Bratislava Airport is located 65km from the center of Vienna. A bus from Südtiroler Platz (the U1 subway line stops there) will take you to Bratislava Airport in approximately 90 minutes.

ARRIVAL BY TRAIN

All of Vienna's train stations are connected to the public transport system. For further information, please go to:

www.wienerlinien.at

Registration, visa and residence permits

Within three working days of your arrival in Austria, and also in case you move from one accommodation to another, you have to register your residency with the municipal authorities (in Vienna called Magistratisches Bezirksamt).

More detailed information about registering your residency in Vienna is offered by the OeAD: www.oead.at/welcome_to_austria/EN

For questions about visa and residence permits, please go to the following web page: www.oead.at/welcome_to_austria/EN



Housing/ accommodation

When coming to Vienna as a student, one of the most important decisions you will have to make is about the type of accommodation where you'll live.

WU does not have its own residence halls or dorms, but we have compiled a list of recommended housing options in Vienna. Please do not underestimate the challenge of finding a place to live in Vienna. Start looking for accommodation as soon as possible.

TEMPORARY ACCOMMODATION

Maybe you will need to find temporary accommodation while deciding on a more permanent arrangement. Here is a useful link if you are looking for a hotel or hostel:

www.wien.info/en/travel-info/hotels-accommodations

PERMANENT ACCOMMODATION

You can choose from a wide range of housing options:

STUDENT DORMS

› **Wihast Dormitories**

Hirschengasse 23, 1060 Vienna

Telephone: +43-1-59706-6233

Fax: +43-1-59996-76

E-Mail: info@wihast.at

www.wihast.at/index.en.html

We recommend applying for a room as soon as possible!

› **OeAD Housing Office**

Alser Straße 4/1/1/3, 1090 Vienna

Telephone: +43-1-4277-28151

Fax: +43-1-4277-28150

E-Mail: housing@oead.at

www.housing.oead.ac.at/index_e.asp

We recommend applying for a room as soon as possible!

› **www.stuwo.at**

Non-profit student housing corporation managing several Halls of residence in Vienna

SHARING AN APARTMENT

Many students prefer to share an apartment with colleagues and to benefit thereby from lower costs for accommodation.

The National Students' Union database at www.jobwohnen.at provides a good overview of rooms available in shared accommodation (information available in German only).

RENTING AN APARTMENT

Please be aware that not many apartments are rented directly by the owner, which means that you should expect to pay a real estate agent's fee in the amount of 2-3 months' rent (not a deposit, just the agent's fee). In addition, most rental agreements require 2-3 months' rent as a deposit. Most apartments are rented out unfurnished; however, if the apartment is already equipped with furniture or appliances, you will probably have to pay an "Ablöse" (a one-off payment; the amount depends on the furnishings). The duration of the agreement is usually between one and five years.

You can find ads for apartments in Austrian newspapers, their websites and specialized portals (all available in German only):

- › derstandard.at/Immobilien
- › www.willhaben.at
- › immomedia.kurier.at

Employment

The WU ZBP Career Center is one of Europe's leading recruiting service providers for young business students and graduates.

The ZBP Career Center is your first contact point for any questions about working in Austria. It keeps you apprised of job openings at over 500 national and international companies. The ZBP Career Center annually publishes approximately 1.500 job vacancy postings for students, graduates and young professionals.

Once a year the WU Career Center hosts the ZBP Graduate Fair, Austria's largest recruiting fair for business and technical graduates and graduates in nature and environment studies.

For further information you can get a free copy of the weekly job magazine JobNews or find job ads on the ZBP's web page: www.zbp.at



Everyday life

Vienna Webservice (www.wien.gv.at/english) offers information on leisure activities, cultural events, housing, transportation and many other interesting and important topics.

PUBLIC TRANSPORTATION SUBWAY, BUSES AND STREETCARS IN VIENNA

www.wienerlinien.at

In Vienna, public transportation is operated by Wiener Linien. There are subways, streetcars, buses and night buses.

The subway has five lines: U1, U2, U3, U4 and U6; the numbers of bus lines are usually followed by an "A". The direction of the bus is indicated by the name of the final stop posted on the bus.

Subways, streetcars and buses start circulating about 5.00 am and stop running between midnight and 1.00 am (a 24-hour subway service will be introduced in the near future).

After the subway stops circulating, night buses start operating throughout the city at 30-minute intervals (night buses have an "N" before their number). For students, tickets are available at reduced prices for one semester and also during vacations. For more information on ticket fares, please go to the website of Wiener Linien.

To buy a reduced student ticket, bring your student ID card and the application form, which is available at ticket sales offices and which you can fill out there. Student tickets can also be bought online at: <http://shop.wienerlinien.at> (you need to have an online banking account or a credit card to use this service).

TRAVELING BY TRAIN:**www.oebb.at/en**

If you want to travel through Austria, traveling by train is an excellent option. ÖBB, the Austrian railway company, offers a VORTEILScard, which entitles you to price reductions of up to 50% per trip. With this card you will also get a price reduction when taking the Vienna AirportLines from or to the airport.

For more information about the costs and on how to order your VORTEILScard, please go to the following web page: **<http://oebbservices.cardsys.at/bestellschein>** (in German only).

CITYBIKE WIEN**www.citybikewien.at**

You may also want to rent a bike to get around the city. The bikes can be rented at one of 61 bike stations that can be found across Vienna. You can return your bike at any station, no matter where you started your trip. In order to use the service, you need to register once, which you can do at every station or via the internet. To register, you need

to have a MAESTRO debit card, a VISA card or a MasterCard; you can rent one bike per card. There is an English version of the Citybike Wien website: simply click "English" in the upper left corner of the homepage, below the photographs. For information on registration then go to the "Registration" menu item on the left.

Another option is to order the Citybike Card, which gives you easy access to the bike rental service; rental fees will be directly charged to your bank account via the card's built-in debit function. Bike rental is limited to one bike per card, but you may apply for additional Partner Cards, for example if you want to go on a trip with your friends.

If you want to use the service only once, you can also rent a bike for one day, which costs € 2.00. To do that you have to obtain a Tourist Card, which you can get at many hotels or one of Citybike Wien's offices.

HEALTHCARE

In Austria, everyone has to be insured, as medical services can be very expensive. Compulsory social insurance comprises health, accident and pension insurance. If you are from a country of the European Economic Area or from another country that has an agreement with Austria about social insurance, you are also covered in Austria. Citizens from other countries are insured, if they have a residence permit.

HEALTH INSURANCE

A good and fairly inexpensive option for students is to take out insurance with Wiener Gebietskrankenkasse (a local insurance fund) for the amount of € 24.42 per month. Download the form from their website, fill it out and send it to:

› **Wiener Gebietskrankenkasse (WGKK)**

Wienerbergstraße 15-19, 1100 Vienna

Telephone: +43-1-60122-0

E-Mail: **office@wgkk.sozvers.at**

Office hours:

Monday, Tuesday, Wednesday and

Friday: 7.30 am – 2.00 pm

Thursday: 7.30 am – 4.00 pm

Please enclose a copy of your valid registration confirmation (Meldebestätigung), the latest student data protocol (Studienblatt) and your confirmation of enrollment (Studienbestätigung).

EMERGENCIES

For first aid, go to the emergency room of one of Vienna's hospitals, which are open 24 hours a day. Information (in German) about Vienna's hospitals and their addresses can be found here:

www.wienkav.at/kav/spital.asp

The main hospital in Vienna is Allgemeines Krankenhaus (AKH): **AKH (U6 subway station "Michelbeuern-AKH")**

Spitalgasse 23, 1090 Vienna
Telephone: +43-1-4038-3330

Vienna is considered a very safe city; however, in case of an emergency or a dangerous situation it is good to know who to call and turn to.

Dial

- › **122** to call the fire department
- › **133** to call the police
- › **144** to call an ambulance

GENERAL PRACTITIONERS

If you are ill, first see a general practitioner. If necessary, the general practitioner will refer you to a specialist. Make sure in advance that your insurance fund has a contract with the physician in question. Go to the following web page for a searchable list of all medical practitioners in Vienna (in German): www.wien-vienna.at

PHARMACIES

Pharmacies (look for Apotheke, which is the German word for pharmacy) sell medications such as aspirin over the counter, but most medications are available only by prescription, which you can get from your general practitioner. Pharmacies work on a weekend and late-night roster, just look for the notice placed in the pharmacy windows listing which are on duty that weekend or night.

SHOPPING

In Austria, stores are usually closed on Sundays, but there are some exceptions, for instance bakeries, selected food stores and gift shops. The normal working hours are from 8.00 or 9.00 am to 6.00 or 7.00 pm; some food stores have extended opening hours. On Saturdays, many stores close a bit earlier than during the week. Popular shopping streets include Kärntnerstraße (in the inner city) and Mariahilferstraße.

FINANCIAL AFFAIRS

OPENING A BANK ACCOUNT

There are several banks in Austria and every bank offers special student deals. Before opening a bank account, you should compare the various offers, as they may differ considerably in terms and fees that the bank will charge you.

When deciding on a bank, you might want to consider the following:

- › Interest rates, bank charges and special benefits
- › Negotiate reasonable overdraft limits to avoid expensive interest rates
- › Consider the age limit: The maximum age for most student accounts is between 27 and 30; after reaching that age the account is often converted into a regular bank account with higher fees
- › Some banks require you to send confirmation of your student status each semester

This tool might help you find the bank and account that is best suited to your needs: www.bankenrechner.at (in German)

EASY PAYING WITH QUICK

Quick is an easy-to-use, cashless payment system for smaller sums of money that does not require entering a code or signing a receipt. To use the Quick function of your Austrian debit card, you have to transfer a certain amount to the card's Quick chip, which you can do at ATMs and banks. After transferring money to your card, you can use it to pay at many stores, vending machines and Quick-only terminals. You can also use the Quick system to operate some

of WU's printers and copiers. Please be careful and do not transfer too much money to the Quick chip, as your Quick card is not protected by a code in case of theft. www.quick.at

LIVING COSTS

Life in Vienna is very affordable, especially for a capital city. The following table gives you an overview of how much money you'll probably have to spend when living in Vienna. Please note that all figures are estimates.

LIVING COSTS

Accommodation	approx. € 250 – 400 per month
Insurance	approx. € 20 per month
Essentials (food, personal expenses)	approx. € 220 – 300 per month
Public transport	approx. € 150 per semester
Communications	approx. € 15 – 30 per month
Entertainment	approx. € 50 – 150 per month
Books	approx. € 75 – 150 per semester

Information according to: www.wu.ac.at/prospective/international/living

Organizing your studies at WU

WU Vienna offers a wide range of services and tools for students to facilitate organizational aspects.

TUITION, GRANTS AND SCHOLARSHIPS

Tuition fees must be paid before the end of the enrollment period for each semester, at enrollment or re-registration for the semester. Tuition fees do not include books or class materials.

Please visit www.wu.ac.at/it/for/students/en/org/tuition to find out how much tuition you will have to pay. For EU citizens there are currently no fees to pay. The ÖH fee (contribution to the Students' Union; approx. € 20 per semester) must be paid by all students.

WU grants two kinds of scholarships for students, merit-based and need-based scholarship grants. For further information, please contact the Study Regulations Office (see Service Centers, page 31).

For more information about grants and scholarships, you can also go to the following OeAD website:

www.grants.at

ONLINE TOOLS AND SERVICES ELECTRONIC COURSE CATALOG

The electronic course catalog contains the full range of courses offered for an academic semester. You can find it via "Quicklinks" on WU's homepage or by entering the following address and clicking the English-language icon: <http://vvz.wu.ac.at>

By clicking the course number you will get detailed information on class objectives/learning outcomes, teaching and learning methods, criteria for successful completion, etc.

The electronic course catalog for the winter semester is published at the beginning of July, the one for the summer semester at the end of January. Please note that it is important to check the course information on a regular basis as changes regarding rooms or dates may occur.

COURSE REGISTRATION

Course registration is done online. To register for a course, access the LPIS system via "Quicklinks" on WU's homepage or enter www.wu.ac.at/students/en/org/services/lpis. Then log in with your student ID and personal password.

eLEARNING

<https://learn.wu.ac.at>

WU's eLearning platform, Learn@WU, is one of the most widely used eLearning platforms worldwide.

As many as 600,000 interactive exercises are performed each day on the platform, and the number of registered users continues to grow.

WU's eLearning platform plays an important role throughout the students' time at the University thanks to the community aspect and the platform's communicative function. The platform and its comprehensive selection of materials are available to all of WU's faculty and students.

GERMAN COURSES

WU offers German courses at different proficiency levels to its international master students. For more information, please go to the electronic course catalog.

Service Centers/ contact

If you need study-related information, advice or assistance, the staff of WU's service centers will be pleased to help you.

ADMISSIONS OFFICE/PROGRAM INFORMATION

UZA 1, ground floor, section D

Office hours:

Mon to Fri, 9.00 am – 12.00 pm;

Wed also from 2.00 pm – 6.00 pm

Contact (for all questions regarding application and admission):

masteradmission@wu.ac.at

Contact (for all other study related matters): lehre@wu.ac.at

STUDY SERVICES

UZA 1, level 2, section C

For our office hours, please go to the following web page: www.wu.ac.at/structure/en/servicecenters/services

EXAMINATIONS OFFICE

UZA 1, level 2, section B

Office hours:

Mon to Fri, 9.00 am – 12.00 pm;

Wed also from 2.00 pm – 6.00 pm

For contact information, please go to the following web page: www.wu.ac.at/structure/en/servicecenters/exams

STUDY REGULATIONS OFFICE

UZA 1, level 4, section D

Office hours:

Tue to Fri, 9.00 am – 12.00 pm;

Wed also from 2.00 pm – 6.00 pm

www.wu.ac.at/structure/en/servicecenters/regulations

For more specific questions about the master program in which you are enrolled, please contact your program coordinator.

