SPEND YOUR TIME IN CARINTHIA – A FANTASTIC MULTICULTURAL PLACE

Three languages and cultures in just one day! The view of the Alps and the breath of the Mediterranean Sea! Ski down the slopes or enjoy one of the thousand lakes! Experience Carinthian and Austrian hospitality!

KÄRNTEN University of Applied Sciences

1000 THINGS TO DO AND SEE IN CARINTHIA!

1. See the *Lindwurm* and the *Hochosterwitz Castle*!
2. Try out bungy jumping, night sledging or climbing!
3. Taste *Carinthian Dumplings*, *Wiener Schnitzel* and *Reindling*!
4. Join carnival parades, folklore festivals and the *Fete Blanche*!
5. Cheer at the *Beach Volleyball Grand Slam* or the *Ironman*!

Find out about these and 995 other things during your semester in Carinthia!

Pictures: Carinthia University of Applied Sciences | Shutterstock | Kärnten Werbung: Gerdl, Steinthaler, Zupanc

KÄRNTEN
University of
Applied Sciences

Fachhochschule Kärnten
Carinthia University of Applied Sciences
International Office
Europastraße 4
9524 Villach / St. Magdalen
international@fh-kaernten.at

www.fh-kaernten.at/international

STUDY ABROAD @ CUAS

www.cuas.at

KÄRNTEN
University of
Applied Sciences

INDEX

WELCOME TO CUAS.....**02**
- Academic Authorities *(03)*
- CUAS campuses in Carinthia *(04)*

STUDY INFORMATION.....**05**
- European Credit Transfer System – ECTS *(05)*
- ECTS Credits *(05)*
- Austrian Grading System *(05)*
- Higher Education System in Austria *(05 - 06)*
- International Degree Programs *(07)*
- Academic Calendar *(07)*
- List of Programs Offered *(08)*
- General Admission Requirements *(09)*
- General Arrangements for the Recognition of Prior Learning *(10)*
- Registration Procedure *(10 – 11)*
- Arrangements for Academic Guidance *(12)*
- Access to further studies *(12)*
- Examination regulations, assessment and grading *(12)*
- Graduation requirements *(12)*
- Tuition Fees *(13)*
- Austrian National Union of Students Fee *(13)*
- Scholarships *(13)*
- Student Association *(14)*
- Facilities for Special Needs Students *(14)*
- Student Affairs Office *(14)*
- Learning and Study Facilities *(14)*

RESSOURCES AND SERVICES.....**15**
- Commissioner for Equal Opportunities (EO) & Diversity *(15)*
- Languages courses *(16)*
- Internship Possibilities *(16)*
- Social Events *(16)*
- Meals *(17)*
- Living Expenses in Austria *(18)*
- Accommodation *(18 – 19)*
- Useful Information for Mobile Students *(20)*
- Registration at Local Authorities *(21)*
- Medical Care in Carinthia *(21)*
- Insurance *(21)*
- Working in Austria *(22)*
- Sports and Leisure Facilities *(22)*
- Transportation *(23)*

THE COUNTRY & THE REGION.....**24**
- Austria in brief *(24)*
- Currency *(24)*
- Language *(24)*
- Austrians *(24)*
- Culture and Traditions *(25)*
- Cuisine *(25)*
- Carinthia – a holiday region *(25)*

CONTACT INFORMATION.....**26**

WELCOME TO CARINTHIA UNIVERSITY OF APPLIED SCIENCES

Dear students,

It is my great pleasure to welcome you to Carinthia University of Applied Sciences. You might ask yourself what kind of campus you are entering. CUAS has a history of over 20 years in Carinthia and has developed into a unique educational institution. Through constant further development of the degree programs at CUAS and intensive cooperation with the worlds of industry, business and science, those studying at our university can be certain of a progressive education with its finger on the pulse of time. We are proud of our strong bounding with the regional industries. This allows our students to be strongly connected to practice-oriented market needs.

The quality of our education is emphasized through the development of innovative teaching and learning methods, such as, blended learning, which offers students and professors greater flexibility in the creation of a suitable learning environment.

CUAS as well is proud of its' multi-cultural teaching and student body, which helps you to create international paths in your professional and personal career.

Let yourself be inspired by a teaching close to the working world – we are sure, you will be encouraged by the teaching and the learning environment CUAS offers to you.

We also hope that you take your time to explore and enjoy Carinthia with its wonderful nature, delicious traditional cuisine and lots of cultural events around the Alps-Adriatic-region.

Yours sincerely,
Vice-Rector
FH-Prof. Dr. Michael Auer

ABOUT CUAS

FH Kärnten – Carinthia University of Applied Sciences (CUAS) – was founded in 1995 in the legal form of a society as the organizational body for university studies in Carinthia. Since the beginning of 2002, Fachhochschule Kärnten gemeinnuetzige Privatstiftung - Carinthia University of Applied Sciences (non profit private foundation) has been the organizational and funding body for Carinthian university degree programs. The headquarters is located in Spittal/Drau, Villacher Straße 1, 9800 Spittal/Drau, Austria.

ACADEMIC AUTHORITIES

At CUAS there is an Academic Council whose major responsibilities include:

- electing the Rector and Vice-Rector on the basis of three candidates proposed by the course-providing body;
- making amendments regarding the accredited degree programs in consultation with the course-providing body;
- drawing up budget proposals to be submitted to the course-providing body;
- proposing appointments and dismissals of teaching and research staff to the course-providing body;
- coordinating courses;
- evaluating teaching activities along with examination regulations;
- awarding and revoking academic degrees, validating academic degrees obtained abroad as well as, in consultation with the courseproviding bodies, awarding other academic honours common in universities;
- adopting a code of procedure and a charter, in consultation with the course-providing body;
- reach decisions about complaints against decisions made by the Program Director.

To support its work, the council has set up additional commissions among others a Commission of Complaints and a Commission of Ethics.

In addition to the Rector and Vice-Rector, there are also six Program Directors, six teaching and research staff representatives along with four student representatives from ÖH (CUAS Student Union) on the academic council. The representatives are voted on by the relevant bodies.

Apart from the Academic Council students can approach the relevant Program Directors with all types of academic issues.

Spittal / Drau

Feldkirchen in Kärnten

CUAS HAS FIVE CAMPUSES IN CARINTHIA

CAMPUS VILLACH

School of Management

School of Engineering & IT

Europastraße 4, 9524 Villach/St. Magdalen, Austria
Tel: +43 (0) 5/90500-2005
Email: villach@fh-kaernten.at

CAMPUS KLAGENFURT AM WÖRTHERSEE

School of Engineering & IT

Primoschgasse 8 – 10
9020 Klagenfurt am Wörthersee
Austria
Tel: +43 (0) 5/90500-3102
Email: klagenfurt@fh-kaernten.at

School of Health Sciences & Social Work

St. Veiterstraße 47
9020 Klagenfurt am Wörthersee
Austria
Tel: +43 (0) 5/90500-3501
Email: mtdh@fh-kaernten.at

CAMPUS SPITTAL AN DER DRAU

School of Civil Engineering & Architecture

Villacher Straße 1, 9800 Spittal an der Drau, Austria
Tel: +43 (0) 5/90500-1102
Email: spittal@fh-kaernten.at

CAMPUS FELDKIRCHEN IN KÄRNTEN

School of Health Sciences & Social Work

Hauptplatz 12, 9560 Feldkirchen in Kärnten, Austria
Tel: +43 (0) 5/90500-4102
Email: feldkirchen@fh-kaernten.at

Klagenfurt am Wörthersee

Villach

STUDY INFORMATION

EUROPEAN CREDIT TRANSFER SYSTEM – ECTS

ECTS is the credit system for higher education used in the European Higher Education Area, involving all countries engaged in the Bologna process. The system aims to facilitate planning, delivery, evaluation, recognition, and validation of qualifications and units of learning as well as student mobility. Detailed information about the European Credit Transfer and Accumulation System are provided on the website of the European Commission:

http://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system_en

ECTS CREDITS

ECTS Credits are based on the workload (lectures, seminars, projects, practical work, self-study and examinations) students need in order to achieve expected learning outcomes.

In principle 1 ECTS Credit corresponds to 25 hours of work. 30 ECTS are attached to the workload of a full-time semester of formal learning and the associated learning outcomes. At CUAS each course has a specified number of ECTS credits. Find out more about the courses and their credits on our website: www.fh-kaernten.at

AUSTRIAN GRADING SYSTEM

1	"Excellent"	Outstanding performance
2	"Good"	Generally good, but with some errors
3	"Satisfactory"	Generally sound work with a number of substantial errors
4	"Sufficient"	Performance meets the minimum criteria
5	"Unsatisfactory"	Substantial improvement necessary; requirement of further work

succesfully completed: Positive performance, where a strict differentiation is not adequate

not completed: Negative performance, where a strict differentiation is not adequate

HIGHER EDUCATION SYSTEM IN AUSTRIA

Post-secondary education in Austria is provided by the university level sector and the non-university post-secondary sector. The university level sector consists of Universities, Universities of Applied Sciences (Fachhochschulen), University Colleges of Education (Pädagogische Hochschulen), the Institute of Science and Technology Austria, and Universities of Philosophy and Theology (Philosophisch-Theologische Hochschulen).

The non-university sector consists of Academies for Midwifery (Hebammenakademien), Clinical Technical Academies (Medizinisch-Technische Akademien), Military Academies (Militärische Akademien), the School of International Studies (Diplomatische Akademie), Training Institute for Psychotherapists and Conservatories (Konservatorien).

The system of degree programs with reference to the Bologna process distinguishes between undergraduate (180 ECTS) and graduate studies (120 ECTS).

BACHELOR DEGREE PROGRAM:

Admission to a bachelor degree program is granted on the basis of the Austrian higher secondary school leaving certificate, its foreign equivalent, or the successful completion of a special university entrance qualification examination.

MASTER DEGREE PROGRAM:

Admission to a master degree program is granted on the basis of the successful completion of an Austrian bachelor degree program, or a comparable post-secondary degree acknowledged as being its equivalent.

DOCTORAL DEGREE PROGRAM:

Admission to a doctoral degree program at a university is granted on the basis of the successful completion of an Austrian diploma or master degree program, or a comparable post-secondary degree acknowledged being their equivalents.

INTERNATIONAL DEGREE PROGRAMS

There are eight Master Degree Programs at CUAS which are taught completely in English:

- Bionik / Biomimetics in Energy Systems
- Communication Engineering
- Electrical Energy & Mobility Systems
- Health Care IT
- Integrated Systems and Circuits Design
- International Business Management
- Spatial Information Management
- Systems Design

Apart from the Master Degree Programs CUAS offers currently also one Bachelor Degree Program taught in English: Intercultural Management.

For further information and the catalogues, please refer to the program and course description on internet.

ACADEMIC CALENDAR AT CUAS

FALL SEMESTER: 1 October – 28 February (including Christmas break, exam period, and the period where no lectures are held)

SPRING SEMESTER: 1 March – 30 September (including exam period and the period where no lectures are held)

More precise dates regarding the academic calender can be found under:
http://www.fh-kaernten.at/en/about-cuas/study/academic-calendar/

The list of all bank holidays is also available there.

LIST OF PROGRAMS OFFERED.....

BACHELOR PROGRAMS
TAUGHT IN GERMAN

Architecture
Biomedical Science
Civil Engineering
Engineering and Management
Geoinformation and Environmental Technologies
Healthcare Management
Management
Mechanical Engineering
Medical Engineering
Midwifery
Network & Communication Engineering
Occupational Therapy
Physiotherapy
Radiologic Technology
Social Work
Speech and Language Therapy
Systems Engineering

BACHELOR PROGRAM
TAUGHT IN ENGLISH

Intercultural Management

MASTER PROGRAMS
TAUGHT IN GERMAN

Architecture
Business Development Management
Civil Engineering
Health Management
Light Weight Engineering
Public Management
Social Work: Developing and Shaping

MASTER PROGRAMS
TAUGHT IN ENGLISH

Bionik/Biomimetics in Energy Systems
Communication Engineering
Electrical Energy & Mobility Systems
Health Care IT
Integrated Systems and Circuits Design
International Business Management
Spatial Information Management
Systems Design

GENERAL ADMISSION REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS TO A BACHELOR DEGREE PROGRAM AT CUAS:

The general university entrance qualification or relevant professional qualifications with additional examinations are prerequisites for the general admission requirements to a Bachelor Degree Program at the Carinthia University of Applied Sciences.

The general university entrance qualification is to be proven by

- an Austrian certificate of the university entrance examination,
- another Austrian diploma acknowledging the right of the entitled person to enter the university degree program in question,
- an equivalent foreign diploma,
- a certificate on the completion of at least 3 years of study at a recognized post-secondary-school education facility.

Relevant professional qualifications are either the completion of a vocational training (e.g. apprenticeship) or the graduation from a vocational school. The Program Director decides on the appropriateness of earned professional qualifications. The Program Director can require additional subject examinations from applicants with relevant professional qualifications. The required level for these additional examinations and the content of the selected subject depend on the chosen degree program.

GENERAL ADMISSION REQUIREMENTS TO A MASTER DEGRE PROGRAM AT CUAS:

A completed subject-specific Bachelor Degree Program or the completion of an equivalent degree program at a recognized, post-secondary-school educational facility is a prerequisite for the general admission requirements to a Master's Degree Program at the Carinthia University of Applied Sciences. If the academic concept of a CUAS Master Degree Program is based on professional experience, admission to this program may be restricted to a corresponding target group.

ENTRANCE LANGUAGE REQUIREMENTS

Generally a solid knowledge of the language of instruction (B2 level of the Common European Framework of Reference for Languages) is required from all CUAS applicants whose native language is not respectively German or English. The form and level of language knowledge depends on the degree program and is determined by the Program Director. C1 level of German is a prerequisite by the degree programs in allied proficiencies.

More information can be found on www.fh-kaernten.at/en/degree-programs/overview/

GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING

Course recognition may only be awarded on the basis of documented proof of equivalency with course requirements where these relate to the scope and the content of that course. Following the student's application for exemption from a course, the equivalency of previously acquired knowledge with that taught in the course for which exemption is sought shall be assessed. If equivalency is attested, examinations that the student has previously passed shall be recognized. In such cases, the student's knowledge shall not be examined.

Specialized knowledge and relevant experiences acquired through professional practice may also be considered for credit. In case of acceptance of the credits for professional or other acquired practice an examination can be carried out.

Applications for recognition are to be submitted no later than at the beginning of the study course directly to the Program Director, who in cooperation with the relevant course responsible person decides in about the recognition.

In the event of the recognition of the study time, coursework or exams, the results will not be awarded a grade at CUAS. Instead, on the Transcript of Records and diploma a remark "recognized" will be inserted.

More information can be found on www.fh-kaernten.at/en/degree-programs/overview/

REGISTRATION PROCEDURE.....

DEGREE - SEEKING STUDENTS

DEADLINES FOR DEGREE PROGRAM APPLICATIONS ARE:

- 15 March for non-EU citizens and
- 15 June for EU citizens

Later applications will be accepted as long as study places are available.

If the number of applicants for a degree program is higher than the number of available admission places, there will be an entry process for this degree program in which solely performance-related criteria are applied. Further details on this are provided on the pages of the respective degree programs.
As part of the acceptance process, an interview will be held with all applicants and considered in the assessment.

APPLICATION DOCUMENTS FOR BACHELOR DEGREE PROGRAMS

- Application form
- Curriculum Vitae/Résumé
- Letter of Motivation
- Secondary School Leaving Certificate
- Relevant additional qualifications
- Proof of English or German language proficiency
- Copy of a valid passport

APPLICATION DOCUMENTS FOR MASTER DEGREE PROGRAMS

- Application form
- Curriculum Vitae/Résumé
- Letter of Motivation
- Certified copy of the secondary (School Leaving Certificate) and tertiary (BA or equivalent) qualifications
- Certified copy of the transcript of academic records for all university courses taken
- Copy of all relevant additional qualifications
- Copy of results of English language proficiency test (TOEFL, IELTS or equivalent)
- Summary of the bachelor thesis
- Two Letters of Recommendation
- Copy of a valid passport

Please note that only completed applications including the legalization of international certificates will be taken into consideration.

INCOMING EXCHANGE STUDENTS

DEADLINES FOR EXCHANGE STUDENTS APPLICATIONS AT CUAS ARE:

- 31 May for the fall semester
- 30 November for the spring semester

APPLICATION BY EXCHANGE STUDENTS

CUAS accepts both exchange students from partner universities as well as Freemover students. The decision on Freemovers is made individually by the relevant Program Director. By Erasmus and Joint Study students an official nomination (via e-mail) from the partner institution is necessary*. After the nomination students are required to apply online at:

https://bewerbung.cuas.at/en/incoming/application.html

and send the below listed documents to CUAS International Relations Office:

- Application Form
- Learning Agreement**
- Transcript of Records
- Copy of a valid passport

* Freemover Students can fill in the application directly without an official nomination from their home institution.

** Please note that Incoming Exchange Students are required to complete a minimum of 12 ECTS credits per semester.

ENROLLMENT

In order to register as a student at CUAS, every student must

- pay the tuition fee in due course*,
- pay the Austrian National Union of Students fee in due course,
- sign the Learning Agreement.

The enrollment periods for each degree program will be announced in advance and in writing to all applicants. Once the procedure is completed the student will receive a personal student ID card.

*Erasmus and most of Joint Study Incoming Exchange Students are exempted from this fee

ARRANGEMENTS FOR ACADEMIC GUIDANCE

CUAS has more than 400 full- and part-time faculty members, who offer academic support to approximately 2000 students. Small work groups and blended learning facilities ensure both unique and quality-emphasized education, and individual academic support.

This academic support is especially important when students select their professional internships in international companies in Austria or abroad. Exchange students receive additional support from the relevant departmental international coordinator.

Each student doing an internship is academically supported by a supervisor from the relevant degree program.

Another supervision-intensive activity is the bachelor work or master thesis. Also nowadays, in light of the new teaching methods that are being implemented, faculty members face new challenges in supporting students, such as how to most effectively combine e-learning activities with on-site phases.

ACCESS TO FURTHER STUDIES

Upon completing a Bachelor's Degree Program, you may apply to continue your studies in a Master Degree Program at CUAS or other tertiary institution in Austria or abroad. Similarly, a Master's Degree qualifies you to apply to a doctoral program at a university.

Further specific admission requirements can be set up individually by the higher education institution.

EXAMINATION REGULATIONS, ASSESSMENT AND GRADING

The examination regulations are outlined in the Learning Agreement; thus, the examination regulations are part of the Learning Agreement concluded between the student and CUAS. Regulations for the conduct of examinations are set in force by the CUAS Academic Council and are made official through the document "Prüfungsordnung" on CUAS intranet.

GRADUATION REQUIREMENTS

The prerequisite for the graduation of the CUAS Bachelor Degree Program is a minimum of 180 ECTS points and by Master Degree Program 120 ECTS points.

Attendance

Attendance is compulsory for each course. If you miss more than 20% of a course, you can only attempt the exam once. Consequently, if you fail this exam, you will automatically fail the course.

If you are unable to attend a course due to illness, you must obtain an official doctor's certificate, which must be submitted to the administration of the relevant School within three working days. If you do not do this, your sick leave will be unauthorized and will count towards the 20% absence.

TUITION FEES

At CUAS there are tuition fees of **EUR 363.36 per semester** [status 2018]. This fee applies to all regular students and Freemover Students, Erasmus and Joint Study Students do not have to pay tuition fees.

AUSTRIAN NATIONAL UNION OF STUDENTS FEE

The Austrian National Union of Students fee is a compulsory fee for all students at CUAS and also needs to be paid by Erasmus, Joint Study and Freemover Students. The fee amounts to **EUR 19.20 per semester** [status 2018].

SCHOLARSHIPS

For detailed information on scholarships we suggest studying the scholarship database of the Austrian Agency for International Mobility and Cooperation in Education, Science and Research (OeAD), where lists and tips for various possibilities on how to receive financial support while studying in Austria are given. On the OeAD website one can find detailed information including deadlines and application forms: www.grants.at

For additional scholarships offered at CUAS please refer to:
http://www.fh-kaernten.at/en/about-cuas/students-life/financial-support-for-students/

STUDENT ASSOCIATION

The ÖH FH Kärnten is the Carinthian students union at CUAS. Together with all universities and the pedagogical university, the ÖH FH Kärnten is part of the Austrian National Student Union (ÖH), which is the students union of all students in Austria. The ÖH provides students with political and academic representation, information, service and advice.

FACILITIES FOR SPECIAL NEEDS STUDENTS

Students and employees with special needs who seek assistance can reach out to the administration offices of each study area. All the administrative officers collaborate with each other and are in constant communication with the CUAS Committee for Equal Treatment. The Committee serves as an advisory panel for issues regarding gender and diversity as well as equal opportunity. Additionally, staff of the CUAS International Relations Office are able to offer assistance for Incoming and Outgoing students and people affiliated with the university who have special needs.

CUAS premises and rooms are widely accessible to people with special needs.

A brochure called “Barrierefrei Studieren” published by the Austrian National Student Union provides further information for students with special needs and can be found on http://www.oeh.ac.at

STUDENT AFFAIRS OFFICE

Each School has an Administration of Studies who is responsible for all degree agendas and who supports the students with administrative issues. Major tasks of the administration are, for instance, the matriculation, issuing the student identity card, and setting up timetables.

LEARNING AND STUDY FACILITIES

At CUAS the quality of our education is emphasized through the development of innovative teaching and learning methods. Students benefit from state-of-the-art equipment, blended learning facilities, and modern IT infrastructure.

LIBRARIES

Each CUAS site has its own library that together administrate 33,000 media. You can choose from a large pool of books, journals, CD-ROMs as well as online material for learning and references. Each library is equipped with workplaces in reading rooms. The CUAS student identity card allows 24 hours access and enables the holder to borrow books at all CUAS campuses as well as from the Alpen-Adria-University of Klagenfurt.

COMPUTER FACILITIES

All CUAS campuses are well equipped with modern computers and software and offer free internet access to all students. With approximately 1,000 working stations (PCs and laptops) and 200 server systems CUAS offers an excellent IT infrastructure.

Students can also bring their own laptops and connect to the WLAN. The student ID card allows access to all IT labs and teaching rooms 24/7.

LABORATORIES

Approximately 30 state-of-the-art laboratories are available to students for integrated lab tutorials, experiments and research in the fields of civil engineering, electronics, programming, and geoinformation.

PHOTOCOPYING AND PRINTING

Photocopying, printing and scanning machines are available in sufficient number for use at each CUAS campus.

RESSOURCES AND SERVICES

COMMISSIONER FOR EQUAL OPPORTUNITIES (EO) & DIVERSITY

The commissioner for Equal Opportunities at CUAS considers herself as contact person for students and employees as well as for external persons who are interested in the issues and for other multipliers.

The position is declared independent and therefore can provide a confidential and open minded settings.

GOALS

- Equal Opportunities in studies, sciences and teaching at CUAS.

OFFERS

- information
- consulting and support
- mediation
- internal networking

CONTRIBUTIONS FOR FURTHER DEVELOPMENT OF CUAS

- External networking
- Project proposals and assistance
- Research
- Availability of knowledge

ALL FIELDS WHERE PEOPLE COULD POSSIBLY BE AT RISK OF DISCRIMINATION, FOR EXAMPLE...

- disability
- chronic disease
- gender issues
- social background
- ethnic issues, religion and weltanschauung
- age specific issues
- sexual orientation
- etcetera

Contact:

Mag.a Kirsten Ratheiser-Pirker

Commissioner for Equal Opportunities (EO) & Diversity

Location: Campus Klagenfurt/ Primoschgasse

T: +43 5 / 90500-3323

e-mail: k.ratheiser-pirker@fh-kaernten.at

Appointments can be arranged at all CUAS-Locations.

Please always send a phone number with your appointment–request so that you can be contacted.

Be a Buddy @ FH Kärnten

CUAS Buddies help the Incoming Exchange Students in their first days and during their whole stay in Carinthia whenever the Incomings have questions about life and studying at CUAS, are searching for some insider information or simply like to hang out with locals.

LANGUAGES COURSES

Apart from the German Language Course, Incoming Exchange Students are free to attend other language courses, such as Spanish, French, Italian, Russian, Slovene, that are offered by the individual Schools.

INTERNSHIP POSSIBILITIES

Bachelor students are required to do an internship during their studies. Usually, those internships are organized by the students themselves. We encourage both bachelor and master program students to do their internship abroad and we support them in terms of finding appropriate scholarships (e.g. Erasmus).

Furthermore, Incoming Exchange Students can be accepted for an internship at CUAS. If you are interested, please send your CV and Letter of Motivation to the International Relations Office. We will forward it to the relevant School. Placements will be distributed depending on availability.

SOCIAL EVENTS

Furthermore, in order to show students the beauty of Austria – our culture, cuisine and landscape – the International Relations Office organizes monthly trips, for example to Vienna or Salzburg.

WELCOME DAY

At the beginning of each semester, a Welcome Day for all international students takes place. We give students a lot of practical information about living and studying in Austria and we familiarize them with the Austrian culture and cuisine. Last but not least, it is the perfect opportunity to meet other students.

A more economical option would be to buy a snack in a supermarket and take it to CUAS campus site. In many Austrian supermarkets, it is possible to get a made-to-order sandwich with the ingredients chosen by oneself at the delicatessen counter.

Social Events organized by the International Relations Office

left: Trip to tree rope garden Taborhöhe / right: Trip to Venice

MEALS

CUAS SITE FELDKIRCHEN

There is no cafeteria in the building, however, just in front of CUAS there are a couple of cafés and bakeries where students can buy some snacks.

CUAS SITE KLAGENFURT

There are vending machines where students can buy drinks and sandwiches. Alternatively, it is possible to get a made-to-order sandwich at the gas station opposite the CUAS building. Otherwise, there is a restaurant and a supermarket close to CUAS.

CUAS SITE SPITTAL

There is a small bistro in the building where students can get lunch.

CUAS SITE VILLACH

There is a cafeteria where students can choose among a few lunch menus each day.

LIVING EXPENSES IN AUSTRIA

Approximate monthly cost of living expenses are listed in the table below. Please note that these costs are average estimates and will vary depending on one's personal lifestyle. Accomodation costs are based upon dormitory or apartment-sharing pricing, but a small apartment may be financed with approximately **EUR 350** at all of our sites. The approximate monthly expenses in Carinthia may actually be lower than those listed below.

Shared Apartment (incl. heating and electricity)	**EUR 400**
Foods (not including cigarettes, or alcoholic beverages)	**EUR 250**
Other personal and study costs (books, culture, entertainment)	**EUR 300**
Total costs	**EUR 950**
Additional costs that should be considered	
Tuition fee per semester	**EUR 363.36**
Austrian National Union of students fee per semester	**EUR 19.20**
Austrian Health Insurance by GKK per month approx.	**EUR 55**

ACCOMMODATION

The cities of Villach and Spittal offer student dorms, however, most students rent private accommodation. The average monthly **costs of rooms** vary between **EUR 260** and **EUR 320** and for a **small apartment** from **EUR 300** up to **EUR 400**. A standard **rental contract** is signed for a minimum period of three years. A **deposit** in the range from one to three monthly rents is standard procedure in Austria. When you move into your new room or apartment, we recommend you take photos to document the state of the property. This may help you get back your deposit afterwards, in case the landlord claims money for renovation or repairs. The possibility of **terminating the contract** is written in the contract and mostly you have to respect a 2- or 3–month notice period to the end of a month.You have to pay punctually on the agreed day of payment each month.Rents normally include "Betriebskosten" (utilities), but extra costs for electricity have to be paid additionally each month. If you arrive too late in the evening to get into your reserved room, we suggest you spend the night in a youth hostel (cost: approx. **EUR 20**).

KLAGENFURT

In Klagenfurt the following dormitories can be contacted:

Nautilusheim (http://www.home4students.at/)

Concordia Studentenheim (http:// www.studentenheim.at/);

Mozartheim (www.akademikerhilfe.at/heime/klagenfurt/).

Reservations can be made exclusively at the aforementioned websites.

VILLACH

There is a dormitory in Robert-Musil Str. 9 in 9500 Villach which is about 4 km away from the university. The costs are around **EUR 300** per month all inclusive. There are only single rooms, furnished with a table, bed, wardrobe and chair with shared bathroom facilities for three students and a shared kitchen on each floor. The building offers laundry facilities in the basement. CUAS students have free wireless internet access. In order to reach the university you have to use buses. Requests for rooms can be sent to Mr. Prugger tprugger@gmx.at

There is a another dormitory close to CUAS campus in Villach which costs **EUR 330** per month all inclusive, the deposit is **EUR 700**, an additional **EUR 80** are charged at registration. There are double room apartments, furnished with one desk, bed, wardrobe, chair and television each with shared bathroom facilities for two students and shared kitchen installations. The building offers laundry facilities. This dormitory is located right next to the CUAS Campus Villach, and is about 4 km away from the city center. Room reservations and more information can be found exclusively at

http://www.stuwo.at/studentenheime/studentenheim-villach/

SPITTAL

In Spittal we recommend the students Kolping Students Dormitory. It is located less than a kilometer from the CUAS site Spittal. There are about 40 single rooms for students. The rent totals **EUR 360** per month, all-inclusive. The single rooms are from 20 sqm to about 25 sqm in size, including bathroom facilities; internet and TV access available. There are kitchen facilities on each floor to be shared by eight residents, separate lockable refrigerators and cupboards are available. There are however additional offers of bed and breakfast, half board or full board. Furthermore, laundry facilities are available in the basement.

Parking is available for a monthly fee of **EUR 35.** The walk from the dormitory to the CUAS site takes about five minutes. Room requests may be sent directly to the Kolping House per E-mail: office(at)kolping-spittal.at

Info Phone: 04762-5333 http://www.kolping-spittal.at

OTHER OPTIONS

Private offers for students are also available on Intranet (access only with student status). Furthermore lists of private landlords are available on each CUAS site. Moreover, the following links might be useful when looking for private accommodation:

http://www.home4students.at/

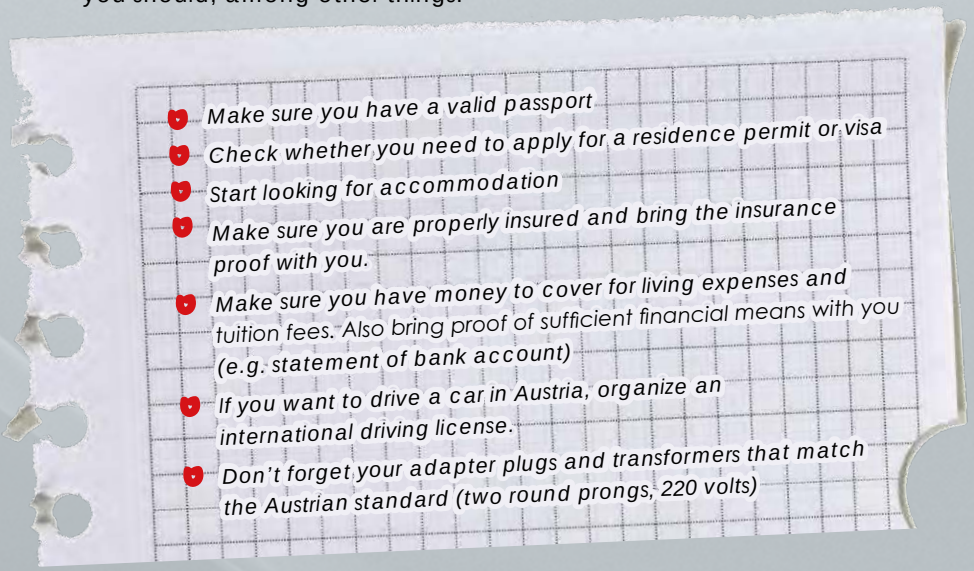
http://www.wg-gesucht.de/wg-zimmer-in-Villach.526.0.0.0.html

ADDITIONAL INFORMATION

Please note that CUAS International Relations Office supports Incoming Exchange Students (coming from partner universities) in organizing accommodation if they send an email at least two months prior to their arrival. Regular international students can also contact the administrative assistant of the relative CUAS-site where lists of possible accommodation facilities are available.

USEFUL INFORMATION FOR MOBILE STUDENTS.....

When it is time for you to complete your preparations for your time at CUAS you should, among other things:



DEALING WITH LANGUAGE

German is the official language of Austria, although you will find that many people are at least somewhat capable of conversing in English. The German dialect spoken in Carinthia might be even more troublesome to understand - even fluent speakers of German might have difficulties understanding some Austrian dialects. For quick and uncomplicated English-German dictionaries visit https://dict.leo.org/englisch-deutsch/ or http://www.pons.de

INFORMATION FOR CITIZENS OF AN EU/EEA COUNTRY

In order to travel to Austria a valid travel document (passport, identity card) is required. Ample finances and a health insurance accepted in Austria are also advisable. If you are staying in Austria for longer than 3 months you have to register with the Bezirkshauptmannschaft within the first 3 months of your stay and you will receive a confirmation of registration (EUR 15.00 fee). For this registration the following documents are necessary:

- filled in and signed application form
- valid identification card or passport,
- proof of a health insurance covering all the necessary costs (e.g. European Health Insurance Card),
- proof of sufficient financial means,
- students also need a confirmation of admission by the university.

INFORMATION FOR CITIZENS OF OTHER COUNTRIES

Students from third countries planning to study in Austria (as Joint-Study/Free Mover or as regular student) for up to six months need a visa. Visa has to be applied personally for at the competent Austrian representation authority (embassy, consulate-general) before leaving for Austria and it will be issued by this authority. Students from third countries planning to study in Austria for more than six months need a residence permit "student" [Aufenthaltsbewilligung "Studierender"] for entry and residence in Austria. In principle the application for this permit has to be submitted personally at the competent Austrian representation authority (embassy, consulate-general) abroad before leaving for Austria. The application will be forwarded and processed in Austria by the competent authority.

Detailed information about residence permits and visa applications in Austria is provided by The Austrian Agency for International Mobility and Cooperation in Education, Science and Research at: https://oead.at/en/to-austria/entry-residence-and-employment/ For further information you can also refer to the Austrian foreign representations https://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/ or to the website of Help-Service for Foreign Citizens https://www.help.gv.at/Portal.Node/hlpd/public/en

REGISTRATION AT LOCAL AUTHORITIES

You must register at the local municipal authorities within three working days after your arrival in Austria as well as when you change your accommodation. Registration forms are available at the offices of the local authorities or at the International Relations Office of CUAS. In boarding houses and hotels you will be registered when checking in. When you move or leave Austria you must notify the authorities as well. The landlord or boarding house director must also sign the form. You will need your passport for registration!

Responsible authorities:

- Meldeamt Spittal/Drau: Burgplatz 5; 9800 Spittal a. d. Drau
- Melde- und Standesamt Villach: Standesamtsplatz 1; 9500 Villach
- Magistrat Klagenfurt – Meldeamt: Kumpfgasse 20; 9020 Klagenfurt
- Einwohner- und Sozialamt Feldkirchen: Hauptplatz 5; 9560 Feldkirchen

More information can be found on http://www.fh-kaernten.at/en/about-cuas/students-life/life-and-living/legal-information-for-international-students/

MEDICAL CARE IN CARINTHIA

There are no medical facilities on any of the CUAS sites. In case of an emergency, there are hospitals in three of the four CUAS site cities – in Klagenfurt, Villach and Spittal. Furthermore, there are both medical doctors that cooperate with insurance companies and private doctors available almost everywhere. Pharmacies can be found in every city and town.

IMPORTANT EMERGENCY NUMBERS

International emergency number	112
Ambulance	144
Emergency number (medical doctor)	141
Information regarding poisoning	01/406-43-43
Emergency number (stand-by doctors)	0900 88 088 + zip code

INSURANCE

Each student applying for a visa has to show proof of insurance covering all expenses in case of illness or accident. It is recommended that everyone takes out insurance. The international students can either organize health insurance for Austria in their home country or pay for Austrian national health insurance (GKK) upon arrival in Austria. The cost is estimated at **Euro 55** [status 2016].

HEALTH INSURANCE OFFICES:

GKK Spittal/Drau: Ortenburger Straße 4; 9800 Spittal a. d. Drau

GKK Villach: Zeidler-von-Görz-Str. 3, 9500 Villach

GKK Klagenfurt: Kempfstraße 8; 9021 Klagenfurt am Wörthersee

GKK Feldkirchen: Paracelsusstraße 12; 9560 Feldkirchen in Kärnten

Additionally, all students are covered by Austrian National Union of Students Accident Insurance. Note that this insurance does NOT cover all possible accidents and additional private insurance is necessary.

More information about the Austrian national insurance system can be found at the following link: https://oead.at/en/to-austria/entry-residence-and-employment/insurance/

WORKING IN AUSTRIA

Under certain conditions you are allowed to work in Austria as a student. Possibilities for your employment depend on:

- your nationality
- kind of employment
- your title.

In case that the curriculum of the degree program requires an internship (most likely in the fifth semester), students are allowed to work as intern and earn money for this period (e.g. 6 months), earning money without a limitation, but their company has to inform the AMS (Public Employment Service Austria) at least 2 weeks before the start of the internship to obtain this right.

Confirmation with validity of 6 months for the purpose of job seeking CUAS graduates may apply for a confirmation to stay in Austria for max. 6 months to find employment. This confirmation has to be applied for before the current residence permit expires. This confirmation does not constitute a right to residence nor does it allow travelling to other Schengen countries.

RESIDENCE TITLE "ROT-WEISS-ROT – KARTE" FOR GRADUATES

CUAS graduates who have completed a Master Degree Program and who have found employment may apply for a "Rot-Weiss-Rot – Karte" provided that the employment is adequate to their education and they earn a gross salary of at least **EUR 2.430**/month (for students under the age of 30). The application for the "Rot-Weiss-Rot – Karte" has to be filed before the current residence permit of the confirmation for job seeking expires.

For exact information please visit the site of the Austrian Agency for International Cooperation in Education and Research or the Austrian Federal Ministry of Labour, Social Affairs and Consumer Protection.

SPORTS AND LEISURE FACILITIES

Carinthia offers unlimited sports possibilities, from a bike tour along the river Drawa to water sports on crystal clear lakes, to downhill skiing and hiking in the Alps. Additionally, CUAS has a sports team that organizes events on a regular basis. You read about their activities on:

http://www.fh-kaernten.at/ueber-die-fh/fh-kaernten-sport.html

TRANSPORTATION

AIR

Carinthia is easily reachable by air, as Alpen-Adria Airport Klagenfurt is situated merely 4 kilometres from the city center of Klagenfurt.

RAIL

Austria's national rail network is very well developed and all our university sites are reachable by rail, from Vienna or Munich, for example. For connections, schedules and fares please go to the website of Austrian Federal Railways (ÖBB): www.oebb.at Tip: Austrian Federal Railways offers the Vorteilscard, a discount subscription of sorts, for approximately EUR 20 (below the age of 26) or approximately EUR 100 (above 26) for a one-year subscription, giving customers up to 50% discount on all Austrian train tickets and up to 25% on cross-border train tickets. A regular economy class ticket Villach - Vienna should cost about EUR 50 with the aforementioned Vorteilscard discount. Train tickets are available at the counter by the train station, online https://tickets.oebb.at/de/ticket/Online-Ticket/index.jsp or in ticket boxes (the instruction is also in English), which is approx. EUR 2 cheaper.

BUS

Bus connections are not usually as good as train connections. In some cases, however, using busses might be a better option, for instance between Villach and Feldkirchen. The bus terminals are usually located near the main train stations. Bus schedules for Villach are available on: http://www.kowatsch.at/

CAR

Klagenfurt is situated at the traffic junction of the southern route (Vienna-Rome) and the Tauern axis (direction Germany, Switzerland, and Slovenia). Spittal lies on the A10 motorway between Salzburg and Villach. For Feldkirchen take Route 94 from Villach or Route 95 from Klagenfurt.

Detailed information on how to reach each of the sites of CUAS can be found on: http://www.fh-kaernten.at/ueber-die-fh/organisation/campus/

THE COUNTRY & THE REGION

AUSTRIA IN BRIEF

The Republic of Austria is a mountainous country in Central Europe. It has a population of more than 8,7 million and covers an area of 83,872 square kilometers. Austria is situated in the heart of Europe and borders a total of eight countries.

CURRENCY

Austria has been a member of the European Union since 1 January 1995. Furthermore, in January 2002, Austria adopted the EURO as the common currency.

LANGUAGE

The official language in Austria is German. However, Austrians speak their own dialect which differs from region to region.

AUSTRIANS

Austrians are known for their politeness. They are efficient communicators and use small talk more often than one would normally expect. They respect rules and regulations. Generally speaking, Austrians are very punctual. Thus, it is worth paying attention to the timetables and appointments one makes. Austrians are also very formal and use titles when addressing other people. Austrians love their nature and pay great attention to environmental protection.

CULTURE AND TRADITIONS

Austria's cultural heritage has affected not only Europe but the entire world. Who has not heard of Wolfgang Amadeus Mozart (composer), Falco (pop star), Sigmund Freud (the father of psycho-analysis) or Arnold Schwarzenegger (actor and politician)?

Austrians also take special pride in their traditions and heritage. Folkloric traditions are kept alive in most parts of Austria. Nearly every valley, village or town celebrates its unique heritage through traditional festivals and colorful events, such as "Kirchtag" and "Fasching", throughout the year.

CUISINE

Austrian cuisine is much more than just "Wienerschnitzel" and "Apfelstrudel". Over the past decades Austria has become a real heaven for food-lovers and gourmets from around the world. While traditional cuisine remains a highlight of a trip to Austria, the more knowledgeable visitor will look for specialties such as "Schweinsbraten" (pork roast) and "Kärntner Kasnudeln" (Carinthian cheese dumplings). Austrian desserts offer a wide palette to the sweet tooth in all of us, ranging from the world famous "Sachertorte" to the "Mozartkugeln" (balls of chocolate layers around a marzipan center).

CARINTHIA – A HOLIDAY REGION

Carinthia is the southernmost region in Austria. Situated within the Eastern Alps it is known for its mild climate and the beautiful mountain and lake scenery. Whether it be swimming and water sports in its pristine and exceptionally clean lakes and rivers in the summer, or skiing and snowboarding on its snow-decked mountains or ice-skating over frozen lakes in the winter, Carinthia offers excellent recreational possibilities.

For more information, please refer to www.austria.info & www.kaernten.at

CONTACT INFORMATION

INTERNATIONAL RELATIONS OFFICE

CUAS International Relations Office supports all CUAS Schools and the institution as a whole in all international activities. The International Relations Office is located at the CUAS site in Villach, but is also present at the other sites on a regular basis.

Carinthia University of Applied Sciences International Relations Office
Europastrasse 4
9524 Villach, St. Magdalen, Austria
international@fh-kaernten.at
www.fh-kaernten.at/international

Head of International Relations Office
Mgr. Mgr. Aleksandra Jama
a.jama@fh-kaernten.at
+43 (0) 5/90500 7040

Contact person for Outgoing Exchange Students
Mag. Eva Maria Stefaner
e.stefaner@fh-kaernten.at
+43 (0) 5/90500 7042

Contact person for Incoming Exchange Students
Monika Auinger, MSc.
m.auinger@fh-kaernten.at
+43 (0) 5/90500 7041

Each of the four CUAS Schools has one or more departmental international coordinators who are the contact persons for all academic questions. The list of departmental coordinators can be found on:
http://www.fh-kaernten.at/en/about-cuas/organisation/supporting-services/international-relations-office/contact/

OWN NOTES