## WU (Vienna University of Economics and Business)

### Fact Sheet 2018-2019

### Erasmus code

<table>
<thead>
<tr>
<th>Erasmus code</th>
<th>A WIEN05</th>
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</table>

### Address

Welthandelsplatz 1, Building LC, 1020 Vienna, Austria  
https://www.wu.ac.at/io/en  
[facebook](https://www.wu.ac.at/io/en)

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Last update: November 2017. We reserve the right to make changes.
## Winter semester 2018/19

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Sessions for incoming students</td>
<td>Welcome Session 1: September 6, 2018</td>
</tr>
<tr>
<td></td>
<td>Welcome Session 2: September 28, 2018</td>
</tr>
<tr>
<td></td>
<td>(mandatory, students can choose which session to attend)</td>
</tr>
<tr>
<td>Introduction weeks (optional)</td>
<td>Orientation and Cultural Program:</td>
</tr>
<tr>
<td></td>
<td>September 6, 2018 – September 28, 2018</td>
</tr>
<tr>
<td></td>
<td>Pre-semester German language courses:</td>
</tr>
<tr>
<td></td>
<td>September 10, 2018 – September 27, 2018</td>
</tr>
<tr>
<td>Teaching period</td>
<td>October 1, 2018 – January 27, 2019</td>
</tr>
<tr>
<td></td>
<td>Christmas break: December 24, 2018 – January 6, 2019</td>
</tr>
<tr>
<td></td>
<td>(Please note: Several courses end before the Christmas break; students who cannot stay at WU in January should only choose those.)</td>
</tr>
</tbody>
</table>

**Semester break:** January 25, 2019 – February 24, 2019

### Summer semester 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Sessions for incoming students</td>
<td>Welcome Session 1: February 1, 2019</td>
</tr>
<tr>
<td></td>
<td>Welcome Session 2: February 22, 2019</td>
</tr>
<tr>
<td></td>
<td>(mandatory, students can choose which session to attend)</td>
</tr>
<tr>
<td>Introduction weeks (optional)</td>
<td>Orientation and Cultural Program:</td>
</tr>
<tr>
<td></td>
<td>February 1, 2019 – February 22, 2019</td>
</tr>
<tr>
<td></td>
<td>Pre-semester German language courses:</td>
</tr>
<tr>
<td></td>
<td>February 4, 2019 – February 21, 2019</td>
</tr>
<tr>
<td>Teaching period</td>
<td>February 25, 2019 – July 1, 2019</td>
</tr>
<tr>
<td></td>
<td>Easter break: April 15, 2019 – April 28, 2019</td>
</tr>
<tr>
<td></td>
<td>Pentecost break: June 8, 2019 – June 11, 2019</td>
</tr>
<tr>
<td></td>
<td>(Please note: A great amount of courses run until the end of the semester. Students need to make sure to register only for courses they will be able to attend in full).</td>
</tr>
</tbody>
</table>

### Confirmation of Stay:

Please note that a **confirmation of stay** will only be issued for the **period of actual studies at WU**. The information session that students participate in will be declared as their date of arrival. The last day that can be confirmed on the confirmation of stay is the last day that students **need to be present at WU** (e.g. last day of classes, last exam).

**Exam dates** depend on the courses chosen. There is **no specific examination period** for all courses.

### Online registration process & nomination deadlines & application deadlines

WU only accepts exchange students nominated by its partner universities. The home university exchange coordinator is asked to **nominate the students online** and forward **Nomination Letters** to the nominated exchange students, including their WU student ID numbers and passwords.

**Online nomination system:**

https://bach.wu.ac.at/bachapp/cgi-bin/nph-init/zas_incoming

**Nomination deadlines for partner universities:**

For the winter semester: May 1  
For the summer semester: November 1  
**Please note (early nominations!):** Students nominated by April 1 for the winter semester will receive the updated Exchange Student Guide and their Letters of Acceptance earlier, at the beginning of April.

**Application deadlines for students for:**
- Orientation and Cultural Program
- Pre-Semester German language courses
- Housing
- Online pre-enrollment for students

For the winter semester: May 15
For the summer semester: November 15

The application form for the Orientation and Cultural Program and pre-Semester German Language Course will be sent out after May 1/November 1.

Course information

Courses in English:
Our English course options for exchange students include more than 200 high-quality courses offered every term in a broad variety of business fields. A wide range of courses are taught in a block format, which contributes to increased flexibility in scheduling courses by exchange students.

Courses in German:
Apart from courses offered in English language, incoming exchange students can also attend a variety of courses taught in German.

Courses & FAQs for Bachelor and Master students
https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/academics/

Class Format:
Courses with continuous assessment of student performance, meaning that classes include lectures, presentations, case studies, papers, presentations, group projects. Exams and tests are held during the regular sessions announced for the course, and, there is no special exam week after the semester ends.

Attendance and Participation:
Class attendance is mandatory, and participation is an important part of all classes.

Course Registration:
Courses at WU might overlap and the registration system allows students to register for conflicting courses. As courses are based on continuous assessment of student performance, attendance of all course sessions is mandatory. Thus, it is the students’ responsibility to only register for courses they can attend in full. Course registration is based on the first-come, first-served principle, therefore we strongly recommend that students prepare 2 back-up courses in case registration for their preferred courses is not successful. Course numbers at WU have a purely administrative function and change every semester.

Course Load:
There is no minimum requirement for incoming exchange students. The maximum course load is 36 ECTS credits plus one German Business Communication course.

Grading:
The following grading scale applies at WU:
1 excellent (Sehr gut)
2 good (Gut)
3 satisfactory (Befriedigend)
4 sufficient (Genügend)
5 fail (Nicht genügend)

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

Transcript of Records:
We will issue a grade report for each student at the end of the semester, which will be sent to the coordinator at the home university.

Language requirements

Depending on the language of instruction (English or German), exchange students are required to have an advanced level of English or German (comparable to level B2 of the Common European Framework of Reference), to be able to successfully complete courses at WU.
WU does not require official language certificates as we trust our partners to send students who fulfil the aforementioned criteria. However, if students do not meet the language requirements, we reserve us the right to withdraw them from courses.

| German language courses | Before the semester: | WU offers an optional pre-semester German language course during the Orientation and Cultural Program three weeks prior to the start of the semester. To participate, students need to apply by May 15 for the winter semester and by November 15 for the summer semester. Places are limited. A reduced fee is available to Erasmus+ students.  
During the semester: | WU offers German Business Communication courses at 5 different levels. Places are limited. |
|------------------------|----------------------|-------------------------------------------------|---------------------------------------------------|
| Further services for exchange students | Orientation and Cultural Program: | Starts 3 weeks prior to the start of the semester and includes a sight-seeing program, field trips, presentations on Austria, etc.  
Academic advisors: | For each of WU’s partner universities, a specific WU faculty member serves as academic advisor. Academic advisors support students in selecting appropriate courses and give advice on relevant academic matters.  
Buddy Network: | The Austrian Students’ Union (ÖH) at WU provides exchange students with a “buddy”, a WU student who acts as their personal mentor. The Buddy Network also organizes a number of social activities for exchange students (skiing trips, trips to neighboring countries, theater visits, etc.). |
| Accommodation | Exchange students arriving in Vienna have several options to choose from when booking housing for their stay. These options include but are not limited to: |  
- residence halls run by OeAD, the main housing provider for students in Austria,  
- or a private flat that can be found for example through the housing platform Housing Anywhere,  
- or through another third-party provider.  
Staying in an OeAD Student Residence Hall: | WU has made a pre-reservation in certain OeAD residence halls to make sure that housing is guaranteed for its incoming exchange students. Students who would like to make use of this offer, need to register through the OeAD website until May 15 (winter semester) or November 15 (summer semester) at the latest.  
Private Accommodation: | If students prefer to arrange their own accommodations, we recommend using the Housing Anywhere site or any other databases listed on our website. If students need proof of accommodation for visa purposes, this proof has to be issued by the landlord.  
Further information: | https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/accommodation/  
Living costs | Housing | approx. € 400–600 / month  
Insurance | approx. € 50 / month  
Food, personal expenses | approx. € 220–300 / month  
Utilities (phone, mail, etc.) | approx. € 15–30 / month  
Vienna public transport | approx. € 150 / semester  
Books | approx. € 75–150 / semester  
ÖH-Beitrag (Students’ Union dues) | approx. € 20 / semester  
Entry and residence regulations | Nationals of non-EU/EEA countries (so-called “third country nationals”) need an entry visa or residence permit for entry into and residence in Austria. The type of permit depends on the length and purpose of the stay.  
Before traveling to Austria, student should make sure they are familiar with the regulations concerning visas and residence permits.  

Last update: November 2017. We reserve the right to make changes.
<table>
<thead>
<tr>
<th>About Vienna</th>
<th>Vienna ranks among the most attractive cities around the world. Tradition and culture, research and education, economic growth, and a safe and livable environment make it a place with a very high standard of living that is recognized internationally.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="https://www.wien.info/en">https://www.wien.info/en</a></td>
</tr>
<tr>
<td>International Summer University&lt;sup&gt;WU&lt;/sup&gt;</td>
<td>This <strong>short-term academic program</strong> takes place at WU from <strong>July 2 – 20, 2018</strong>, and <strong>July 23 - August 10, 2018</strong>. Students can take 2–3 business courses on the graduate or undergraduate level. Networking opportunities and social programs with fellow students from over 25 countries add to the experience. WU partner universities can nominate their students to participate as exchange students.</td>
</tr>
<tr>
<td></td>
<td>Further details: <a href="https://www.wu.ac.at/io/isuwu">https://www.wu.ac.at/io/isuwu</a></td>
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Student Exchange at WU
Vienna – Austria
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About WU

WU (Vienna University of Economics and Business) is one of Europe’s leading institutions of higher education in the fields of economics, business, business law, and social sciences. Exchange students who decide to come to WU can be sure of getting an education at a top-rate university.

WU’s academic strengths are based on its broad research and teaching portfolio, covering all topics fundamental to today’s economy and society. The University’s high standards in research and teaching have consistently been confirmed by prestigious international accreditations.

WU has made internationalization a number one priority. About 23,000 students are currently enrolled at WU, over a quarter of which come from outside of Austria. WU welcomes about 1,000 exchange students from its partner universities every year. Reputable partner institutions around the world facilitate research cooperation as well as student and faculty mobility.

Additionally, the inspiring architecture of WU’s modern campus provides faculty and students with a state-of-the-art infrastructure creating the best possible environment for teaching, studying, and developing new ideas in one of the most livable cities in the world.

Openness, creativity, innovation, and diversity are key values at WU.

Accreditations and Rankings

WU’s triple accreditation is both an incentive and an obligation. It ensures the high quality of WU’s programs and their continuous development to achieve and maintain excellent academic standards.

With accreditations from AACSB (The Association to Advance Collegiate Schools of Business), EQUIS (European Quality Improvement System), and AMBA (The Association of MBAs), WU belongs to an elite circle of some of the world’s leading business schools. As of 2015, only 72 business schools worldwide held this triple international accreditation, which is also known as a “triple crown” accreditation.

In the accreditation processes, WU’s high-quality teaching, its internationalization strategy, and its excellent connections to the business community are regularly cited as the University’s main assets.

International accreditations are an important element in WU’s strategy. They strengthen WU in its efforts to position itself among the top institutions in Europe, promote WU’s reputation, and ensure that WU’s programs are continuously further developed based on the highest academic standards.

In addition to accreditations, influential international rankings have consistently placed WU among the best universities in its field.

FINANCIAL TIMES RANKING

Global Masters in Management Ranking 2015
› 13th out of 80 programs
Key Facts

WU’s profile is characterized by the University’s broad research and teaching portfolio, its international networks and close ties to the corporate world, and the resulting excellent job prospects for its graduates.

WU’s organizational structure is made up of 11 departments, 58 institutes complemented by 16 research institutes and 5 competence centers. Over 1,000 faculty members contribute to WU’s research and teaching activities.

The departments are organized according to academic disciplines. All of them are involved in WU’s two bachelor programs. Most departments also have graduate and doctoral programs (MSc/LL.M., doctoral/PhD).

The research institutes focus on interdisciplinary topics, which often cross department boundaries. Competence centers coordinate research and teaching areas at WU. They serve as contact points for internal and external stakeholders.

WU’s research and teaching activities cover core business areas like finance, marketing, strategy, international business, and innovation as well as fields like sustainability, socio-ecological economics, information systems, and business law.

### STUDENTS, FACULTY & STAFF

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>Total number of students 2014/15</td>
<td>22,809</td>
</tr>
<tr>
<td>International students 2014/15</td>
<td>6,183</td>
</tr>
<tr>
<td>Incoming and outgoing students in WU’s mobility programs (incl. exchange)</td>
<td>~2,000 per year</td>
</tr>
</tbody>
</table>

### WU’S ACADEMIC UNITS

#### WU’S DEPARTMENTS
- Business, Employment and Social Security Law
- Economics
- Finance, Accounting and Statistics
- Foreign Language Business Communication
- Global Business and Trade
- Information Systems and Operations
- Management
- Marketing
- Public Law and Tax Law
- Socioeconomics
- Strategy and Innovation

#### WU’S RESEARCH INSTITUTES
- Capital Markets
- CEE Legal Studies
- Computational Methods
- Co-Operation and Co-Operatives
- Economics of Aging
- Economics of Inequality
- European Affairs
- Family Businesses
- Health Care Management and Economics
- Human Capital and Development
- International Taxation
- Liberal Professions
- Regulatory Economics
- Spatial and Real Estate Economics
- Supply Chain Management
- Urban Management and Governance

#### WU’S COMPETENCE CENTERS
- Central and Eastern Europe (CEE)
- Empirical Research Methods
- Nonprofit Organizations and Social Entrepreneurship
- Sustainability
- WU Entrepreneurship Center (WU EC)
Program Portfolio

WU’s portfolio of programs in the fields of business, economics, law, and social sciences includes 2 bachelor programs, 15 master programs, and 5 doctoral/PhD programs. WU’s range of English-taught programs is attracting an increasing number of students from Austria and abroad.

WU’s bachelor programs are three years in duration and provide a well-founded general education, offering a choice of majors and a broad range of specializations.

WU has successfully integrated many international aspects in research and teaching.

The two-year master programs are more specialized, with specific qualification profiles. Seven master programs are exclusively taught in English language, whereas the other eight master programs incorporate several modules taught in English language.

“... I really loved it! The university has a fantastic educational offer.”
Susanna Zapiórkowska
(Cracow University of Economics)

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<thead>
<tr>
<th>WU’S DEGREE PROGRAMS</th>
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<tbody>
<tr>
<td><strong>BACHELOR PROGRAMS</strong> (BSc WU/LL.B.WU)</td>
</tr>
<tr>
<td>› Business, Economics and Social Sciences</td>
</tr>
<tr>
<td>four majors:</td>
</tr>
<tr>
<td>› Business Administration</td>
</tr>
<tr>
<td>› International Business Administration</td>
</tr>
<tr>
<td>› Economics and Socioeconomics</td>
</tr>
<tr>
<td>› Information Systems</td>
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<tr>
<td>› Business Law</td>
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<tr>
<td><strong>MASTER PROGRAMS</strong> (MSc WU/LL.M.WU)</td>
</tr>
<tr>
<td>› Business Education</td>
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<tr>
<td>› Economics</td>
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<tr>
<td>› Export and Internationalization Management</td>
</tr>
<tr>
<td>› Finance and Accounting</td>
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<tr>
<td>› Management</td>
</tr>
<tr>
<td>› Socioeconomics</td>
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<tr>
<td>› Taxation and Accounting</td>
</tr>
<tr>
<td>› Information Systems</td>
</tr>
<tr>
<td>› International Management/CEMS (MSc WU &amp; CEMS MIM)</td>
</tr>
<tr>
<td>› Marketing</td>
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<tr>
<td>› Quantitative Finance</td>
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<tr>
<td>› Socio-Ecological Economics and Policy</td>
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<tr>
<td>› Strategy, Innovation, and Management Control</td>
</tr>
<tr>
<td>› Supply Chain Management</td>
</tr>
<tr>
<td>› Business Law</td>
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<tr>
<td><strong>DOCTORAL/PHD PROGRAMS</strong></td>
</tr>
<tr>
<td>› Social and Economic Sciences (Dr. rer. soc. oec.)</td>
</tr>
<tr>
<td>› PhD Program in Economics and Social Sciences</td>
</tr>
<tr>
<td>German with English tracks</td>
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<tr>
<td>(intended mainly for WU’s academic staff)</td>
</tr>
<tr>
<td>› PhD in Finance</td>
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<tr>
<td>› PhD in International Business Taxation</td>
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<tr>
<td>› Business Law (Dr. iur.)</td>
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Partner Universities

Top-class programs, attractive locations, and excellent academic reputation are the hallmarks of WU’s cooperation with numerous partner universities for student exchange around the globe.

A worldwide network of partner universities is one of the key pillars of WU’s internationalization strategy. About half of WU’s partners are located in Europe, and the other half on other continents, with a strong focus on North America and Asia.

These university partnerships give WU students the unique opportunity to enrich their studies through exchange periods at prestigious institutions. At the same time, exchange students from renowned universities around the globe contribute to WU’s inspiring, distinctly international classroom atmosphere.

Global Network

Active membership in renowned international associations defines WU’s global network. These contacts link WU to other top institutions and create a high-value learning environment for the benefit of students and faculty.

CEMS (Global Alliance in Management Education) is a global alliance of leading business schools, multinational companies, and NGOs. CEMS sets a global standard in management education through its Master’s in International Management program.

PIM (Partnership in International Management) is a worldwide consortium of highly renowned business schools. PIM facilitates the development of international cooperation among members, fostering the development of joint programs, student and faculty exchange, and joint research.

GBSN (Global Business School Network) is a network of prestigious business schools that have joined forces to support management education in the developing world. GBSN serves to facilitate collaboration and share knowledge, advancing management education that delivers international best practice with local relevance.

ERASMUS+ is the EU’s flagship exchange program, aimed at enhancing cooperation between higher education institutions across Europe and with third countries. WU is a holder of the Erasmus Charter.

CEEPUS (Central European Exchange Program for University Studies) is a mobility program enhancing the exchange of students and faculty in Central, Eastern, and South Eastern Europe. WU is coordinator of the CEEPUS AMADEUS network.

THEMIS represents a network of top universities which have come together to create a new standard in business law in response to an ever-increasing demand for law professionals with international know-how and expertise.
Every year WU welcomes about 1,000 exchange students from all over the world. WU’s incoming students benefit from the variety of courses offered, WU’s comprehensive support structures for exchange students, and its modern campus infrastructure and facilities. Additionally, they profit from Vienna’s favorable location in the heart of Europe and the city’s excellent quality of life.

ACADEMIC PROGRAMS
During an exchange semester or year at WU, students can choose from a broad academic portfolio in business, economics, and law at the undergraduate and graduate levels with many courses taught in English.

WU also offers German courses for students who would like to improve their language skills.

In addition, WU also welcomes partner university students for short academic programs, with the International Summer University as WU’s flagship summer program for international students.

SUPPORT
WU offers comprehensive support services ranging from orientation programs and advising to a buddy network, housing assistance, language courses, and much more. An experienced team at WU’s International Office serves as the main contact point for exchange students and helps with all exchange-related issues.

“I had an amazing, memorable and enlightening experience in Vienna and will definitely highly recommend WU to my juniors who are looking forward to going for an exchange in the future.”

— Tommy Sanusi, Singapore Management University
Learning German

Learning a foreign language can be a rewarding experience in many ways. Exchange students have various options for learning German at WU.

Courses

A broad variety of courses taught in English and in German allows exchange students to put together their ideal course program perfectly matching their study interest and schedule.

**COURSES IN ENGLISH**

WU offers around 150 demanding, high-quality courses taught in English each semester, covering all core business and economics fields as well as related areas like business law, information systems, and personal skills.

A number of courses are offered in block format for increased scheduling flexibility. In the winter semester, several of the courses held in English for exchange students end before the Christmas break.

“I was very impressed by the selection ... offered, very interesting. It goes into a lot of different special fields.”

Guang Ya Wu
(Queen’s University, Canada)

**COURSES IN GERMAN**

Exchange students with sufficient German skills are also free to choose from WU’s catalog of courses taught in German.

**WORKLOAD**

A full workload for exchange students is 30 ECTS credits, which corresponds to around 5 courses per semester. Exchange students are allowed to sign up for a maximum of 36 ECTS credits plus a German Business Communication course.

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**PRE-SEMESTER GERMAN LANGUAGE COURSES**

WU offers preparatory German courses to incoming students who want to acquire solid foreign language skills before attending regular classes. The courses are held three weeks prior to the start of each semester. Courses are available for all different skill levels, from beginner to advanced.

Pre-semester German courses are subject to a participation fee. The course schedules allow exchange students to participate both in the language courses and the orientation program.

**GERMAN BUSINESS COMMUNICATION COURSES**

Exchange students at WU can also attend German Business Communication classes. These language courses are offered at five different skill levels, starting from beginner to very advanced. Courses are free of charge and run throughout the entire semester, 3 hours per week.

**TANDEM LANGUAGE LEARNING**

Tandem learning is a reciprocal language learning program, in which WU students are paired with native speakers of their target language in order to help each other learn their respective languages. The program is organized by WU’s Raiffeisen Language Resource Center and runs throughout the semester.

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Exchange Services

Housing

WU provides housing assistance to incoming exchange students to help them find a convenient place to stay. WU’s cooperation with providers of student accommodation ensures that housing is guaranteed for exchange students.

Exchange students coming to Vienna have several housing options. Places in student residence halls are available through WU’s close cooperation with the OeAD Housing Office, one of the main providers of student accommodation in Austria.

Places are offered in various residence halls all over Vienna, all of them with convenient public transportation links to WU. Typically, students live in single or shared apartments. Rents usually range from € 400 to € 600 per month. Bookings are made directly with the OeAD Housing Office.

Accommodation in a student residence hall is guaranteed for incoming exchange students, provided that they apply before the reservation deadline. These arrangements enable exchange students to live together with other WU exchange students and enjoy the atmosphere of WU’s international student community in their daily life in Vienna.

Alternatively, WU also cooperates with various housing platforms to provide housing options for students who prefer to seek private accommodation.
Orientation Programs

WU’s Orientation and Cultural Program is the perfect opportunity to kick-start an exchange experience at WU.

ORIENTATION AND CULTURAL PROGRAM
The three-week Orientation and Cultural Program held before the beginning of the semester offers exchange students a head start on their international experience. This multifaceted program provides valuable insights into Austrian culture and daily life.

In small, intimate groups, students are given the opportunity to not only adjust to their new surroundings and get to know each other, but to understand, truly enjoy, and get the most out of their exchange experience.

› The programs take place in February and September. Participation is optional. The program is subject to a participation fee and can be combined with participation in the pre-semester German language course.

WU BUDDY NETWORK
The Austrian Students' Union at WU (ÖH WU) operates a Buddy Network with WU students acting as mentors to incoming students. Exchange students can register online for the Buddy Network before coming to Vienna. Buddies assist exchange students especially during their first few weeks in Vienna. On demand they pick up incoming students upon arrival and help with student residence procedures and administrative requirements. The WU Buddy Network also organizes a number of social activities, such as skiing weekends or trips to Prague and Budapest.
### Academic Calendar & Application Deadlines

#### Winter Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>April / May</td>
<td>Nomination deadline for partner universities. Nominated exchange students receive an email with information about their studies at WU</td>
</tr>
<tr>
<td>April / May</td>
<td>Application deadline for: orientation and cultural program, pre-semester German language courses, housing, online pre-enrollment for students</td>
</tr>
<tr>
<td>End of June</td>
<td>Course catalog for the winter semester goes online</td>
</tr>
<tr>
<td>Mid-August</td>
<td>Online registration for courses</td>
</tr>
</tbody>
</table>
| Early September | 1<sup>st</sup> Information Session  
Latest arrival date for participants of the orientation and cultural program and/or the pre-semester German language course |
| September     | Orientation and Cultural Program (three weeks) Pre-semester German language course (three weeks) |
| Early October | Start of semester  
2<sup>nd</sup> Information Session  
Latest arrival date for all winter semester exchange students |
| Mid-October   | Go GLOBAL Exchange Fair                                                            |
| End of December – beginning of January | Christmas Break  
Several courses held in English end before the Christmas break, which allows exchange students to leave Vienna before Christmas. |
| End of January | Official end of the winter semester                                                |

#### Summer Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| October / November | Nomination deadline for partner universities  
Nominated exchange students receive an email with information about their studies at WU |
| October / November | Application deadline for: orientation and cultural program, pre-semester German language courses, housing, online pre-enrollment for students |
| Mid-December  | Course catalog for the summer semester goes online                                |
| Mid-January   | Online registration for courses                                                    |
| Early February | 1<sup>st</sup> Information Session  
Latest arrival date for participants of the orientation and cultural program and/or the pre-semester German language course |
| February      | Orientation and Cultural Program (three weeks) Pre-semester German language course (three weeks) |
| Late February | Start of semester  
2<sup>nd</sup> Information Session  
Latest arrival date for all summer semester exchange students |
| End of June   | Official end of the summer semester                                                |
WU’s International Summer University (ISUWU) is intended for all students who want to use the summer months to give their academic progress an extra boost.

WU’s International Summer University Program (ISUWU) is a short-duration, high-quality academic program for international students looking for a WU program that is shorter than a full exchange semester. Every year around 150 students representing about 25 nationalities from all over the world participate in ISUWU.

The program’s main objective is to deepen the students’ knowledge in specific business-related fields and to open up international and intercultural perspectives.

Throughout the program, participants are assisted by the dedicated ISUWU team, which also organizes the various social and cultural activities students can enjoy besides their academic training.

› The program is organized in two three-week sessions in July and August and offers courses at the undergraduate and graduate levels.

› ISUWU courses typically also integrate important contemporary topics like sustainable management, social media, entrepreneurship, innovation, and many more. Group work on practical case studies and real-life projects in intercultural teams provide a valuable learning experience for the students.

› ISUWU is taught entirely in English. An international team of lecturers gives the intensive academic program its global orientation and guarantees high quality standards in teaching.
WU’s modern campus provides faculty and students with a state-of-the-art infrastructure creating the best possible environment for teaching, studying, and developing new ideas.

**INTELLIGENT ARCHITECTURE**
Campus WU is characterized by its seven distinct building complexes, designed by renowned international architects all together creating an environment for WU students and staff that encourages productive work and communication.

**STATE-OF-THE-ART TEACHING AND LEARNING ENVIRONMENT**
All auditoriums and classrooms are equipped with state-of-the-art presentation technology. Natural daylight creates a pleasant teaching and learning atmosphere. Plenty of student workplaces and special project rooms are at the disposal of WU’s students for independent study and work on group projects. The cantilevered roof of the Library & Learning Center - also famous for its impressive four-story-high entrance hall - is the campus’ main architectural landmark.

Barrier-free accessibility and the “green building” principles that were used in the design of the campus are other key features of Campus WU. Generally proportioned open grounds between the individual buildings invite students, faculty and visitors to stroll around and relax.

Campus WU also offers restaurants, cafés, a supermarket, and a bookstore. The nearby Prater Park, Vienna’s biggest recreational area, is a perfect place for enjoying leisure activities. Two subway stations connect Campus WU to the city center, which is in close reach.
Vienna ranks among the most attractive cities around the world. Tradition and culture, research and education, economic growth, and a safe and livable environment make it a place with a very high standard of living that is recognized internationally.

Vienna is Austria’s capital and its political and economic center. 2.5 million people live in the Vienna metropolitan area, one of EU’s top regions. Its central location also makes Vienna an ideal starting point for trips to other European cities.

Many international organizations and companies have their headquarters in Vienna, which is not least due to the city’s modern and efficient infrastructure – Vienna offers an excellent public transportation network and well-organized public services – and its safe and livable environment. Vienna has an abundance of public parks, which provide attractive leisure opportunities. The city is also famous for its tap water, which flows to the city from mountain springs and is known for its high quality.

The Vienna city center is on UNESCO’s World Heritage list. Famous historical buildings such as St. Stephen’s cathedral or Schönbrunn castle are must-see sights.

Vienna’s tradition as an imperial city, its world-class musical heritage, and traditional and contemporary art play an important role in the city’s everyday life.

With a total of 20 higher education institutions and over 180,000 students, Vienna is one of the biggest university cities in the German-speaking world.
Links

› WU
   wu.ac.at/en
› WU International Office
   wu.ac.at/io/en
› WU ZBP Career Center
   zbp.at/en
› OeAD Housing
   housing.oead.at
› Austria Tourism
   austria.info
› Vienna Tourist Board
   wien.info.en
› Vienna Public Transportation
   wienerlinien.at
CONTACT INFORMATION

WU (VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS)
International Office (IO)
Welthandelsplatz 1,
Library & Learning Center (LC),
Level 4,
1020 Vienna, Austria

T +43-1-31336-4310
zas@wu.ac.at
wu.ac.at/io/en

INTERNATIONAL EXCHANGE PROGRAMS
zas@wu.ac.at

COURSES IN ENGLISH FOR EXCHANGE STUDENTS
coursesinenglish@wu.ac.at

INTERNATIONAL SUMMER UNIVERSITYwu
isuwu@wu.ac.at
WELCOME TO WU

This pre-arrival guide has been produced for students who will come to WU (Vienna University of Economics and Business) for an exchange study period. It provides practical guidance on studying at WU and living in Vienna.

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 will 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, which also requires good preparation. With WU’s services ranging from orientation programs to a buddy network, housing assistance, language courses, and much more, we hope to support you in the best possible way. WU’s International Office Team serve as the main contact point for you and help with all exchange-related issues.

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

Prof. Edith Littich
Vice-Rector for Academic Programs and Student Affairs

Prof. Wolfgang Obenaus
Dean for International Affairs

WU CAMPUS AND FACILITIES

[Campus map with labeled areas such as Welcome Sessions, International Office, etc.]
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GET IN TOUCH WITH US

WU (Vienna University of Economics and Business)
International Office, Building LC
Welthandelsplatz 1
1020 Vienna, Austria

International Office (IO) Contact Information

General Information
T +43 1 31336 4110
zas@wu.ac.at
www.wu.ac.at/io/en
wu.internationaloffice

Coordinators’ consultation hours
Tue - Thu 9:30 am - 12:30 pm
Wed 2:00 pm - 6:00 pm

Front Office
(during the semester)
Mon, Tue, Thu 9:30 am - 5:00 pm
Wed 9:30 am - 6:00 pm
Fri 9:30 am - 4:00 pm

Front Office
(during semester breaks)
Tue - Thu 9:30 am - 12:30 pm
Wed 2:00 pm - 6:00 pm

Undergraduate

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CEE, Belgium, Finland, Ireland, Scandinavia, Turkey, UK

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Mr. Kaan Tasli
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Ms. Christiane Dietrich
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Graduate

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jana.salot@wu.ac.at

Overseas/Orientation

Graduate

Courses

CEMS Graduate

Graduate
ABOUT WU

WU (Vienna University of Economics and Business) is one of Europe’s leading institutions of higher education in the fields of economics, business, business law, and social sciences. Exchange students who decide to come to WU can be sure of getting an education at a top-rate university.

WU’s academic strengths are based on its broad research and teaching portfolio, covering all topics fundamental to today’s economy and society. The university’s high standards in research and teaching have consistently been confirmed by prestigious international accreditations.

WU has made internationalization a number one priority. About 23,000 students are currently enrolled at WU, over a quarter of which come from outside of Austria. WU welcomes about 1,000 exchange students from its partner universities every year.

WU’s active membership in renowned international networks like CEMS (The Global Alliance in Management Education), PIM (Partnership in International Management), and GBSN (Global Business School Network), gives faculty and students excellent opportunities to interact with international academic and business partners.

Openness, creativity, innovation, and diversity are key values at WU.

HOW TO FIND CAMPUS WU

Campus WU can easily be reached via the metro line U2 (stations Messe Prater or Krieau).

Campus map: http://campus.wu.ac.at/

ABOUT VIENNA

WU is located in Vienna, one of the most beautiful and safest cities in Europe. The city is rich in tradition and influenced by a variety of cultures, which is reflected in the art, music, food, and other attractions Vienna has to offer.

Vienna is both one of Austria’s nine federal provinces and the national capital, with 1.8 million people living in the 23 districts of the city of Vienna and about 2.5 million people living in the greater metropolitan area. Its geographical location in the center of Europe makes it an important hub for international organizations and companies, including UNO, OSCE, OPEC, and the CEE headquarters of Coca-Cola and Henkel. It is also an ideal starting point for travel to other European cities like Paris, Rome, or Prague.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline for:</td>
<td></td>
</tr>
<tr>
<td>- Online pre-enrolment</td>
<td>November 15, 2017</td>
</tr>
<tr>
<td>- Orientation and Cultural Program</td>
<td></td>
</tr>
<tr>
<td>- Pre-semester German Language Course</td>
<td></td>
</tr>
<tr>
<td>- Housing (applies to OeAD residence halls with pre-reserved rooms)</td>
<td></td>
</tr>
<tr>
<td>Preliminary course list will be published</td>
<td>December 21, 2017</td>
</tr>
<tr>
<td>Course schedules will be published</td>
<td>January 15, 2018</td>
</tr>
<tr>
<td>Online registration for summer semester courses (first come, first served)</td>
<td>January 24, 2018 - February 11, 2018</td>
</tr>
<tr>
<td>Latest arrival date (for participants of the Orientation and Cultural Program and/or Pre-Semester German Language Course)</td>
<td>February 6, 2018</td>
</tr>
<tr>
<td>1st Welcome Session</td>
<td>February 7, 2018</td>
</tr>
<tr>
<td>Orientation and Cultural Program</td>
<td>February 7 - March 2, 2018</td>
</tr>
<tr>
<td>Pre-Semester German Language Course</td>
<td>February 12 - March 1, 2018</td>
</tr>
<tr>
<td>Latest arrival date for all students</td>
<td>March 1, 2018</td>
</tr>
<tr>
<td>2nd Welcome Session</td>
<td>March 2, 2018</td>
</tr>
<tr>
<td>Library and Learning Center (LC)</td>
<td>9:00 - 9:30 am Registration</td>
</tr>
<tr>
<td>Campus WU, Forum and Ceremonial Hall 1</td>
<td>9:30 Welcome Session</td>
</tr>
<tr>
<td>Start of summer semester 2018</td>
<td>March 5, 2018</td>
</tr>
<tr>
<td>Easter break</td>
<td>March 26, 2018 - April 8, 2018</td>
</tr>
<tr>
<td>Pentecost break</td>
<td>May 20, 2018 - May 21, 2018</td>
</tr>
<tr>
<td>End of summer semester 2018</td>
<td>July 1, 2018</td>
</tr>
</tbody>
</table>
GETTING STARTED

How to Become a WU Student

Three steps are necessary:

1. You should have received your **Nomination Letter** (including your WU student ID number and password) from your home school coordinator (International Office).

2. **Online pre-enrolment**: With your student ID number (user name) and password please register online at [http://bach.wu.ac.at/start/vizas](http://bach.wu.ac.at/start/vizas)

3. Pick-up the **Letter of Acceptance** we will send to your home university coordinator.

4. How to get your **student ID card** will be explained in detail during the Welcome Session at WU.

€19.20 Students’ Union dues (ÖH-Beitrag) have to be paid upon arrival at WU for final enrollment. Further information will be provided at the Welcome Session.

WU Email Account

The first emails you will receive from WU are sent to the **email address your home university provided us with**.

On December 21, 2017, you will receive a course info mail which includes a link to a tutorial video, and contains all necessary instructions on how to access and use your **WU email account**. This will be the **primary email address during your time at WU** at which the International Office and teachers will contact you!

**CONFIRMATION OF STAY**

Please note that a confirmation of stay will only be issued for the exact period of your studies at WU. The Welcome Session that you participate in will be declared as your date of arrival.

The last day that can be confirmed on the confirmation of stay is the last day that you need to be present at WU (e.g. last day of classes, last exam).

Make sure to find out which documents your home university requires and check the deadlines!

**LEARNING AGREEMENT**

Have your learning agreement signed by your WU coordinator (IO), either by email before arrival OR in person, once you have arrived in Vienna.
GETTING STARTED

WELCOME SESSIONS

The International Office organizes two Welcome Sessions prior to the beginning of the semester.

Welcome Session 1 is for students who arrive earlier to participate in the Orientation and Cultural-Program and/or the Pre-Semester German Language Course, Welcome Session 2 for students who choose not to attend either of these programs.

Welcome Session 1: February 7, 2018, Campus WU, Library and Learning Center (LC), Forum and Ceremonial Hall 1

Welcome Session 2: March 2, 2018, Campus WU, Library and Learning Center (LC), Ceremonial Hall 1

Please note that attendance of one of the sessions is absolutely mandatory (attendance list).

ORIENTATION AND CULTURAL PROGRAM and PRE-SEMESTER GERMAN LANGUAGE COURSE

WU organizes an optional Orientation and Cultural Program and Pre-Semester German Language Course for all incoming exchange students. Students may partake in only one program or combine both.

ORIENTATION AND CULTURAL PROGRAM

February 7 – March 2, 2018

For a cost of € 250 the three-week program allows you to visit well-known attractions and other highlights in and beyond Vienna, besides getting acquainted with fellow students from all over the world.

For further information please visit our website www.wu.ac.at/en/incoming-students/orientation.

THE ERASMUS+ BUDDY NETWORK

The Erasmus+ Buddy Network (EBN) is a group of volunteering WU students collaborating with WU’s International Office. They are helping incoming exchange students settling in their new home. At the EBN office you will get helpful information about Vienna, WU and the social life in Austria.

The EBN Team is responsible for the „Buddy Program“ where 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 serve to learn more about the Austrian culture and get to know your fellow exchange students.

The EBN Team will contact you with further information about registration at the beginning of December. For any enquiries, please contact buddy@oeh-wu.at.

You can find further information at http://ebnwu.com/about-ebn/buddyprogram.
Courses

Courses in English and German

WU offers a wide range of courses taught in English at both bachelor's and master's level.

<table>
<thead>
<tr>
<th>Recommended language skills</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses in English</td>
<td>CEFR skill level of at least B2</td>
</tr>
<tr>
<td>Courses in German</td>
<td>CEFR skill level of at least B2</td>
</tr>
</tbody>
</table>

**Course registration** takes place online on a first come, first served basis from January 24, 2018 at 2:00 pm / 14:00 (CET, Vienna time) until February 11, 2018.

You will receive two course information emails:
- 1st information email: December 21, 2017
- 2nd information email: January 22, 2018

For further information on courses and to watch our video tutorial please visit the course website: [www.wu.ac.at/io/incoming-courses](http://www.wu.ac.at/io/incoming-courses)

Please note that **course admissions are limited**. We therefore strongly recommend having **alternative courses** approved by your home university in advance in case you are not assigned a place in your preferred course.

<table>
<thead>
<tr>
<th>Full workload</th>
<th>30 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum workload</td>
<td>36 ECTS credits plus a German Business Communication course</td>
</tr>
<tr>
<td>Minimum workload</td>
<td>None. However, please make sure to fulfill the requirements of your home university.</td>
</tr>
</tbody>
</table>

CEMS Courses - Only for students in the CEMS program!

CEMS students have to choose courses from the following list of courses (only those will be accredited as CEMS courses!).


WU website: [http://vvz.wu.ac.at/cgi-bin/vvz.pl?C=O;LV=2;L2=209;SP=209;S=17W;LANG=EN](http://vvz.wu.ac.at/cgi-bin/vvz.pl?C=O;LV=2;L2=209;SP=209;S=17W;LANG=EN)

German Business Communication Courses

German Business Communication courses for exchange students are available during the semester at five different skill levels, starting from beginner to very advanced. Courses are free of charge and run throughout the entire semester, 3 hours per week. For more information, please visit: [https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/academics/german-business-communication-and-other-language-courses/](https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/academics/german-business-communication-and-other-language-courses/)

ECTS Credits and Transcripts of Records

Each course at WU is worth a certain number of ECTS credits. You will find this information for each course in the brief course descriptions on our course websites.

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

Your [transcript of records](http://www.wu.ac.at/en/programs/incoming-students/exchange-semester/academics/german-business-communication-and-other-language-courses/) including all grades and ECTS credits will be sent to your home university coordinator approximately two months after the official end of the semester.
ENTRY AND RESIDENCE REGULATIONS

Nationals of EU/EEA Countries and Switzerland

EU/EEA and Swiss nationals are free to enter and settle in Austria without requiring a permit provided that they have sufficient financial means, valid health insurance and a valid travel document (passport). You have to carry or keep at close hand your travel document at all times as a proof that you are entitled to stay in Austria.

However, you require a confirmation of registration (Anmeldebescheinigung) if you reside in Austria for more than 3 months. In Vienna, these applications must be submitted to Municipal Department 35 (MA35) within four months of entering Austria. This registration is required in addition to the residence registration (Meldezettel) and may be subject to fine in case of non-compliance.

For more information and a list of documents needed, please read the details provided by MA35 at https://www.wien.gv.at/english/administration/civilstatus/. You will also receive further information in our Welcome Session.

Nationals of Non-EU Countries
(Third-country nationals)

Stay of up to 6 months
Students from non-EU countries (third countries) staying for up to 6 months usually need to apply for a residence visa D. Please check with your local Austrian authority (embassy/consulate general) regarding the visa application process. Visas must be applied for at and issued by the appropriate Austrian authority in your home country BEFORE leaving for Austria.

Stay of more than 6 months
Students from third countries planning to stay longer than six months need to apply for a residence permit for students (Aufenthaltsbewilligung für Studierende). The application for a residence permit must generally be submitted in person at the local Austrian authority (embassy, consulate general) in your country of residence before travelling to Austria. A list of documents needed to apply for a residence permit can be found at https://www.wien.gv.at/english/e-government/documents/residence/limited-leave/student.html. The Austrian representation authority may ask for additional documents in individual cases.

Additional Information on Visa and Residence Permits

After having entered Austria with or without a visa, you are not allowed to take up any employment.

Please apply for a visa/residence permit at least three months before your intended entry.

For the most up-to-date information on entry regulations please refer to: https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/

Please note that this information on entry regulations is subject to change and provided without liability.

List of Austrian embassies around the world: http://www.bmeia.gv.at/en/foreign-ministry/service/austrian-representations-in-german.html

Registration in Vienna

Residence registration for all incoming exchange students
Within three days after arrival in Vienna, students must register with one of the Registration Offices (Meldeamt), which are located in the Municipal District Offices (Magistratische Bezirksämter). Please find your closest Registration Office here: https://www.wien.gv.at/verwaltung/meldeservice/stellen.html (German only).

To register, you will need your passport and a registration form (Meldezettel) signed by your landlord which can be downloaded from the internet. If you stay in one of the student residence halls, you will receive the signed form at the reception desk of your dorm or housing office. Click here to see how to correctly complete the form.

Do not forget to de-register with the Austrian authorities (Magistratisches Bezirksamt) before you leave Vienna. This has to be done in person and within three days before your departure.
INSURANCE

EU Citizens

EU-citizens need to bring their European health insurance card to show that they have health insurance coverage.

Non-EU Citizens

Non-EU-citizens need to have insurance coverage for their whole stay in Vienna. You can either purchase appropriate health insurance coverage in your home country or sign up for a voluntary insurance coverage (WGKK - freiwillige Selbstversicherung) in Austria after enrolment at WU. It covers any kind of medical treatment at the costs of approximately € 57 per month. You can find more information at http://www.wgkk.at/portal27/wgkkportal/content?contentid=10007.755104&viewmode=content.

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 enrolment. Moreover, in order to apply for this insurance plan you have to have completed the residence registration (details see p. 17).

Private health insurance - feelsafe

UNIQA, one of Austria's major insurance companies, offers reasonably priced private health insurance packages for exchange students. To obtain insurance coverage by them you need to have a European bank account, which you can open after your arrival. Since the insurance coverage starts with the first day of a month, please make sure to cover possible gaps with other forms of insurance (travel insurance, etc.). You can cancel the health insurance at the end of your stay by sending them proof of the fact, that you are leaving the country (e.g. your acceptance letter stating the end of your stay or your deregistration with the Austrian authorities). Detailed information is available at: www.feelsafe.at/

Please note that students who need a residence permit for their stay in Austria (see page 16) need to show proof of full insurance coverage when picking up their residence permit card. Travel insurance is not accepted as proof of insurance by the Austrian authorities for purposes of residence permits!

The Students’ Union dues (ÖH-Beitrag) paid at enrollment (€ 19.20) include accident insurance coverage for your way to and from the university.

HOUSING

Please make sure to arrange your accommodation as soon as possible. WU does not have on-campus housing and it is in your own responsibility to take care of your housing arrangements.

Exchange students arriving in Vienna have several options to choose from when booking housing for their stay. These options include but are not limited to:

♦ residence halls run by OeAD, the main housing provider for students in Austria (https://www.wu.ac.at/studium/incoming-students/exchange-semester/accommodation/oead-residence-halls/),

Please note:
The minimum rental period for OeAD residence halls is March - June. Application deadline: November 15, 2017

♦ or a private flat that can be found for example through the housing platform Housing Anywhere (https://www.wu.ac.at/studium/incoming-students/exchange-semester/accommodation/private-accommodation-housing-anywhere/),

♦ or through another third party provider.

If you need proof of accommodation for visa purposes, please mention this in your online application with the OeAD (housing@oead.at) or get in touch with your future dorm or landlord.

If you want to book a room in a student dorm, please make sure that you complete your registration as soon as possible. Room allocations are based on a first come, first served principle.
LIFE IN VIENNA

Public Transportation

Getting to the City Center from VIE Airport
The Vienna International Airport (VIE) is some 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 transportation or by taxi. If you have signed up for the buddy program, you can ask your buddy to pick you up from the airport.

<table>
<thead>
<tr>
<th>Mode of Transportation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Railjet and S-Bahn (ÖBB)</td>
<td>€ 3.90</td>
</tr>
<tr>
<td>Bus (Vienna Airport Lines)</td>
<td>€ 8</td>
</tr>
<tr>
<td>CAT (City Airport Train)</td>
<td>€ 11</td>
</tr>
<tr>
<td>Airport Taxi (advanced booking)</td>
<td>€ 33</td>
</tr>
<tr>
<td>Regular Taxi</td>
<td>€ 45</td>
</tr>
</tbody>
</table>

Getting Around Vienna

(Public Transportation Student Ticket)
Vienna has an outstanding public transportation network (Wiener Linien, www.wienerlinien.at).

Buses, trains, trams, and underground lines will take you almost anywhere in the city in no time at all. Therefore, we strongly advise you to purchase a student semester ticket.

The student semester ticket is valid for a whole academic semester and, with Vienna registered as your primary residence (see p. 17), costs € 75.- for students under age 26. For students under age 26 who do not have Vienna registered as their primary residence, the semester ticket carries a fee of € 150.-. Unfortunately, semester tickets are not available to students age 26 or older.

To buy a semester ticket at the reduced price, you need to bring the following documents when going to one of the Wiener Linien ticket offices:

1. application form (available at the ticket office)
2. valid student ID card from WU*
3. confirmation of residence registration (see p. 17)

* Usually you need a valid student ID card to purchase a ticket, however at the "Praterstern" metro station, WU's Letter of Acceptance will be accepted as a substitute.

Bank Account

Student bank accounts, available to all students, can be opened at almost any bank in Vienna and are generally free of charge.

Living Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cost</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>approx. € 400 – 600</td>
<td>per month</td>
</tr>
<tr>
<td>Insurance</td>
<td>approx. € 55</td>
<td>per month</td>
</tr>
<tr>
<td>Food, personal expenses</td>
<td>approx. € 220 – 300</td>
<td>per month</td>
</tr>
<tr>
<td>Vienna public transportation</td>
<td>approx. € 150</td>
<td>per semester</td>
</tr>
<tr>
<td>Utilities (telephone, mail...)</td>
<td>approx. € 15 – 30</td>
<td>per month</td>
</tr>
<tr>
<td>Entertainment</td>
<td>approx. € 50 – 150</td>
<td>per month</td>
</tr>
<tr>
<td>Books</td>
<td>approx. € 75 – 150</td>
<td>per semester</td>
</tr>
<tr>
<td>Students’ Union (ÖH) dues</td>
<td>€ 19.20</td>
<td>per semester</td>
</tr>
</tbody>
</table>

*more details at Welcome session

Leisure and Sports

You can register for sports classes offered by the University of Vienna’s athletic institute (USI Wien), which are available for students at a reduced rate. Several USI courses are held in the athletic facilities on Campus WU.

Please note: You need your WU login data to register for the courses. Registration takes place on a first come, first served principle and you need to register for each course separately!


Weather and Climate

Austria is located in a temperate climatic zone. Temperatures range from an average 68 degree Fahrenheit/20 Grad Celsius in summer to an average of 32 degree Fahrenheit/0 Grad Celsius in winter. Due to its location in the eastern part of Austria, the climate in Vienna shows a continental influence, which means low precipitation, hot summers (up to 95 degree Fahrenheit/35 Grad Celsius) but only moderately cold winters.

Austria’s alpine region, in contrast, is characterized by high precipitation, short summers and long winters. More information on Austria’s Climate is available at: https://www.austria.info/us/basic-facts/nature-climate/climate
# PRE-ARRIVAL CHECKLIST

## To Do’s before Arrival

- Pre-enrol online for your exchange semester
- Arrange accommodation
- Register online with the Buddy Network (optional)
- Arrange for visa/residence permit (if required)
- Arrange for health/travel insurance (mandatory)
- Apply for the Orientation and Cultural Program (optional)
- Apply for the Pre-Semester German Language Course (optional)
- Register for courses
- Check you WU email account

## Documents You Need to Bring

- Nomination letter incl. WU student ID number/password
- Letter of Acceptance
- Your passport
- Please check with your home university whether they require you to bring additional documents

## Further Information

Please check our website for information to prepare for your exchange semester at WU: [https://www.wu.ac.at/studium/incoming-exchange-students/exchange-semester/](https://www.wu.ac.at/studium/incoming-exchange-students/exchange-semester/)

Join us on facebook page and stay up to date: [https://www.facebook.com/wu.internationaloffice/](https://www.facebook.com/wu.internationaloffice/)

Get in touch with other exchange students to discuss housing options, find like-minded students and prepare together for your exchange at WU in our facebook group: [https://www.facebook.com/groups/203760050018510/](https://www.facebook.com/groups/203760050018510/)

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We are looking forward to welcoming you!

Your WU International Office coordinators team

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[Copy right photos Boanet.at, Stephan Huger]
Contact Information

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International Office
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Library and Learning Center (LC), level 4
1020 Vienna

T +43-1-31336-4310
zas@wu.ac.at
wu.ac.at/io/en

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