

# Welcome Guide

**Bachelor's Program in Business  
and Economics**



**Your guide for a  
smooth start at WU!**



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# Welcome to WU

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We would like to welcome you to WU in the Bachelor's Program in Business and Economics!

Starting university and moving away from home, maybe even to a new city or country, is very exciting and sometimes challenging. That's where this guide comes in: The BBE Welcome Guide is intended to help you get off to a good start at WU. It contains helpful tips about studying at WU and living in Vienna, for example accommodations, transportation, and insurance, as well as useful information about Campus WU and its facilities.

While we will do our best to provide any support you may need during your time at WU, we would like to point out that studying at university is very different than being at school. As a student, you have more freedom and flexibility, but you also have to show more initiative and commitment to be successful.

Discipline and self-organization skills are very important. Research has shown that studying in teams and feeling connected to your fellow students enhances students' performance. To help you start building up a BBE community and give you an opportunity to get to know Campus WU and Vienna, we will be organizing BBE Welcome Days before the start of the semester. We hope to see you all there!

We wish you all the best for the time that lies ahead of you, both academically and personally, and last but not least, lots of fun at WU and in Vienna.

Warm regards,

**Margarethe Rammerstorfer,**  
BBE Academic Director

**& Your BBE Team**





**“WU enables you to  
study in an international  
environment at the heart of Europe.**

**Learn from renowned experts and  
pioneers to develop your own skills, personality  
and ideas to make a positive difference in the world.”**

**Margarethe Rammerstorfer, BBE Academic Director**

# First important steps

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**Carefully read this guide.** Do you have any further questions? Do not hesitate to contact us at [bbe@wu.ac.at](mailto:bbe@wu.ac.at).

**Enroll at WU:** Please check our [online application guide](#) (step 3: admission) for detailed information on enrolment at WU.

**Pay the ÖH Students' Union dues and/or tuition fees (= re-registration):** Keep in mind that you have to re-register for each semester. The deadline for the winter semester is always October 31, and for the summer semester March 31. The payment must be done by this date, otherwise, you will be automatically unenrolled from your degree program and you will not be able to complete any courses or take any exams in that semester.

**Activate your student ID card** at the information desk on level 0 in building LC. Please note that it is not possible to activate your student ID card immediately after receiving it.

**Customize your WU account and change your password.** Find your log in data on the personal account datasheet that you receive at the admission appointment. Check your [WU e-mail account](#) regularly. We will send all important information to your WU e-mail address.

**Attend the BBE Welcome Days:** The BBE Welcome Days will take place on September 26 and September 27. Find more information on [page 8](#).

**Prepare for your first courses at WU:** Your courses will start on October 4, 2022. You will have to register for the courses. Find more information on [page 12](#).

# Essential to know

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**Starting from the winter semester 2022/23, the following regulations will apply, which will also affect your studies at WU. Please consider these points when planning your studies.**

## MINIMUM ACADEMIC PERFORMANCE

If you enroll to a Bachelor's degree program, you must complete a total of 16 ECTS credits in this program during the first 4 semesters. This applies to first-semester students and students who change their Bachelor's degree program equally. Credit transfer can only be included if the recognized examination was taken during your degree program and not before your admission. If the minimum academic performance of 16 ECTS credits cannot be proven after this period, the admission to your degree program expires. A new admission to the same degree program at WU is only permitted again after 2 academic years.

## CREDIT TRANSFER

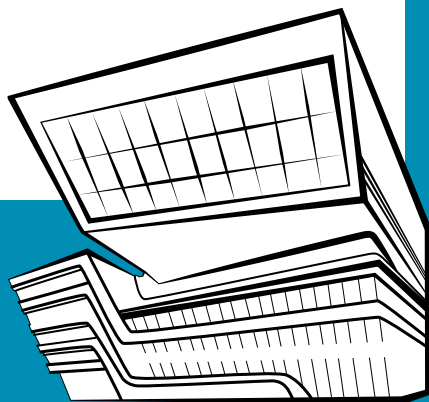
Recognition of examinations you have already taken before your admission must be applied for by the end of your second

semester at the latest. After this deadline, no further applications are permitted. However, you can apply for recognition of all examinations right after admission, even including those for the main course of your study program.

Please keep in mind that this deadline does not apply for parallel degree programs or studying abroad. In these cases, you can still apply for credit transfer until you graduate.



**Tip:** Do not apply for recognition of free electives until the end of the second semester, until you know whether you want to complete a semester abroad, courses from the Language Centre or Social Engagement, so that you still have enough ECTS credits left in your free electives and can structure your studies the way you want.



# BBE Welcome Days

The program starts with the BBE Welcome Days at the beginning of the winter semester. We will introduce you to WU and Vienna. Our academic director will salute you, you will discover the campus

and Vienna in small groups. Moreover, we will provide you with important information about the program, and tools and services at WU.

TIME	ACTIVITY	LOCATION
<b>DAY 1: SEPTEMBER 26, 2022</b>		
08:30 a.m.	Registration	LC forum, building LC
09:00 a.m. – 10:00 a.m.	Welcome address from Rector E. Hanappi-Egger and Get-together with BBE Academic Director M. Rammerstorfer	Ceremonial hall 1, building LC
10:00 a.m. – 12:00 noon	Community building and campus tours	WU Campus
12:00 noon – 3:00 p.m.	Scavenger Hunt	Vienna
<b>DAY 2: SEPTEMBER 27, 2022</b>		
08:30 a.m.	Registration	LC forum, building LC
09:00 a.m. – 10:30 a.m.	BBE Study Guide Presentation with BBE Program Management Team	Ceremonial hall 1, building LC
10:30 a.m. – 12:00 noon	Information fair with representatives of <ul style="list-style-type: none"> <li>› Business Language Center</li> <li>› Entrepreneurship Center</li> <li>› International Office</li> <li>› LEARN</li> <li>› Library</li> <li>› Study Service Center</li> <li>› Union of Students (ÖH)</li> <li>› WU ZBP Career Center</li> </ul>	LC forum, building LC



Times are given in CET/CEST. If you get turned around or need help, please do not hesitate to call your BBE Welcome Days tutor or +43-1-313 36 ext. 6182, or send an email to [bbe@wu.ac.at](mailto:bbe@wu.ac.at).





# Your BBE Study Plan

YEAR 1		YEAR 2		YEAR 3			
SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4	SEMESTER 5	SEMESTER 6		
Contemporary Challenges in Business and Economics*	Financial Reporting and Analysis*	Business Analytics 1*	Managing Organizations and People*	Bachelor's Thesis			
Business and Society*	Quantitative Methods 2*	Business Analytics 2*	Logic and Methodology of Social Sciences*				
Quantitative Methods 1*	Law, Economics and Business*	Decision Making and Behavior in Business*	Introduction to Academic Writing				
Governance and Legal Environment*	Foundations in Microeconomics*	Foundations in Macroeconomics*					
Understanding Business/ Business Planning*	Foundations in Socio Economics*	History of Economics and the Economy*					
Free Electives							
	Internship + Seminar (Optional)	Specializations					
						Internship + Seminar (Optional)	
			Exchange Semester or International Short Program (Optional)				

\*We strongly recommend to comply with the suggested structure of core courses because courses build up on each other and places are strictly limited. Courses will be offered in the outlined semesters only (i.e. once a year).

# First semester timetable

Dates and times may vary weekly, please check [LEARN](#) or our [online course catalog](#).

**Important:** Times are given in CET/CEST.

## 1<sup>ST</sup> SEMESTER: OCTOBER 1, 2022 – JANUARY 28, 2023

### FIRST HALF: OCTOBER – NOVEMBER

Tue	› <b>Business and Society</b> › <b>Contemporary Challenges in Business and Economics</b>
Wed	› <b>Quantitative Methods 1</b> (registration for one course only) <b>Lecture:</b> in the morning Followed by 1-hour exercise sessions in small groups in the afternoon
Thu	› <b>Business and Society</b>

### SECOND HALF: NOVEMBER – JANUARY

Mon	› <b>Governance and Legal Environment</b>
Tue	› <b>Understanding Business/Business Planning</b> (registration for one course only)
Wed	› <b>Quantitative Methods 1</b> (registration for one course only) <b>Lecture:</b> in the morning Followed by 1-hour exercise sessions in small groups in the afternoon
Thu	› <b>Understanding Business/Business Planning</b> (registration for one course only)
Fri	› <b>Governance and Legal Environment</b>



Please keep in mind that you will need the time next to the attendance courses to prepare for and revise the classes (self-study & recall the ECTS Credits mentioned below)!

# Studying at WU

## DATES AND DEADLINES

Dates and deadlines change every

academic year, so be sure to check them [online](#) regularly.

ACADEMIC YEAR 2022/2023	
WINTER SEMESTER 2022/23	
<b>Admission (general enrollment period)*</b>	July 11, 2022 – September 5, 2022
<b>Re-registration period</b> (payment of ÖH dues and tuition fees)	July 11, 2022 – October 31, 2022. Please check the regulations <a href="#">here</a> .
<b>Course registration for first half of semester</b>	September 30, 2022 – October 2, 2022
<b>Course registration for second half of semester</b>	November 25, 2022 – November 27, 2022
<b>Courses in session</b>	October 1, 2022 – January 28, 2023
Christmas break	December 24, 2022 – January 8, 2023
Semester break	January 30, 2023 – February 26, 2023
SUMMER SEMESTER 2023	
<b>Re-registration period</b> (payment of ÖH dues and tuition fees)	January 9, 2023 – March 31, 2023. Please check the regulations <a href="#">here</a> .
<b>Course registration</b>	To be announced in the <a href="#">course catalogue</a>
<b>Courses in session</b>	March 1, 2023 – July 1, 2023
Easter break	April 1, 2023 – April 10, 2023
Start summer break	July 3, 2023

\*Please note that you have to re-register every semester to keep your student status.

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## GRANTS AND SCHOLARSHIPS

If you are interested in grants and scholarships, please visit our [website](#).

## COURSES

### Academic integrity

We are committed to academic integrity, honesty, and fairness, and we expect students to comply with our rules and regulations. This means that any form of “foul play” (e.g. plagiarism) is considered a serious offense; it will lead to you being dropped from the course in question. Please ask your course instructor about the rules for citations and references in any kind of written paper (e.g. essay, report, homework) you have to submit. More detailed information is available on our [website](#).

### Your timetable

University is very different from school. You will be expected to be self-organized and remember dates and deadlines for course registrations, administrative tasks, and coursework. You will not be reminded by WU staff or professors, so you will have to be proactive and regularly check your WU email account and the dates and deadlines information online.

### Course registration

You will need to register for your courses online using the [LPIS](#) system. We recommend logging on to LPIS at least once before the registration period starts to make sure you are familiar with the online tool. Registration for courses at WU is on a first-come, first-served basis, meaning that those who sign up for a course first will receive a place in the course. Once the course is full, you can no longer sign up for that particular course. The waiting list service is not available for BBE core courses. Do not sign up for the waiting list. However, you may use the course exchange service.

### Course structure

Most courses are taught in a seminar-like format and require your attendance and active participation. Courses are graded based on all your contributions such as reports, presentations, group assignments, and written or oral exams. For detailed information about the different course types, please see our [website](#). Moreover, they will also be explained in the next subchapter.



### Examinations and course types

BBE courses are mainly organized as lectures with interactive elements (VUE), continuous assessment courses (PI), and workshop-type courses (AG). In these course types you will automatically be registered for exams and do not have to sign up for them separately. Exams are held either in the last regular class session or on predefined dates which will be indicated in the courses' syllabi. For detailed information about course types, please check our [website](#).

Course-specific grading criteria can be found in the course syllabi and the lecturers will explain them. You are entitled to detailed feedback on grading from the lecturers upon request. Exam results will be published within four weeks of the examination date, and appointments will be available to allow you to review your exam and ask any questions you may have about the exam and your results. Additional assignments for extra credit are usually not an option.

If you fail a course (grade 5), you will have to repeat the whole course. If you miss a performance component that is essential for the successful completion of a course (e.g. the final exam) due to illness or accident confirmed by a doctor's certificate, you are allowed to repeat the component or compensate for it another way.

Do you want to retake a course because you are not satisfied with your grade? Please note that it is only possible to retake positively graded courses within 12 months.

### Course instructors

Academic life in Austria is rather formal. Usually students are expected to address professors with their titles. Some professors may offer you a more informal form of communication with them, but be sure to wait until it is offered before addressing a professor informally.

Punctuality is appreciated in Austria, so be sure to be in class on time. If you have to miss a class, always inform the professor by email before the class starts. Most WU lecturers do not have formal office hours, but you can arrange an appointment with them through email or talk to them directly after class.

Your professors as well as other WU staff members will usually communicate with you by email, so make sure to check your WU email account regularly. WU appreciates professional and respectful oral and written communication with faculty, staff, and fellow students.

## Credits

WU uses the European Credit Transfer System (ECTS) to assess and compare student workload. Each course is assigned a certain number of ECTS credits. 1 ECTS accounts for 25 working hours. Most of the BBE core courses will be worth 6 ECTS credits (= workload of 150 hours). This means that on average, a student has to devote 150 hours of work to successfully pass the course. Working hours are not the same as contact hours: Contact hours are the time spent in class with your professors, while working hours are spent mainly doing independent study and group assignments. Credits for a course are only earned when you fulfill all the requirements to pass the course. We have listed the ECTS credits for each course on our website.

## Austrian grading system

The Austrian grading system may differ from the grading system of your home country. The Austrian grade scale is structured as follows:

- 1 (excellent/sehr gut)
- 2 (good/gut)
- 3 (satisfactory/befriedigend)
- 4 (sufficient/genügend)
- 5 (fail/nicht genügend)

Please don't be disappointed if you don't receive grades as good as you are used to from school. If you are not satisfied with a grade you may retake the course within 12 months.

## ONLINE TOOLS FOR STUDENTS

Further information about the following tools is also available [online](#).

### BBE Website and Bachelor's Guide

- › For detailed information on BBE, check out the [BBE website](#) and the sub-sites.
- › Find important information around your bachelor's program – all the way from getting started to graduating – in [WU's bachelor's guide](#).

## LEARN

[LEARN](#) is WU's eLearning platform, and is accessed using your WU login and password. It offers many services in the following key areas:

- › Studying and practicing (course contents, learning materials, preparing for exams)
- › Organization (personal schedule with all your course dates, portal for downloading and handing in assignments)
- › Communicating and sharing (discussion forums with other students, professors, and program coordinators)

**LPIS**

On [LPIS](#) you sign up for courses and exams. You have access with your WU login and password.

**eVVZ**

[eVVZ](#) is WU's course catalog, where you can find detailed information on your courses including syllabi, class dates, and other useful information. You do not have to log in to eVVZ to check the courses.

**Your WU email account**

Access: <https://www.wu.ac.at/en/it/services/account/email/>

Login: WU login and password

Format: firstname.lastname@s.wu.ac.at

We strongly recommend checking your WU email account on a regular basis, as all official emails from WU (e.g. from your

lecturers, WU service units) will automatically be sent to this address.

There are a variety of different mailing lists that you will be subscribed to automatically as a student. It is not possible to unsubscribe from the mailing list WU-Studierende, but all others are optional and can be unsubscribed from as needed.

**Message4WU**

Talk to us!

MESSAGE4WU is a convenient and easily accessible feedback channel you can use to send us your comments, suggestions, and constructive criticism regarding your studies at WU. Your feedback is very important to us because it helps us to improve teaching and studying conditions and identify potential problems. The online feedback form is available [here](#).



# IT Quick Start Guide

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## ACCOUNT AND PASSWORD

### PERSONAL ACCOUNT DATASHEET

Contains your login data (username, account password) for all IT and online services at WU.

### PASSWORDS

- › Account password: access to all the web-based IT services, e.g. Controlpanel, email, LPIS, LEARN
- › Wi-Fi password: required for remote access (VPN connection) and for connecting to WU's Wi-Fi network. You have to set a personal Wi-Fi password in the Controlpanel application.

### CONTROL PANEL APPLICATION

Manage your WU account: change your account or Wi-Fi password and subscribe to SMS information services.



**TIP:** Register your (Austrian) cellphone number [controlpanel.wu.ac.at/en/login](https://controlpanel.wu.ac.at/en/login)

### FORGOT YOUR PASSWORD?

[short.wu.ac.at/forgot-password](https://short.wu.ac.at/forgot-password)

## SELECTED IT SERVICES IN DETAIL

### PRINTING IN THE PC LABS

Your WU account comes with a print account ready to use in the PC labs.

[short.wu.ac.at/pclabs](https://short.wu.ac.at/pclabs)

### WI-FI

[short.wu.ac.at/wi-fi](https://short.wu.ac.at/wi-fi)

### EMAIL & OFFICE 365

WU sends important information and updates to your student email account. Be sure to check your emails on a regular basis.

[short.wu.ac.at/office365-en](https://short.wu.ac.at/office365-en)

### ROOMS & PEOPLE AT WU CAMPUS

[short.wu.ac.at/campusmap](https://short.wu.ac.at/campusmap)

## STUDENT ID CARD

In Austria, your WU student ID card is an official photo ID and must be presented **when taking an exam**. It is valid for one semester.

### FUNCTIONS

- › Verification of identity at exams
  - › Printing documents in the PC labs\*
  - › Access to the University Library\*
  - › Use of lockers\*
  - › Cash-free payment in the cafeteria\*
  - › Access to project rooms or PC labs in the LC\*
- \* Requires **updating your student ID card** at the Infodesk in the Forum of the LC building.



**TIP:** Update your access authorizations regularly.

In case of loss, theft, damage or change of name, you can apply for a new student ID card at the Study Service Center for a fee.

[short.wu.ac.at/student-id-cards](https://short.wu.ac.at/student-id-cards)

## ONLINE SERVICES FOR STUDENTS

- › Download of digital documents e.g. transcript, enrollment information sheet, enrollment confirmation, etc.
- › Change of personal data mailing address, social insurance number
- › Show current registration status and internet banking details
- › Report the completion of your studies

[short.wu.ac.at/oss](https://short.wu.ac.at/oss)

## DIGITAL TOOLS FOR COURSES

To participate in online courses, WU uses tools like Zoom and Microsoft Teams.

[short.wu.ac.at/tools-online-courses](https://short.wu.ac.at/tools-online-courses)



### Service Guide for students

Read more about the most important IT services at WU.

[short.wu.ac.at/itservices-en](https://short.wu.ac.at/itservices-en)





# The WU community

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## WE@WU

WU is a place of learning, teaching, and research. These activities are almost always interactive; depending on your progress within the program, you will be involved in various processes in different ways and to varying degrees. Although the roles of the people involved may be different, both sides – WU faculty and staff as well as students – contribute to the success of teaching, learning, and research at WU. [Our Code of Conduct](#) gives you guidelines about what to expect from each other. We strongly recommend to read the WU's Code of Conduct before the start of the semester! It contains important information on e.g. plagiarism, examinations, attendance in classes.

## SAY NO TO HARASSMENT

At WU, mutual appreciation, open-mindedness, and respect for personal boundaries are considered essential requirements for creating a positive and motivating environment for study and work. For these reasons, we are striving to create working and studying conditions that are free from any form of harassment or discrimination. As a public university and as an employer with considerable social responsibility, we are also obligated by law to create a discrimination-free environment for all of WU's students, faculty, and staff members.

For detailed information please check our [Say No to Harassment brochure](#) or contact our Equal Opportunities Committee. (tel.: +43 (0)1/31336 ext. 5799 or 5116, [ak-gleich@wu.ac.at](mailto:ak-gleich@wu.ac.at)).

## STUDENT ENGAGEMENT AND COUNSELLING

The staff of the WU [Student Engagement & Counselling](#) office is happy to help you, if you face any difficulties during your studies.

Their offers are:

- › The [BeAble Program](#) provides support for students with a long-lasting physical/ mental impairment, chronic illness, or learning disability in order to compensate for any study-related disadvantages.
- › The [Student Counselling Program](#) is there to help, if you have to deal with stress, pressure or any other personal worries. Counselling will be provided for you, even at short notice.
- › The WU's [Ombuds Office for students](#) mediates between students and lecturers in the event of study-related complaints and conflicts.

External service are:

- › The [Austrian Student Ombudsman](#) is available in the event of conflicts.
- › Anonymous help is available at the [Psychological Counseling Centers](#).

# The WU campus and its facilities

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## WU LIBRARIES AND THEIR LOCATIONS

Our WU library branches are available to all WU students on campus:

- › Central Library, LC building
- › OeNB Library for Social Sciences, D4 building
- › Library for Law, D3 building

You can access the library with your student ID card. For detailed information and opening hours, please visit the [University Library website](#) and read the library's brochure.

The library is not just for borrowing books, it also offers many quiet study areas, consultations, workshops and elearning material on academic research. WU's libraries are normally closed on Sundays but during exam preparation weeks, extended opening hours are being offered. However, there are several other libraries in Vienna that are open on Sundays (e.g. the Austrian National Library, MAK Reading Room, University Library of the Medical University Vienna, and the library in the Architekturzentrum Wien).

## FACILITIES FOR INDEPENDENT STUDY

- › Student work stations at the WU's library branches
- › Project rooms can be booked by students for group study activities

You can book project rooms with your WU login and WU password using the online reservation tool "[Rooms](#)."

## BUSINESS LANGUAGE CENTER

The [Business Language Center](#) is a state-of-the-art language learning facility available to all WU students and faculty members. The center offers materials and eLearning software in over 30 languages for self-directed learning.

The [Tandem Learning Program](#) offered by the Language Resource Center is also a great way to supplement your language learning. The program allows you to improve your skills in the language of your choice in an informal environment with a native-speaker tandem partner.

The Business Language Center is located on level 2 in the Central Library in building LC.

## IT SUPPORT CENTER

The IT Support Center is located in the D2 building (entrance C, room D2.0.191). Detailed information about their services is available [online](#). The Support Center offers many IT-related services including:

- › Laptop rentals
- › Printing credits
- › Problem-solving for WiFi connections
- › Technical support in PC labs

## SPORTS ON CAMPUS

Campus WU is located right next to Vienna's largest recreational area, Prater Park, where you can do any number of outdoor sports. Stadionbad, an outdoor swimming pool, is within walking distance from WU. WU also has on-campus athletic facilities:

- › Large gym for indoor sports (D2/SC building)
- › Aerobics room (D2/SC building)
- › Fitness center (D2/SC building)
- › Basketball court (outside, between the EA and D4 buildings)
- › Table tennis (outside, between the D5 and D3 buildings)
- › Secure bicycle parking

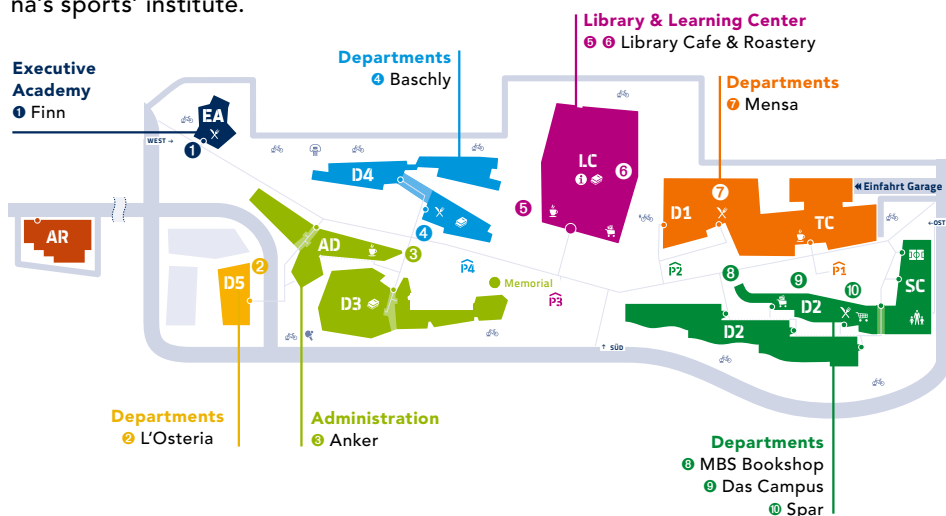
The athletic facilities and aerobics courses in D2/SC building have to be booked through USI Wien, the University of Vienna's sports' institute.

[USI](#) offers a wide selection of classes and the use of athletic facilities to students at reduced rate. You can register for courses online or in person at the institute. Course registration is on a first-come, first-served basis.

ÖH (Students' Union) also organizes athletic events and provides information on athletic activities. There are several sports teams at WU. For more detailed information, please visit the ÖH office in the SC building.

## EATING ON AND AROUND CAMPUS

During longer breaks or after class you can easily check out one of the many other possibilities in the area, which are all located within walking distance.



# Living in Vienna

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Detailed information is available [online](#) in our info guide for (international) bachelor's students. Among other things, our online info guide contains useful information about the following topics:

## REGISTRATION IN AUSTRIA

### Registration in Vienna: the Meldezettel

All students (no matter if you are an EU/EEA citizen or third-country national) are required to register with their district Registration Office (Meldeamt) within three days after arrival in Austria.

Registration offices are located in the Municipal District Offices ("Magistratisches Bezirksamt" or "Amtshaus"). For a list of addresses, please click [here](#).

### Residency permits and visas

Different regulations apply for citizens of EU/EEA countries and Switzerland than for third-country nationals. Please check our online info guide.

## ACCOMMODATIONS

On-campus dormitories are not common in Austria, and students usually live either in off-campus student residence halls or in private apartments. Unlike in many other countries, Austrian universities do not automatically assign you a dorm room when you enroll in a program; students are responsible for finding their own

accommodations. A shared apartment is called a Wohngemeinschaft (abbreviated: WG) in German. When looking online for a room in a shared apartment, we recommend using, among others, the search term "WG Wien".

### Student residence halls:

[Akademikerhilfe](#)

[City Life Apartments](#)

[Home4students](#)

[YOUNIQ](#)

[Milestone](#)

[OEAD](#)

[OEJAB](#)

[STUWO](#)

[Wihast](#)

[The Student Hotel](#)

### Private accommodations:

[Jobwohnen.at](#)

[ÖH Schwarzes Brett](#)

[Studium.at](#)

[WG-gesucht.de](#)

## INSURANCE

If you do not have insurance that covers your stay in Austria, you are strongly advised to purchase the student health insurance policy offered by the [Österreichische Gesundheitskasse \(ÖGK\)](#) or by one of the many other private insurance providers. Please find detailed information [online](#).

## HEALTH CARE AND SAFETY IN VIENNA

Generally speaking, Vienna is one of the safest cities in the world. Nevertheless, all rules that apply for larger cities worldwide apply to Vienna as well.

In case of emergency, please contact:

Fire department: 122

Police: 133

Ambulance: 144

Psychological crisis hotline: 142

European emergency number: 112

## BANK ACCOUNT – AUSTRIA, A COUNTRY OF CASH

Austria is a country of cash. Many places, e.g. cafes, restaurants, clubs, or cabs, do not accept bank or credit cards or only for bills or fares above a certain amount, so we recommend always having some cash (€) with you. ATMs (Bankomat in German) can be found throughout the city.

## WORKING IN AUSTRIA

The [WU ZBP Career Center](#) provides you with important information on your career during and after your studies. They offer daily walk-in services and interesting workshops.

Please note that BBE is a full-time program and classes work with attendance requirements. Hence, we recommend to check out the first semester to find out how much time will be left for a job.

## TRANSPORTATION

### Public transportation

We strongly advise you to purchase a student semester ticket in order to use the subways, buses, and streetcars of the Wiener Linien (Vienna's public transportation service, [www.wienerlinien.at](http://www.wienerlinien.at)). The student semester ticket costs € 75 if you have registered your main residence in Vienna, and € 150 for non-residents.

Subways, buses, and streetcars operate every day from around 5am – 1am. On weekends, the subway lines run all night. WienMobil is a useful app for navigating Vienna's public transportation system.

Please note that Vienna International Airport (VIE) is located outside of the city of Vienna and therefore is not included in the semester ticket. You need to buy an extra ticket valid from the Vienna city border.



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### Getting to the city from VIE airport

The Vienna International Airport (VIE) is located approx. 16 km to the east of Vienna in Schwechat. The quickest and easiest way to get to the center of Vienna from the airport is by public transport or by taxi.

[Railjet](#) (Austrian Federal Railways –ÖBB)

[Bus](#) (Vienna Airport Lines)

[CAT](#) (City Airport Train)

[Airport Taxi](#) (advanced booking)

### SHOPPING AND SUPERMARKETS

Vienna's biggest shopping areas with the best selection of different shops are Mariahilfer Straße and Kärntner Straße. However, all kind of shops can be found throughout the city and in your neighborhoods.

Please note that most shops are closed at night and on Sundays, except at large railway stations (e.g. Praterstern, Westbahnhof, Landstraße) and gas stations.

### VIENNA – A CITY OF CULTURE

Vienna is well known for its composers and cultural heritage. Do not miss the opportunity to visit one (or more!) of Vienna's world-class museums, go to the opera, and enjoy the famous Viennese coffee house culture. More information is provided [online](#).

Of course, there are also many clubs and bars in Vienna, but we are pretty sure you will find those without our help. ;-)

Best of luck  
with your studies!

Your Bachelor's in Business and Economics team

# Contact

## **Program Management** **Bachelor's Program in Business and Economics**

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**Arriving by public transport:**  
Subway: U2 stations "Messe-Prater" or "Krieau"  
Bus: 82A, "Südportalstraße" stop