

Pre-Arrival Guide

WU
VIENNA



Winter Semester
2020/21

Table of contents

Welcome to WU	6
Get in touch with us	8
Dates and deadlines	10
Steps to a successful exchange semester	12
Step 1: Your Nomination Letter	12
Step 2: Complete the online pre-enrollment	12
Step 3: Sign up for pre-semester activities (optional)	14
Step 4: Organize your accommodation	14
Step 5: Letter of Acceptance	15
Step 6: Apply for a visa/residence permit (if applicable)	15
Step 7: Activate your WU e-mail-address	16
Step 8: Sign up for the Buddy Program	17
Step 9: Choose your courses	18
Step 10: Make travel arrangements	18
Step 11: Register for courses	19
Step 12: Take care of insurance	19

Housing	20
Pre-semester activities	24
Pre-semester German language course	24
How do I register	25
Welcome Days	26
Studying at WU	28
Courses at WU	28
Course registration	29
Course offer for CEMS students	31
Course structure and examinations	32
Grading	34
Transcript of records	34
German language courses	35
Erasmus+ students	36
Confirmation of study period	36
Learning Agreement	38

Entry and residence regulations	40
Information for citizens of EEA Countries (EU + Iceland, Liechtenstein & Norway) and Switzerland	40
Information for students from third countries	41
Registration in Vienna	43
Insurance	44
EEA citizens and/or students with a valid European Health Insurance Card	44
Non-EEA citizens	44
Stay up to date	47
International Office coordinators team	48



Welcome to WU

Every year WU welcomes about 1,000 exchange students from all over the world. As an incoming student at WU, you will benefit from the broad range of courses offered, WU's comprehensive support structures for exchange students, and its modern campus infrastructure and facilities. Additionally, you can enjoy Vienna's favorable location in the heart of Europe and the city's excellent quality of life.

Spending a study period in a foreign country is an exciting experience, but it also requires good preparation. WU's International Office team serve as the main contact point for you and help with all exchange-related issues.

We wish you a successful and pleasant stay at our university.

Prof. Margarethe Rammerstorfer

Vice-Rector for Academic Programs and Student Affairs



Get in touch with us

INTERNATIONAL OFFICE (IO)

CONTACT INFORMATION

WU (Vienna University of Economics and Business)

International Office, Building LC

Welthandelsplatz 1, 1020 Vienna, Austria

General information

T +43-1-313 36-4310

iowu@wu.ac.at

wu.ac.at/io/en

 [wu.internationaloffice](https://www.facebook.com/wu.internationaloffice)

 [wuinternationaloffice](https://www.instagram.com/wuinternationaloffice)



You can find contact information
for your coordinators at WU here:

short.wu.ac.at/ioteam



Dates and deadlines

DATE	EVENT
June 15, 2020	Application deadline for: Online pre-enrollment
July 1, 2020	Course catalog will be published
July 31, 2020	Application deadline for: Pre-semester German language course
Aug. 19, 2020	Webinar on course registration
Aug. 20–30, 2020	Online registration for winter semester courses (first come, first served)
Sept. 1, 2020	Latest arrival date (for participants of the pre-semester activities and/or the pre-semester German language course)
Sept. 2–3, 2020	1st Welcome Days

DATE	EVENT
Sept. 7–18, 2020	Pre-semester German language course and pre-semester activities
Sept. 27, 2020	Latest date of arrival for all students
Sept. 28–29, 2020	2nd Welcome Days

ACADEMIC CALENDAR	
October 1, 2020	Official start of winter semester 2020/21
Dec. 24, 2020 – January 6, 2021	Christmas break
January 31, 2021	Official end of winter semester 2020/21

Steps to a successful exchange semester

An exchange semester is an exciting experience, but for it to run smoothly, you need to make sure to stay on top of all the deadlines and the paperwork. Please read the following steps carefully and make sure you don't miss anything!

STEP 1: YOUR NOMINATION LETTER

You should have received a Nomination Letter containing your WU login information from your coordinator at your home university. If you haven't received it yet, please make sure you contact your home university immediately, as you will need the login information for all further steps.

STEP 2: COMPLETE THE ONLINE PRE-ENROLLMENT UNTIL JUNE 15

To access the platform, you will need your WU student ID number (WU user name) and password from your Nomination Letter. You do not need to submit any documents during the pre-enrollment. Please use the following link to login: **bach.wu.ac.at/start/vizas**



STEP 3 (OPTIONAL): SIGN UP FOR THE PRE-SEMESTER GERMAN LANGUAGE COURSE UNTIL JULY 31

If you wish to attend the pre-semester German language course, make sure to sign up as early as possible, as places are limited! You can find more information about the course on page 24.

STEP 4: ORGANIZE YOUR ACCOMMODATION

You have a few different housing options for your exchange semester; you can either look for accommodation with student residence providers or with private accommodation through Housing Anywhere. You can find more information on housing on page 20.

STEP 5: LETTER OF ACCEPTANCE

Your home university will receive your Letter of Acceptance by e-mail. It is signed electronically by your coordinator at WU. Make sure to keep your letter safe and bring it with you to Vienna, as you will need it again (e.g. for visa application and public transport).

STEP 6 (IF APPLICABLE):

APPLY FOR A VISA/RESIDENCE PERMIT

Depending on your nationality and the duration of your stay, you may have to apply for a visa or a residence permit. Make sure to do some research and find out what kinds of documents you need to be able to enter and stay in Austria legally. If you need to apply for a residence permit, you should already have received an e-mail from us with the subject line "Your stay at WU – residence permit". If you are unsure about whether you need a visa or a permit, please read the information on page 40 carefully and contact us with any questions.

STEP 7: ACTIVATE YOUR WU E-MAIL-ADDRESS

In order to be able to study successfully at WU, you will need to activate your WU e-mail account. You can find instructions on how to log in here: **short.wu.ac.at/io-webmail**. Please note that you will not yet be able to access your account. Once you receive Course Info Mail 1 (on July 1), however, you will be able to log in.

Please make sure to use your WU student e-mail address when communicating with WU after July 1, since this is the official medium of correspondence. Please check your WU e-mail account regularly or have your e-mails forwarded, as all information concerning your stay at WU will be sent only to this e-mail address. An e-mail sent from your personal e-mail address to lecturers or administrative staff may not be answered.

STEP 8: SIGN UP FOR THE BUDDY PROGRAM

In the Buddy Program administered by **Erasmus Buddy Network (ebnwu.com)** you are matched up with a WU student who will be your first contact person before and during your exchange semester. In addition, there are many events and trips organized by the Erasmus Buddy Network that help you to learn more about Austrian culture and to get to know your fellow exchange students.

The EBN team will contact you with information about registration via e-mail. For any enquiries, please contact **buddy@oeh-wu.at**.

STEP 9: CHOOSE YOUR COURSES AND APPROVE ALTERNATES WITH YOUR HOME UNIVERSITY

The course catalog will be available presumably on July 1. Look through it carefully to choose the courses you want to sign up for. Since course registration at WU takes place on a **first come, first served** basis, we strongly recommend having alternative courses approved by your home university in advance in case your preferred classes are already full. Please also look at the information about courses on page 28 of this guide.

STEP 10: MAKE TRAVEL ARRANGEMENTS

Depending on whether you applied for any pre-semester activities you have a specific latest possible date for arrival. Make sure you check the dates and deadlines on page 10 carefully before making travel arrangements, and pay special attention to the mandatory Welcome Days, which you need to attend!

STEP 11: REGISTER FOR COURSES

You will need to register for courses online using WU's LPIS course information system. Course registration takes place from August 20 to August 30, 2020 (midnight). Course registration takes place on a **first come, first served** basis and some courses can fill up within seconds.

STEP 12: TAKE CARE OF INSURANCE

You are required to have insurance coverage for your entire stay at WU. Please make sure to find out whether your health insurance coverage from home covers your stay here and whether you need additional travel insurance. For further information on insurance, see page 44.

Housing

WU does not have on-campus housing, so it is your responsibility to take care of your housing arrangements. As an exchange student, you have several options to choose from:

OPTION 1 – RESIDENCE HALLS

There are several residence halls throughout Vienna offering short-term rental possibilities. Some of the options are OeAD Housing, the Student Hotel Vienna, Campus Studios, Linked Living Apartments, Milestone, and Room4rent. Please make sure to read the contracts of these housing providers carefully before booking accommodation. For further information, please refer to the websites of the individual residence halls and check our website **short.wu.ac.at/residence-halls**.



OPTION 2 – PRIVATE ACCOMMODATION – HOUSING ANYWHERE

A private flat, for example, can be booked through the housing platform Housing Anywhere.

short.wu.ac.at/private-housing

Please be careful when transferring money to a stranger to avoid being scammed when choosing this option.

Please note: If you need proof of accommodation for visa purposes, please get in touch with your future dorm or landlord.



Pre-semester activities

For all incoming exchange students, WU offers optional pre-semester activities such as a pre-semester German language course.

PRE-SEMESTER GERMAN LANGUAGE COURSE

Before the semester starts, you have the chance to learn some basic German language skills or you can refresh your knowledge. WU offers language courses at different levels of proficiency. After a placement test, you will be assigned to a course, which addresses your needs and goals perfectly. Beginners do not need to take this placement test. The course takes place four days a week from 9am to 12pm. Aside from an administration and teaching material fee of €40, no additional tuition fee will be charged.



For further information, please visit our website:
short.wu.ac.at/german-course

Information on orientation activities: Due to the current COVID-19 situation, WU will not offer an extended Orientation and Cultural Program. However, we will prepare some activities for you to get to know Vienna and its surroundings.

HOW DO I REGISTER

- › Create a WUNIVERSE account through this link:
bach.wu.ac.at/z/wu/wuniverse/public/register_html
- › Use the e-mail address to which the "Welcome E-mail" was sent for creating your WUNIVERSE account. Now you can register and pay for the pre-semester German language course using this link:
bach.wu.ac.at/z/wu/okdk
- › For registration and payment, use the e-mail address which you used for WUINIVERSE
- › Perfect, you have completed your registration!

Please note: The application is binding and the course fees are nonrefundable. Cancellation is only possible in exceptional cases, i.e. withdrawal from the exchange semester due to severe illness or due to unforeseen serious events.



If you require assistance with the registration, please contact **orientation@wu.ac.at**.

WELCOME DAYS

We want to welcome you at our university and in the beautiful city of Vienna. The "Welcome Days" will introduce you to WU's campus, university life, and to people from all over the world. During the two-day program, you will learn more about Austrian culture, academic requirements, and student organizations.

If you participate in the pre-semester activities, please attend the first Welcome Days. If you do not take part in the pre-semester activities, come to the second Welcome Days. Please check the dates and deadlines on page 10 for the exact dates.

Because the final enrollment will take place and your student ID card will be issued, it is crucial that you attend either the first block of events or the second one. Attendance at one of the two sessions is mandatory. Further, it is the perfect opportunity for you to ask questions and make new friends!

Studying at WU

COURSES AT WU

At WU, you will be able to choose from a wide range of courses taught in English and German at both bachelor's and master's level. Make sure you adhere to the language requirements for the courses you choose:

RECOMMENDED LANGUAGE SKILLS	
Bachelor's level	
Courses in English Courses in German	CEFR skill level of at least B2
Master's level	
Courses in English Courses in German	CEFR skill level of at least C1

A preliminary course list will be available here **wu.ac.at/io/courses** on July 1. To get a first idea about the course offer at WU, you can take a look at the courses that were offered in previous semesters. Please note that course numbers have a purely administrative purpose and change every semester, as do the dates and times of the courses.

COURSE REGISTRATION

You will need to register for courses online using **WU's LPIS course information system**. At WU, course registration takes place on a **first come, first served** basis and some courses can fill up within seconds. We therefore strongly recommend having alternative courses approved by your home university in advance in case your preferred classes are already full.

Course registration takes place from August 20 at 2:00 pm/14:00 (CEST, Vienna time) until August 30, 2020 (midnight, Vienna time).

You will receive two e-mails containing detailed information and instructions about course registration:

- › 1st information e-mail: July 1
- › 2nd information e-mail: August 17

At WU, you are expected to be self-organized and remember dates and deadlines for course registrations, administrative tasks, and coursework. It is your responsibility to avoid time conflicts with other courses. Our online registration system LPIS does not block you from registering for conflicting courses.

Regarding the number of courses/credits you choose, please make sure you fulfill the requirements of your home university. WU has the following guidelines:

- › **Full workload (recommended):** 30 ECTS credits
- › **Maximum workload:** 36 ECTS credits
- › **Minimum workload:** 24 ECTS credits

You are only allowed to register for courses in your respective study cycle (bachelor's students on bachelor's level, master's students on master's level).

Erasmus+ students: Please make sure to register for courses over a period of at least 90 days, which is the minimum duration of study to receive the Erasmus+ scholarship.



For further information on courses and the link to watch our video tutorial on course registration please go to **wu.ac.at/io/academics**.

COURSE OFFER FOR CEMS STUDENTS

CEMS students are limited to CEMS courses from the following list (only those will be accredited as CEMS courses!).



cems.org/academic-members/our-members/vienna-university-economics-business

COURSE STRUCTURE AND EXAMINATIONS

Most courses are taught in a seminar-like format and require your attendance and active participation. You will be graded based on all your contributions such as reports, presentations, group assignments, and written or oral exams.

There is no specific examination period for all courses, but exams are scheduled throughout the semester and depend on your chosen courses. In many cases, the final exam will take place in the last session. The last possible exam date is the end of the semester.



GRADING

WU does not use a standardized percentage-based grading scale. The percentage scores needed to earn the grades given below differ from course to course. In most cases, the course-specific grading scales can be found in the online course description.

AUSTRIAN GRADING SYSTEM	
1	sehr gut/excellent
2	gut/good
3	befriedigend/satisfactory
4	genügend/sufficient
5	nicht genügend/fail

TRANSCRIPT OF RECORDS

Your transcript of records including all grades and ECTS credits will be sent to your home university coordinator approximately two months after the official end of the semester.

GERMAN LANGUAGE COURSES

WU's Business Language Center offers German courses at all levels during the semester. Students can choose between half-semester courses (6 weeks, 5 units per week) or full-semester courses (10 weeks, 3 units per week) worth 3 ECTS credits (30 contact hours). While these courses will not show up on your official transcript, you will get a certificate and might be able to transfer credits to your home university, depending on their policies.

The Business Language Center operates independently, thus courses are **fee-based** and cost €195. Apart from German, a variety of other language courses will also be accessible for exchange students.



For further information, please refer directly to the Business Language Center at **wu.ac.at/en/blc**.

ERASMUS+ STUDENTS

Confirmation of study period

Please note that your coordinator at WU will be signing your confirmation of study period for the **exact period of your studies at WU**, with the dates according to the general rules of the Erasmus+ program. In order to qualify for the program, you need to be registered for courses over a period of at least 90 days! Please make sure to remember that when registering for courses.

If you are participating in the pre-semester activities, the first day of stay we can confirm will be the date of the first Welcome Days. If you are not participating in the pre-semester activities, the first day we can confirm is the date of the second Welcome Days. The last day of your stay at WU we can confirm is the last day you need to be physically present at university, i.e. the last exam or last course session. Deadlines for handing in seminar papers cannot be included in the study period.

Make sure to find out which documents your home university requires you to have signed at WU so you are prepared once you arrive. In order to get your confirmation of study period signed, please come to your IO coordinator's office in person.

Learning Agreement

Your Learning Agreement has to be signed by your WU coordinator at the International Office. This can either be done via e-mail or in person once you have arrived in Vienna.

The best moment to send us your Learning Agreement is after you registered for your WU courses.



For information on how to complete your Learning Agreement, please visit our website:
short.wu.ac.at/learning-agreement.

For questions regarding the Erasmus+ grant requirements, please contact your home university coordinator.



Entry and residence regulations

INFORMATION FOR CITIZENS OF EEA COUNTRIES (EU + ICELAND, LIECHTENSTEIN & NORWAY) AND SWITZERLAND

EEA and Swiss citizens are free to enter and settle in Austria without a permit, provided that they have sufficient financial means, valid health insurance, and a valid travel document (passport or personal identity card).

Please note: If you stay in Austria for more than three months, you have to register with the residence authority and you will receive a confirmation of registration. In Vienna, this registration must be submitted to the Municipal Department 35 (MA35), Division 5.0, within four months of entering Austria.



For more information and a list of documents needed, please read the information provided by the Austrian Agency for International Mobility and Cooperation in Education (OeAD):

**[oead.at/en/to-austria/entry-and-residence/
confirmation-of-registration](https://oead.at/en/to-austria/entry-and-residence/confirmation-of-registration)**

INFORMATION FOR STUDENTS FROM THIRD COUNTRIES

Students from third countries with a valid "residence permit – student" from another EU-member state

Students from third countries holding a valid "residence permit – student" **from another EU-member state** (except Ireland and Denmark) and taking part in a mobility program are entitled to enter and stay-visa free in Austria for up to 360 days.

Students from third countries staying up to 6 months

Students staying for 90 days or less need a Travel Visa C, students staying 91 days up to six months need a Residence Visa D. These visas can be obtained in a local Austrian authority (embassy/consulate general). It is important to apply for them before leaving for Austria.



You can find more information here:

**[oead.at/en/to-austria/entry-and-residence/
visa-c-or-visa-d/](https://oead.at/en/to-austria/entry-and-residence/visa-c-or-visa-d/)**

Students from third countries staying longer than six months

Students from third countries planning to **stay longer than six months** need a **"residence permit – student"** for their stay in Austria. If you are from a third country and studying at WU for two semesters, you should have been contacted via e-mail by the International Office. If you haven't received an e-mail with the subject line: "Your stay at WU – residence permit" until now, please e-mail your coordinator immediately.

The Austrian Agency for International Cooperation in Education and Research (OeAD) has compiled extensive information on entry regulations for third country nationals and a list of the documents needed to apply for a residence permit, which we ask you to read carefully:



**[oead.at/en/to-austria/entry-and-residence/
residence-permit-student-mobility-programme](https://oead.at/en/to-austria/entry-and-residence/residence-permit-student-mobility-programme)**

REGISTRATION IN VIENNA

Residence registration for ALL incoming exchange students

Within three days after arriving in Vienna, all students, regardless of nationality, must register with one of the Registration Offices (Meldeamt), which are located in the Municipal District Offices (Magistratische Bezirksämter). To register, students need their passport and a registration form (Meldezettel) signed by their landlord. You will receive further information during WU's Welcome Days after your arrival in Vienna.

Insurance

All incoming exchange students must have insurance coverage for their entire stay at WU and in Austria. WU does not offer its own insurance plan for students. Students are responsible for obtaining health insurance from a third party provider.

EEA CITIZENS AND/OR STUDENTS WITH A VALID EUROPEAN HEALTH INSURANCE CARD

EEA-citizens need to bring their European Health Insurance Card (EHIC) to show that they have health insurance coverage.

NON-EEA CITIZENS

Non-EEA citizens can either purchase appropriate health insurance coverage in their home countries or sign up for a voluntary insurance coverage in Austria after enrollment at WU.

Please note: Students who need to apply for a **“residence permit-student”** are required to have Austrian health insurance. Travel insurance is not accepted as proof of insurance by the Austrian authorities to get the residence permits.

We can recommend the following insurance providers for your **Austrian health insurance coverage**:

**Public health insurance for students –
Austrian Health Insurance Fund/
Österreichische Gesundheitskasse (ÖKG)**

This plan covers medical care in cases of illness or accident, as well as any treatments deemed medically necessary at the cost of approximately €62 per month.



More information (in German):
www.gesundheitskasse.at

Please note: You have to be enrolled at an Austrian university to be eligible for this insurance, so we advise you to buy additional travel insurance (e.g. credit card insurance) before coming to Vienna to cover the period until you are officially enrolled at WU. Moreover, in order to apply for this insurance plan, you have to have completed the residence registration.

Private health insurance

Alternatively, you may purchase private health insurance coverage through one of the following recommended providers: UNIQA ([feelsafe.at](https://www.feelsafe.at)), Care Concept AG ([care-concept.de/index_eng.html?navilang=eng](https://www.care-concept.de/index_eng.html?navilang=eng)), Generali, Wiener Städtische, Allianz, and DONAU-Versicherung. The residence permit authorities generally accept these insurance companies.

Please note: It is crucial that your insurance does not include waiting periods, cost caps or an exclusion of certain risks. Further, the insurance company must pay for any kind of treatment in Austria if deemed medically necessary. To be recognized by the residence authorities as a “health insurance covering all risks”, the respective insurance company must provide a written statement confirming that the insurance fulfils the above stated requirements.

Stay up to date

Please check our website for information to prepare for your exchange semester at WU:
short.wu.ac.at/semester

Join us on Facebook and Instagram and stay up to date:

 **facebook.com/wu.internationaloffice**

 **instagram.com/wuinternationaloffice**

Get in touch with other exchange students to discuss housing options, find like-minded students, and prepare for your exchange at WU in our Facebook group:

 **facebook.com/groups/wuinoutexchangestudents**

We are looking forward to welcoming you!



Mr. Christopher Rindhauser
Undergraduate



Ms. Christa Karner
Undergraduate



Mr. Kaan Tasli
Undergraduate



Ms. Christiane Dietrich
Undergraduate



Ms. Katrin Korber
Graduate



Ms. Isabella Weber
Graduate



Ms. Claudia Grafenhofer-Truppe
Graduate



Ms. Jana Salot
Graduate/CEMS



Ms. Christina Kampe
Courses

Contact information

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