



I want to graduate – what do I do now? WU CEMS Guide 2019/20

CEMS Exchange Term in Spring 2020

WU Wirtschaftsuniversität Wien
Vienna University of Economics and Business



Content

1. CEMS at WU - Curriculum	4
1.1 Detailed study plan – the whole studies – WU database	4
1.2 Detailed study plan – CEMS year – CEMS database	4
1.3 Core courses	5
1.4 Elective courses	5
1.5 Other curriculum elements	6
1.6 Exchange Term	7
1.7 Sample – Class schedule	8
1.8 Languages	9
2. CEMS Office at WU	10
3. Useful info regarding your studies at WU	11
3.1 Enrolment Process at WU	11
3.2 Tuition Fee + Student Union Fee (ÖH Fee)	11
3.3 Course Registration – How to register for classes	11
3.4 WU PowerNet and Learn@WU	11
3.5 Scholarships at WU	12
3.6 WU Campus	12
3.7 Other important WU offices	13

Dear CEMSie!

We're very happy to welcome you at WU. We hope you'll like your time here with us. The structure of our CEMS master program is quite complicated, but we're sure that thanks to this instruction booklet, you'll manage to organize everything.

Let us accompany you on your smooth way to the graduation.

To get organized already from the beginning, there are some basic facts that you must know. The CEMS program at WU is a 2-year-long double-degree program combining the specific CEMS requirements and WU requirements. That's why your studies are divided into two parts, the CEMS year and the WU year.

THE CEMS YEAR

The CEMS year is the academic year in which you go on exchange, so in your case it's the first year (2019/2020). During this year, you'll have to fulfill the CEMS requirements of 66 ECTS and these elements worth 66 ECTS will be recorded in the database of cems.org.

These 66 ECTS will be collected from **courses (45 ECTS), business project (15), block seminar (3), skill seminars (1), RGL seminar (1) and BCSS (1)**. More detailed information regarding courses and seminars is listed in the next chapter.

During the CEMS year, it's absolutely necessary to reach at least 24 ECTS and max. 37,5 ECTS per term! Absolutely no exception can be made there!

As for the 66 ECTS, there is **the flexibility rule** that may help you. **You can transfer up to 15 ECTS from your WU year to your CEMS year.** This means that if you collect only the ECTS from business project and all the seminars and you have only 30 ECTS from courses, you can tell us to transfer courses worth up to 15 ECTS from your WU year to your CEMS year.

So, the absolute minimum of your CEMS year is to have at least 24 ECTS per term and at least 51 ECTS per year. Plus up to 15 ECTS from the flexibility rule it makes 66 ECTS = the whole CEMS workload.

As for your exchange term courses: **please watch out that for the cems.org database, it's counted with the number ECTS you're given by the host university, not by WU.**

Example:

A course at St. Gallen is worth 6 ECTS and is accredited for 7,5 at WU. Towards the CEMS obligation of 66 ECTS entered on cems.org, it counts as 6 ECTS.

For the WU database (towards the final amount of 120 ECTS), you have to count with the number of ECTS given to the courses by WU during the accreditation.

THE WU YEAR

Your second year is the WU year, in which you'll complete WU requirements and possibly some other courses that you need for the flexibility rule.

During the WU year's terms, there are no exact ECTS requirements to fulfill. You just have to ensure that you reach at least 120 ECTS (incl. the courses from your CEMS year).

For the WU database, LPIS, not only your WU year's results are relevant. In LPIS, everything from both years will be recorded, so at the end of your studies, **at least 120 ECTS should appear there.** The composition will be as follows:

96 ECTS from courses from courses, business project and seminars
20 ECTS from master thesis
4 ECTS from internship

1. CEMS at WU - Curriculum

1.1 Detailed study plan – the whole studies – WU database

Subject/Course Title	ECTS	Comment
Managing Globalization	5	Necessary to take in 1 st term
Global Strategic Management	7,5	Necessary to take in 1 st term
Global Marketing Management	7,5	Necessary to take in 1 st or 3 rd term
Block Seminar I	3	Necessary to take in 1 st term
Business Communication Skill Seminar	1	Necessary to take in 1 st term
Global Management Practice	7,5	Necessary to take in 2 nd term
Responsible Global Leadership Seminar (Block Seminar II)	1	Necessary to take in 2 nd term
International Business Project	15	Necessary to take in 2 nd term
Global Financial Management	7,5	Can be taken at any term at WU
Electives	34	
Master Thesis Coaching	5	Recommended to take while writing thesis
Master Thesis	20	
Internship	4	Mustn't overlap with CEMS year's courses
Skill Seminars	2	
SUM	120	

1.2 Detailed study plan – CEMS year – CEMS database

66 ECTS need to be completed during the "CEMS year" (or as you know – at least 51 ECTS directly in the CEMS year + up to 15 ECTS transferred from the WU year thanks to the flexibility rule).

Your progress during the "CEMS year" will be recorded in the database on cems.org. Please have a look at your student's private zone: www.cems.org/cems-community/private-zones/student/

During the fall term of the CEMS year (fall term 2019), all students have to successfully complete the Block Seminar I (at WU or at other school), the Business Communication Skill Seminar, Managing Globalization and Global Strategic Management.

During spring term of the CEMS year (spring term 2020), you'll be on exchange. You have to successfully complete the Responsible Global Leadership Seminar, the Business Project and a CEMS course in the field of Global Management Practice.

Skill seminars can be taken in any term. For the CEMS workload, you just need 1 ECTS in skill seminars (this means two days of skill seminars), so you should do at least 2 full-day skill seminars during your CEMS year. For WU, you'll need 2 ECTS in skill seminars altogether (4 full days of skill seminars). Skill Seminars offered at WU are 1 full day long (0,5 ECTS). Some CEMS universities offer skill seminars worth 0,25 ECTS as well. These "short" skill seminars are also always recorded on cems.org. However, for WU (WU database) they only count if you complete at least two of them and have them accredited together as one "long" skill seminar worth 0,5 ECTS.

The internship as well as **the master thesis** are not part of your CEMS workload, you only get those credits for WU. Therefore, these credits do not count towards the above mentioned CEMS minimum of 66 ECTS.

1.3 Core courses

These courses are compulsory. We recommend that you take most core courses in the first two semesters of your studies. This will give you more time to concentrate on electives in semester 3 and 4. Also note that some electives build up on knowledge obtained in the core courses.

Managing Globalization

This course examines both traditional and current motivations for trade exchange. It provides an overview of challenges that multinationals face while operating in multiple political, regulatory, and institutional environments. It also explores how multinationals respond to complex and demanding corporate social responsibility expectations of multiple stakeholders on the global scene.

You have to take this course in the fall term 2019.

Global Strategic Management

This course identifies different competitive advantages on the global market. Students will examine the environmental and organizational factors that explain why some multinational companies thrive while similar organizations struggle and analyze the internationalization processes and methods of multinational businesses as well as the associated risks. The course also covers different types of strategies, structures, and roles from the perspectives of company HQ and subsidiary managers.

You have to take this course in the fall term 2019.

Global Marketing Management

In this course, students will learn to define the different and conflicting global forces that influence marketing issues. A multidisciplinary approach is taken, providing an overview of the most important global marketing decisions. The course analyzes the global market environment and addresses the questions of market assessment and selection. It also covers the designing of global market strategies for products and services, global pricing, communication, and distribution options.

This course is ONLY offered in fall terms. You can take it in the fall term 2019 or in the fall term 2020.

Multinational Financial Management

This course covers the functioning of global capital markets, as well as the different legal and institutional frameworks involved in international finance. The importance of exchange rates and tax regulations in global decision-making will be evaluated. Finally, the course provides systematic analytical tools financial executives can use to develop expertise in assessing international finance opportunities.

You can take this course in the fall term 2019, in the fall term 2020 or in the spring term 2021.

Global Management Practice

Companies need to train their executives for international assignments, negotiation, and leadership. This course provides an overview of the importance of cross-cultural skills within the context of globalization. It examines how firms can successfully manage a workforce that is increasingly culturally diverse, both domestically and abroad. It provides a deeper understanding of the cultural roots of behavior in organizations and the impact of culture on management issues.

You have to take this course in the spring term 2020 (at your host university).

Master Thesis Coaching

The **Master Thesis Coaching Seminar** is a 5-ECTS course that takes place every term. It's an interactive seminar that helps students develop and discuss proposals for their master thesis and that provides feedback and guidance when writing up the thesis. You can write your thesis in the first or second term of your WU year.

1.4 Elective courses

Our elective courses are divided into the following fields:

- International Diversity Management
- International Environments
- International Functional Management
- International Innovation and Entrepreneurship
- International Strategies and Organization
- Research Methods in International Management
- CEMS Courses Abroad

You are absolutely free to select your electives and the term you take them in. Not all of them are offered each term. The only limitation is that you cannot take more than 4 courses from one specific field. Please visit <https://learn.wu.ac.at/vvz/> to see a list of all the electives offered here at WU.

1.5 Other curriculum elements

Block Seminar I

The one-week-long Block Seminars take place between August and October and are organized by every CEMS member school. Block Seminars are academically and culturally intensive. Some schools offer seminars open to all CEMS students; thus, a transfer is possible, meaning that students may choose to participate in a different BS than the one their assigned home/host school is offering. All information regarding the Block Seminar registration is sent out to the respective students automatically and centralized by the CEMS Head Office in May.

You have to do this course in the fall term 2019.

Responsible Global Leadership Seminar (Block Seminar II)

The Responsible Global Leadership Seminar (RGL) is a two-day course, which takes place at the beginning of Term 2 of the "CEMS year". The RGL Seminar brings together representatives of Corporate and/or Social partners, professors, and students, for an experiential learning experience.

You have to do this course in the spring term 2020. Either at your host school or another CEMS school.

International Business Project

Both theoretical knowledge and interpersonal skills will be needed to solve a real-life business challenge in this course. This capstone project is designed to provide students with unique insights into corporate practice. International student teams solve a real business problem as part of a semester-long activity, tutored by faculty and in cooperation with a sponsoring company. The project typically investigates a specific challenge facing the multinational enterprise. Alternative viable solutions are generated by the student teams and the optimum strategy is chosen. Students are expected to present their business projects to the companies involved.

You have to do this course in the spring term 2020 (at your host school).

Business Communication Skill Seminar

All stakeholders of the CEMS program see the need for a CEMS graduate to be fluent not only in English, but also to understand and be able to apply „high-end“ communication skills in a specific business environment. This is the goal of the Business Communication Skills Seminar (BCSS).

You have to do this course in the fall term 2019.

Skill Seminars

These seminars help students develop the critical skills they need to operate successfully as international managers. They are held in cooperation with our business partners, such as A.T. Kearney, zeb, Unibail-Rodamco-Westfield, Henkel and Procter & Gamble, to name just a few.

During your studies you have to complete four days of skills seminars worth 2 ECTS, at least 1 ECTS has to be taken in the CEMS year. If you take less than 1 ECTS of skill seminars in your CEMS year, you can transfer the necessary ECTS from your WU year (but this amount will be deducted from those 15 ECTS that are available in the flexibility rule).

Master Thesis

The thesis can be written at any point of studies. **Usually, the thesis is written during the WU year;** however, this again depends on the personal schedule. There is no precise deadline when the thesis has to be finished. In general, if you receive the thesis grade by the end of August 2021, it's OK.

You can write your thesis **at any department of WU** and if your supervisor agrees, you can cooperate with a company as well. The topic should be related to one of subject area of study plan of Master in International Management/CEMS. Please note that CEMS Office is not involved in the administration of master thesis. Please find more information about the procedure on [WU Website](#). You can **either choose your own topic or pick up a topic offered by university institutes**. Please note that each institute has its own rules and procedures concerning master thesis that you are requested to follow. Example of institute's website giving information concerning theses: [Institute for International Business](#)

IMPORTANT: If you decide to write your thesis in spring term, please start thinking about the topic soon at the beginning of the winter term before. We recommend you to inform yourself about a date of the thesis topic assignment session at [Institute of International Business](#).

Internship

The CEMS international internship must cover a period of at least **10 consecutive weeks** full time in the same company and it has to be **outside of Austria**. WU still requires 10 weeks, although on cems.org it says 8 weeks. Internships can take place at any time during the CEMS studies (also prior to CEMS selection when it's after completing the bachelor's studies), but it **MUST NOT overlap** with any class of the CEMS year.

The bachelor's studies are counted as completed from the point of time **when all bachelor's degree requirements are fulfilled and confirmed**.

Internships must be a full-time activity at a **professional level** (first job level), where the student is given one or more challenging projects with a certain degree of autonomy. The student's work must be supervised by a tutor within the company. Students may work in different departments but must work on a given project. The company tutor has to fill out an evaluation form at the end of the internship.

Internships can take place at a CEMS corporate partner, although not on a compulsory basis. Internships can also be done with a non-profit organization.

Internships must be approved by the home institution before the start. You can find the approval form on our [Google Drive](#).

After the internship you have to deliver the [CEMS internship evaluation form](#), which can be found on the website and Google Drive as well. It can be delivered in original paper form, properly stamped and signed by the company, or it can be sent to cems@wu.ac.at directly from the e-mail account of the company's representative.

For further information on the CEMS degree (from the worldwide CEMS Alliance view), please refer to the official **CEMS Student Guide** which can be downloaded on cems.org, in Student Zone, section Student Library, folder "Guides to the CEMS MIM Programme". These brochures concern your CEMS year studies.

1.6 Exchange Term

You are already allocated to your exchange university. The **allocation** was done through a matrix consisting of the interview ranking (according to the score you reached during the interview), the number of slots available at each university and the exchange preference list of all students. **Therefore, you do not need to apply for a slot as other WU students have to.** WU CEMS Office takes care about your nomination and **you will be contacted by the host university automatically well in advance before your exchange term starts.**

Your main contact at your exchange university is the CEMS program manager there. You can find her/his contact data in the [school list](#) on cems.org.

Please have a look when the terms at your exchange school start, it differs a lot (some schools start in January, some in March...)

For further information concerning the exchange term please see the [website of the International Office](#). **However, please, don't read all their articles to avoid confusion (most of them don't apply to CEMS students), please refer just to these three articles that apply to your case:**

- **Preparing for your stay abroad**
- **During your stay at the partner university**
- **After your stay abroad**

Need a grant or scholarship for your semester abroad? Erasmus and Joint Study grants are also valid for CEMS exchange! Please look up more information [here](#).

Process of accreditation of your courses from exchange:

IMPORTANT: Only CEMS accredited courses can be counted towards your WU workload!

- 1) CEMS office gets your transcript from the host university (this happens mostly automatically, but please ask at your host school whether you need to apply for a transcript).
- 2) We confirm the transcript and write your name on the list in our weekly infomail.
- 3) You can pick up the transcript.
- 4) Bring it to the Study Service Center (Studienrecht) to get your courses accredited.

1.7 Sample – Class schedule

Please find a course schedule below. Please keep in mind: this is only a suggestion. There are lots of other ways to plan your schedule!

We recommend that you do not to take courses worth more than 35 ECTS per term, **the allowed number of ECTS in the CEMS year is 24 – 37,5 ECTS per term**. Please make sure to register for at least 24 ECTS each term of the CEMS year and at least 51 ECTS (30 ECTS in courses) in the CEMS year as a whole.

Please note: ECTS might differ at the host schools, core courses are accredited with host school ECTS on cems.org but with WU ECTS at WU. The courses marked in yellow have to be taken in that concrete term. The other elements can also be taken during another term.

Suggestion I ("CEMS year" as first year of studies)						
			Courses	ECTS		
1 st year	Term 1 (at WU)	(Sep-Dec)	Block Seminar	3,0	"CEMS year"	
			Managing Globalization	5,0		
			Global Strategic Management	7,5		
			Business Communication Skills Seminar	1,0		
			Global Marketing Management	7,5		
			Elective	5,0		
			SUM	29,0		
	Term 2 (abroad)	(Jan/Feb/Mar-Jun)	Responsible Global Leadership Seminar (Block Seminar II)	1,0		
			Global Management Practice	7,5		
			Business Project	15,0		
			Elective	5,0		
			Skills Courses	1,0		
			SUM	29,5		
			TOTAL ECTS CEMS year			58,5
	Internship			4,0		
2 nd year	Term 3 (at WU)	(Sep-Dec)	Elective	5,0	"WU year"	
			Global Financial Management	7,5		
			Elective	5,0		
			Elective	5,0		
			Elective	5,0		
			SUM	27,5		
	Term 4 (at WU)	(Mar-Jun)	Thesis	20,0		
			Master Thesis Coaching	5,0		
			Elective	5,0		
			Skills Courses	1,0		
			SUM	31,0		
			Total ECTS WU year			58,5
TOTAL ECTS			121,0			

Course attendance

Please try to avoid course overlaps if possible and attend all course units. Students are usually allowed to miss up to 20% of the course units, however, please always contact directly a professor for particular information. Keep in mind that some lessons might be mandatory to attend, mostly it is the first and the last lesson (exam). CEMS Office is not involved in administering of absences at all, everything in this matter is to be discussed with the professor.

Also please always consider your registration in advance. Don't block spots in courses you don't intend to attend. If you decide not to attend a course, deregister before the course starts or write us an e-mail to deregister you, so that we can offer your slot to your fellow students. De-registrations after the course start can be only done with a permission of the course lecturer.

IMPORTANT: Please note that job/internship interviews are not considered as an acceptable reason for missing mandatory course units and curriculum parts or for absence at more than 20% of the lessons.

1.8 Languages

For everyone, English is regarded as the first CEMS language. You don't have to do anything more to prove your English skills during the program.

Second and third language

You have fulfilled the WU admission requirements as for language skills, but please keep in your mind that CEMS graduation requirements slightly differ from them! You can prove the knowledge of your second and third language any time during your studies. To get your languages accredited, please contact the CEMS program manager with the necessary documents and your languages will be then entered on cems.org.

	Language 2 – CEMS Language	Language 3 – Any Language
Mother tongue	To declare all your native languages please fill in the Declaration Form (one for each language) and send it to cems@wu.ac.at	
University Degree/ Secondary Education	Proof of secondary education/university degree completely fulfilled in a foreign language	
C2/C1 <i>Validity: Eternal</i>	Courses <ul style="list-style-type: none"> - Selected Language courses at CEMS universities - Commercial language courses at accredited cultural institutes Exams <ul style="list-style-type: none"> - Test for CEMS Management and Business Communication (MBC) - Accredited in-house tests at CEMS Universities - Commercial language tests accredited by CEMS 	
B2 <i>Validity: Max 5 years before the start of the CEMS year</i>	Courses <ul style="list-style-type: none"> - Selected language courses at CEMS universities - Commercial language courses at accredited cultural institutes Exams <ul style="list-style-type: none"> - MBC Tests (B2 oral/B1 written) - Accredited in-house tests at CEMS Universities - Commercial language tests accredited by CEMS 	
B1 <i>Validity: Max 2 years before the start of the CEMS year</i>		Courses <ul style="list-style-type: none"> - Selected Language courses at CEMS universities - Commercial language courses at accredited cultural institutes Exams <ul style="list-style-type: none"> - MBC Tests (B1 oral/B1 written) - Accredited in-house tests at CEMS Universities - Commercial language tests accredited by CEMS
A2/A1 <i>Validity: Max 2 years before the start of the CEMS year</i>		<ul style="list-style-type: none"> - Introductory/elementary language courses at CEMS universities - Commercial Languages Courses at accredited cultural institutes
Please note: Elementary level language courses (A1, A2, B1) must have a minimum of 5 ECTS or 90 working hours (including 60 contact hours). A full list of accredited commercial language tests and institutes can be found on the CEMS website: Institutes ; Commercial exams .		

Language courses

Language courses as such are not a part of the CEMS curriculum and the ECTS reached in these courses won't count towards the 66 ECTS of the CEMS year and 120 ECTS full WU CEMS workload.

[WU Business Language Center](#) offers paid half-semester long courses worth 3 ECTS as well as CEMS accredited [OSD certificate](#).

Apart from them you can also register for language courses from regular course offer of WU (tuition language is German) Please contact the course lecturer directly and ask them to register you. CEMS Office can't register students for language courses.

Accreditation: If you take any language test/course, please send us a scan of your certificate, we will enter the course in the database. In case you take a language course at WU, please send us a scan of your transcript.

2. CEMS Office at WU

Whenever you need help, the CEMS Office is here to assist!
We'll communicate with you in 95% of the cases by the weekly infomail. Please always read it carefully not to miss any important deadline etc.

WU CEMS Office Team

Philip Nell
Academic Director

E-mail
philip.nell@wu.ac.at

Phone
+43-1-31336-4535



Jan Hendrik Fisch
Deputy Academic Director

E-mail
jan.fisch@wu.ac.at

Phone
+ 43-1-31336-5121



Kommentiert [MJ1]: Neues Foto

Jana Salot
Program Manager

E-mail
cems@wu.ac.at

Phone
+43-1-31336-4311



Jana Kolenc
Corporate Relations Manager

E-mail
cems@wu.ac.at

Phone
+43-1-31336-4785



Location

Wirtschaftsuniversität Wien - Vienna University of Economics and Business
Welthandelsplatz 1, Building D 1, 3rd floor, A-1020 Vienna (the first door behind the front office)

If there's no one in the front office, you have to call us from the door telephone.

Website

<https://www.wu.ac.at/en/programs/masters-programs/international-management-cems/contact>

CEMS Office Google Drive

Useful documents: <https://drive.google.com/drive/folders/0B4wc6mu2N46LMnA5cE1JSHh1WE0?usp=sharing>

Event invitations: https://drive.google.com/drive/folders/1WJy-V_LXTKwe04lov3GWi2K3Nh9kuTPU?usp=sharing

Internship and job offers: <https://drive.google.com/drive/folders/0B4wc6mu2N46LV3Q4M3pKZTIERW8?usp=sharing>

Opening hours during the semester

Tuesday	10:00 – 12:00
Wednesday	13:00 – 15:00
Thursday	10:00 – 12:00

Opening hours during vacations

Changes to the office hours will be announced regularly in the weekly infomailing.

3. Useful info regarding your studies at WU

3.1 Enrolment Process at WU

Enrolment at WU needs to be done at the Admissions Office – for further information please see [3.7 Admissions Office \(Studienzulassung\)](#). **With your Bachelor's diploma you can enrol for the CEMS at WU July 8, 2019 – September 17, 2019 This has to be conducted in person!!**

Upon enrolment, you'll get your WU ID number without which you won't be able to register for courses. Please have a look at the courses catalogue on which day the registration for your preferred courses start and make sure to be enrolled before.

3.2 Tuition Fee + Student Union Fee (ÖH Fee)

Please visit the website "[Tuition Fees Regulations](#)" to find out what tuition fees you need to pay. You pay only the WU fees (if there are any) during the whole studies. Even if you're e.g. at LSE or HEC, you don't have to pay their fees, just your WU obligations.

Regardless of the nationality, every student has to pay the ÖH Fee every term (even when you're on exchange) and in this way, student re-register every term – they show at the beginning of each term that they intend to continue their studies.

If you have not re-registered by the end of the extended re-registration period, you will be automatically unenrolled from your degree program. You will NOT be able to take any further examinations, submit recognition applications, etc.

Further information can be found [here](#).
You find your registration status [here](#).

3.3 Course Registration – How to register for classes

How to find classes?

Go to the WU website (you can change the language to English by clicking the corresponding button on the top right corner): www.wu.ac.at and go to "Quick Links" (top right of the website). Here you will find the course catalogue (go to Master Programs – Master International Management/CEMS) as well as "LPIS" – the Course and examination registration access portal.

Usually the course catalogue goes online in mid-July/mid-January. Registration starts in September/February. Dates are indicated in the course catalogue next to the course description.

How to register?

Registration will start at **2 pm or 3 pm (see course descriptions)** sharp, spots are allocated on the **first-come, first-serve principle**. The available spots are usually filled **WITHIN MINUTES, IF NOT SECONDS**, so in your own interest make sure to register at 2:00 (3:00) pm exactly.

3.4 WU PowerNet and Learn@WU

Once you are enrolled for your MSc at WU, your personal **PowerNet account** will be created and you'll gain access to WU IT services, such as Learn@WU, the central e-learning platform, where you can find all essential information about your studies at WU.

LEARN (former Learn@WU) provides students the opportunity to find out about courses, access learning materials and connect with peers. Also all old and current course catalogues per semester can be found online on Learn@WU before course registration period starts.

On your **personal MyLearn** you will see the schedule of your courses taken once you have registered for them via **LPIS** as well as the electronic class and examination information system of WU that offers a wide variety of functions, such as registration and deregistration for classes and examinations.

Last but not least, the **PowerNet Controlpanel** is the platform where you can change all settings for your personal accounts, such as the WU e-mail account. Since all information concerning your MSc studies will be sent to that e-mail address and NOT the cemsmail.org, we strongly recommend you to set up the e-mail forwarding!

The PowerNet Controlpanel is also offering connection to another online interface where you can easily re-register online, pay your tuition fee or print your confirmation of enrolment, an evidence of courses taken, grades and your current GPA.

Important links:

LEARN: <https://learn.wu.ac.at/>
LPIS Course Registration: <https://www.wu.ac.at/studierende/tools-services/lpis/>
Control Panel: <https://controlpanel.wu.ac.at/en/login>

3.5 Scholarships at WU

WU awards both merit-based and need-based scholarship grants, but not tuition grants. Tuitions grants are provided by the [Austrian Study Grant Authority](#).

Merit-based scholarships are granted annually to students with an outstanding academic record and are intended to recognize and reward exceptional performance.

Information on application requirements, the necessary documents and application periods can be found in the call for applications and in the Guidelines. Should you have any further questions, please contact the [Study Regulations Office](#).

3.6 WU Campus

The [campus](#) is located in **Vienna's 2nd district at Welthandelsplatz 1**, in immediate vicinity of Messe Wien (Vienna's exhibition centre) and the Prater.

The **Messe Prater** and **Krieau stations of U2 subway** line are located in its immediate vicinity. The Praterstern transport hub (rapid transit rail station, U1/U2 underground stations, tram and bus stops) is a 15 minute-walk away along Prater Hauptallee. The Prater Hauptallee terminal of tram line 1 is within 7 minutes walking distance.

3.7 Other important WU offices

3.7.1 Study Service Center

The Study Service Center (SSC) is the central contact point for students and potential students on Campus WU. It is located in the Library & Learning Center (LC, 2nd Upper Level).

Admission Office (Studienzulassung): Building LC, Level 2

- Admission of Austrian and non-Austrian students;
- Student IDs (first-time issuing, duplicates in case of loss, theft or card defect);
- Changing personal data (name changes or change of address);
- [Tuition fees](#) (fee calculation and notification, exemptions, tuition fee reimbursements);
- [Leave of absence](#)

Study Regulations Office (Studienrecht): Study Service Center, LC building, Level 2

[Recognition](#) of courses completed abroad

- Online application **for pre-recognition** (Online-Antrag Vorausbescheid) before you go abroad. This "Vorausbescheid" is a document saying for how many ECTS your courses from abroad will be accredited at WU.
- **All courses, skills seminars, block seminars etc. completed at a CEMS Partner university have to be accredited via Study Regulations Office! IMPORTANT: Only CEMS accredited courses can be counted towards your WU workload!**

Teaching Coordination and Examinations Office (Prüfungsorganisation): SSC, LC building, Level 2

- Assistance in all study-related matters (Bachelor's, Diploma, and Master's studies);
- Organization of examinations (for example examination plans, large scale exams, subject examinations, individual exams, no show-policy);
- Completion of studies

3.7.2 International Office

(Zentrum für Auslandsstudien – ZAS): LC building, Level 4

- **Consultation and services** for studying abroad, exchange semesters, internships or summer universities;
- Consultation and services regarding **scholarships**

This Study Guide is provided by the CEMS Office at the WU - Vienna University of Economics and Business. We cannot and do not guarantee 100% completeness of information in this booklet and neither the accuracy, validity, timeliness or completeness of any information provided on linked websites. This Study Guide is subject to modifications.