

# WELCOME TO CARINTHIA UNIVERSITY OF APPLIED SCIENCES



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Rector



## Lifelong Learning Programme

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**Carinthia University of Applied Sciences**  
**Villacherstr. 1**  
**9800 Spittal/ Drau**  
**Austria**

**Photo: Villach-Warmbad/ Faaker See/ Ossiacher See Tourismus GmbH,**  
**FH Kärnten, Helge Bauer, Aleksandra Jama, Villacher Fasching**

**Villach 2010**

The mission of CUAS - Carinthia University of Applied Sciences - is to offer excellent career opportunities to our graduates. This is achieved through intensive, practice-oriented studies with close academic support and mentoring. Our students enjoy the advantages of studying at a well-established and reputable academic institution, in a young and dynamic setting.

CUAS is an internationally oriented university well-grounded in a high-profile business and social environment. Our academic programs offer fuel for the mind: multi-faceted educational content and research with state-of-the-art facilities. The intensive and demanding academic programs at CUAS are balanced with numerous social events and highquality recreational opportunities close by. The degree programs at CUAS are designed to prepare students for a successful future. Last but not least: Carinthia and CUAS are known for their hospitality. We are looking forward to welcoming you at CUAS!



# Message from the International Office

Dear Student,

The International Office welcomes you to CUAS!

The aim of this Handbook is to provide international students with sufficient information about your study period at CUAS as well as your stay in Austria. Moreover, this guide provides an overview of the structure of the study programs at CUAS.

If you have any further question feel free to contact us. International Office is located at the FH-site in Villach. You can meet us there during the office hours. We will be happy to provide you with further information as well as guidance and advice.

We hope it will help you to make the best of your time in Carinthia and that your time here will be both beneficial and enjoyable.

*Aleksandra Jama & Doris Neureiter*



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## FELDKIRCHEN



The **School of Health and Care** and the **School of Social Work** are situated in the town of Feldkirchen in Carinthia. With a hospital and home for senior citizens run by Diakonie Kärnten (a major welfare organisation) Feldkirchen, is a perfect place for students of health care and social work to reflect on the adolescence and health care systems. The two CUAS buildings are situated next to the main city hall.

With its 14,000 inhabitants Feldkirchen is the perfect starting point for students who want to discover the countryside and numerous cycle routes. The town is located within Carinthia's central region. The most popular sport activities are hiking and swimming or ice skating on nearby lakes including Ossiach, Malschach and Flatschach lake. Various ski resorts are just a 20 minute car ride from Feldkirchen.

## KLAGENFURT



With a population of over 90,000 - including more than 8,000 students - Klagenfurt is Austria's most southern provincial and the business, administration and transportation centre of Carinthia. The **School of Applied Health Professions & Midwifery**, the **School of Medical Information Technology** as well as the **School of Network Engineering & Communication** are situated in Klagenfurt.

The mild, southern-like climate coupled with the beautiful city centre, the friendly residents and the culinary delights as well as student pubs give this city a particular flair. In their leisure time students often enjoy their free time at the warmest alpine lake in Europe – Lake Wörthersee.

Future engineers, economists and researchers meet at the "Lakeside Science & Technology Park", a high tech site established in Klagenfurt.

Fachhochschule Kärnten

Hauptplatz 12  
9560 Feldkirchen, Austria  
Tel.: +43 (0)5 90500-4102

Fachhochschule Kärnten

Primoschgasse 8  
9020 Klagenfurt, Austria  
Tel.: +43 (0)5 90500-3102  
and  
St. Veiterstraße 47  
9020 Klagenfurt, Austria  
Tel.: +43 (0)5 90500-3501

## SPITTAL AN DER DRAU

Spittal is a perfect place for students of the **School of Civil Engineering and Architecture**. Two remarkable buildings - the renaissance palace Schloss Porcia and the Spittl (where the FH is located) - truly inspire future architects and civil engineers.

With a population of 16,000 Spittal is known for its comedy theatre. The town offers a great mix of living tradition and modern leisure activities: skiing, cross-country skiing, and ski mountaineering in winter; cycling along the many paths at the river Drau or swimming in the lake Millstatt in summer are just a few of the many possibilities.

## FH SITES

### VILLACH

The biggest FH Site is situated in a technology park in Villach. It is the place where students of the **School of Geoinformation**, the **School of Management** and the **School of Systems Engineering** meet the challenges of their future profession.

Prospering hi-tech industries are the perfect environment for the future engineers. Future managers can get their first experience dealing with the public sector or tourism.

With 59,000 inhabitants the city of Villach is located in the heart of the Alpine-Adria region, only a 20-minute ride from the border to Italy. Modern, dynamic, attractive and full of vitality Villach is often called the cultural capital of Carinthia. The largest traditional festival in southern Austria - the "Kirchtag" takes place in August and Villach is also known for its carnival celebrations in February.



Fachhochschule Kärnten

Villacher Strasse 1  
9800 Spittal/Drau, Austria  
Tel.: +43 (0)5 90500-1102



Fachhochschule Kärnten

Europastrasse 4  
9524 Villach/St. Magdalen  
Austria  
Tel.: +43 (0)5 90500-2005

## Applied Health Professions & Midwifery

Bachelor  
Biomedical Analytics  
Midwifery  
Occupational Therapy  
Physiotherapy  
Radiologic Technology  
Speech Therapy



## Medical Information Technology

Bachelor  
Medical Information Technology  
Medical Information Technology (part-time)  
Master  
Healthcare IT



## Civil Engineering and Architecture

Bachelor  
Architecture  
Civil Engineering  
Master  
Architecture  
Civil Engineering  
Bionik/Biomimetics in Energy Systems\*



## Network Engineering & Communication

Bachelor  
Network Engineering & Communication  
Network Engineering & Communication (part-time)  
Master  
Communication Engineering for IT  
Communication Engineering for IT (part-time)



# CUAS

## Geoinformation

Bachelor  
Geoinformation  
Master  
Spatial Information Management\*



## Social

Bachelor  
Social Work  
Social Work (part-time)  
Master  
Social Work: Developing and shaping  
Social Work: Developing and shaping (part-time)



## Health and Care

Bachelor  
Documentation and Data Management  
Health and Care Management  
Health and Care Management (part-time)  
Master  
Health Management (part-time)



## Systems Engineering

Bachelor  
Mechanical Engineering  
Mechanical Engineering (part-time)  
Systems Engineering  
Systems Engineering (part-time)  
Master  
Electrical Energy and Mobility Systems\*  
Systems Design\*  
Systems Design (part-time)  
Integrated Systems and Circuits Design\*



## Management

Bachelor  
Business Management  
Business Management (part-time)  
Public Management  
Public Management (part-time)  
Digital Business Management  
Hotel Management  
Master  
International Business Management\*  
Public Management



\* Language of instruction: English

## ACADEMIC CALENDER

The academic year is divided into 2 semesters:

fall semester: October to February

spring semester: March to September

Each semester includes 15 course weeks. Lectures typically end at the end of June/beginning of July.

Each school lists the course times on the official CUAS-website: [www.fh-kaernten.at](http://www.fh-kaernten.at)

Bank holidays

26 Oct	Austrian National Holiday
1 Nov	All Saint's Day
8 Dec	Immaculate Conception
24-26 Dec.	Christmas Holidays
6 Jan	Ephiphany
1 May	National Holiday
May/June	Ascension Day Pentecost Corpus Christi
15 Aug.	Assumption of Mary

Additional holidays for the students:

2 Nov	All Souls' Day
Easter holidays	one week in March/April
Christmas holidays	from 24 Dec until 6 Jan

## ADMISSION PROCEDURE

### INCOMING STUDENTS

Erasmus, Joint-study and Freemover Students are required to fill in the following forms and send them to CUAS International Office:

- Application form
- Learning agreement
- Copy of current passport

All the documents are available online:  
[www.fh-kaernten.at/international](http://www.fh-kaernten.at/international)

### BACHELOR STUDENTS

Please note that sufficient knowledge of German is necessary to be admitted to the Bachelor degree programs as all of them are taught in German. Applicants for bachelor programs are required to send the following documents to the administration of the relevant school:

- Application form
- Curriculum vitae

- Copies of the school certificates beginning from the ninth year of school as well as certified copies of secondary (School Leaving Certificate) or tertiary (BA or equivalent) qualifications
- Copy of your passport

Applicants who meet the formal requirements have to complete a written test and an interview with the admission committee. Multiple choice tests and interviews are held once a month (the last Friday) from January till September. After the school's decision the candidates will be notified.

### MASTER STUDENTS

Applicants for a master degree program are asked to send the following documents to the administration of the relevant school:

- Application form: completed and signed with color photo
- Curriculum vitae
- Letter of motivation
- Certified copy of secondary (School Leaving Certificate) and tertiary (BA or equivalent) qualifications
- Copy of all relevant additional qualifications
- Certified copy of the transcript of academic records for all university courses taken
- Copy of results of English language proficiency test (TOEFL, IELTS or equivalent)
- A summary of the bachelor thesis
- Two letters of recommendation
- Financial statement (only by Non-EU/EEA citizens)
- Copy of a valid passport

International applicants have to provide translated copies of their documents in German or English. The translation needs to be done by a sworn and officially accredited translator. In addition applicants from Non-EU Countries are required to submit their translated documents legalized by the Austrian diplomatic representation.

Successful applicants will be invited to an interview (personal or skype) to ascertain their aptitude, motivation and personal interest. Candidates will be informed about the results of their application within three weeks.



### Deadlines for Master Applicants

- non-EU citizens - 15 April
- EU citizens - 15 June

### Legalization of documents

For detailed information regarding the legalization of foreign documents please check the website of the Austrian Federal Ministry of Science and Research or the document "Legalization of Foreign Documents in Higher Education".

### Deadlines for Incoming Students

- 31 May for the fall semester or for the whole academic year
- 30 Nov for the spring semester

### Deadlines for Bachelor Applicants

Please refer to the website:  
[www.fh-kaernten.at](http://www.fh-kaernten.at),  
"Bewerbung" and then  
"Aufnahmetermine".

## CHECKLIST FOR INCOMING STUDENTS

### Before you come

- ▶ Discuss the Learning Agreement with your local advisor.
- ▶ Fill out the Application Form and the Learning Agreement.
- ▶ Send the signed and dated documents together with your Transcript of Records and passport copy to CUAS International Office by 31 May/ 30 November.
- ▶ CUAS sends you the official 'Letter of Acceptance'
- ▶ Make sure your passport is valid and apply for a visa or residence permit (only non-EU/EEA citizens) at the Austrian Embassy in your home country. If you need 'Confirmation of Accommodation' for the visa application send an e-mail to CUAS International Office.
- ▶ Your health insurance has to cover possible accidents and illness for your entire stay in Austria or at least for the time of until you organize European Health Insurance in Austria.

### Documents to bring with you

- ▶ Valid passport (visa if required).
- ▶ Proof of a valid health insurance.
- ▶ Proof of financial means for your stay in Austria (if you are planning to stay for longer than 3 months).

### After your arrival

- ▶ Move into the accommodation, sign the agreement with the landlord and pay the deposit and the rent for the first month. The landlord has to sign the registration form [Meldezettel].
- ▶ With the 'Meldezettel' and the passport register at the registration office [Meldeamt] within three days of arrival.
- ▶ Report to the university administration in order to enrol.
- ▶ Fill in the insurance form (from GKK) and visit the insurance company to buy health insurance.
- ▶ If you want to make any changes in the Learning Agreement report to the relevant School's International Coordinator.
- ▶ Within three months of receiving the visa, report to the district administration authority [Bezirkshauptmannschaft].

### Before your departure

- ▶ Inform the 'Meldeamt' about the departure.
- ▶ Pay the last rent and get the deposit back.
- ▶ Pay other open bills (telephone, electricity, etc).
- ▶ Close the bank account.

## CHECKLIST FOR MASTER APPLICANTS

### Before your arrival

- ▶ Send the completed application form to the administration of the relevant school at CUAS.
- ▶ Wait to be contacted by the program director in order to make a date for the interview.
- ▶ The administration sends an e-mail including the 'Letter of Acceptance/Admission' and the 'Affidavit'
- ▶ Send the 'Affidavit' back to the relevant CUAS administration.
- ▶ If you need support with the organisation of accommodation send an e-mail to CUAS International Office.
- ▶ Non-EU/EEA citizens have to apply for visa in the home country. Ask the International Office if you need a 'Confirmation of Accommodation' for the visa application.

### Documents to be shown to CUAS administration

- ▶ Valid passport (visa if required).
- ▶ All original credentials.
- ▶ Proof of financial means for your stay in Austria (if you are planning to stay for longer than three months).

### After your arrival

- ▶ Move into the accommodation, sign the agreement with the landlord. Pay the deposit and the rent for the first month. The landlord has to sign the registration form [Meldezettel].
- ▶ With the 'Meldezettel' and the passport register at the registration office [Meldeamt] within three days of arrival.
- ▶ Report to the university administration in order to enroll.
- ▶ Fill in the insurance form (from GKK) and visit the insurance company in order to buy health insurance.
- ▶ Within three months of receiving the visa report to the district administrative authority [Bezirkshauptmannschaft].

### Before your departure

- ▶ Inform the 'Meldeamt' about your departure.
- ▶ Pay the last rent and get the deposit back.
- ▶ Pay all open bills (telephone, electricity, etc).
- ▶ Close the bank account.