

GO INTERNATIONAL

Mobility Options for UAS BFI
Students

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Semester abroad

During your studies at the University of Applied Sciences BFI Vienna (UAS BFI Vienna) you have the opportunity to study abroad for a semester. A semester abroad gives you the unique opportunity to learn more about other cultures and people and to gain experience that can only be beneficial for your future career.

Semester abroad options

You have the following semester abroad options (in general one semester, except as part of a double degree programme):

1. **Erasmus+ semester abroad:** The UAS has many Erasmus+ partner institutions within the EU. These Erasmus+ partner universities do not charge you tuition fees. In addition you will receive a monthly grant of EU and national funds (approximately between €300 and €350 per month).
2. **Double degree programmes** (not possible in all degree programmes): usually for two semesters at one of the double degree partner institutions. After graduating DD students also receive the bachelor or master degree of the DD-partner institution. If the DD programme is undertaken at one of our Erasmus+ partner institutions, students also receive the Erasmus+ grant.
3. **Semester abroad at one of the UAS's mostly non-European partner universities:** Most partner institutions charge UAS students no or reduced tuition fees.
4. **Free mover semester abroad:** You choose a suitable university and apply independently. Often you will have to pay tuition fees (e.g. USA, Australia, UK, Asia). You have to obtain all information on your own (e.g. tuition fees, visa requirements, etc.). Then start the UAS online application and contact your programme director and the UAS Outgoing Mobility Coordinator!

Best time for your semester abroad

The best time for your semester abroad is:

- AGHB (bachelor): 3rd semester
- SHRM (master): 2nd or 3rd semester
- ARIMA (master): 3rd or 4th semester
- EWUB (bachelor): 4th semester
- EWUM (master): 3rd semester
- BAFB (bachelor): 3rd or 4th semester
- IBFM (master): 3rd semester
- FTMB (bachelor): 4th semester
- LOGB (bachelor): 5th semester
- LOGM (master): 2nd semester
- PITB (bachelor): 5th semester
- PORG (master): 3rd semester
- TVMB (bachelor): 4th semester

As a Double Degree student you usually study the last two semesters of your bachelor or master programme at the DD partner institution, but there are

programme-specific regulations relating to the duration and the time of the DD study abroad programmes.

Preconditions for a semester abroad application

1. all courses of previous semesters should ideally have been completed successfully;
2. approval of programme director;
3. good grade point average;
4. knowledge of the language of instruction at the host institution;
5. fulfilment of the formal application sequence including compliance with deadlines and online application.

Application deadlines

- **Application deadline for semester abroad in the fall/winter semester: 15 March (for Double Degree applicants 1 April)**
- **Application deadline for semester abroad in the spring/summer semester: 15 September (for Double Degree applicants 1 October)**

Application documents

The following documents must be submitted to the Outgoing Mobility Coordinator before the application deadline:

1. **application form** (online on UAS homepage);
2. **letter of motivation** (1 page, in German or English, referring to your first choice of host institution). Free movers and students who go to a partner institution for which they have to pay tuition fees do not have to write and submit a letter of motivation;
3. **transcript of records** (can be printed out at the UAS terminals).

After having been notified which partner university you will go to, the following documents have to be submitted (for fall/winter semester abroad the deadline is 1 June; for the spring/summer semester abroad the deadline is 1 December):

1. **learning agreement** (online);
2. copies of all other documents requested by the host institution (e.g. application forms of the host institution, CV, letter of motivation, etc.).

Financial support

You do not have to pay the UAS tuition fees during your semester abroad! Erasmus+ students receive an EU grant. The amount of the grant depends on the living costs in the host country (approximately €300 - €350 per month).

Study grant recipients (StudienbeihilfempängerInnen) should submit a study abroad grant request (Auslandsbeihilfe). The study abroad grant is not tied to Erasmus+ and can generally be requested for any study abroad (<https://www.stipendium.at/studienfoerderung/beihilfe-ausland/>).

Further information on financial support can be found on www.grants.at.

The Austrian Chamber of Labour (Arbeiterkammer) offers information on educational leave (Bildungskarenz):

<http://www.arbeiterkammer.at/beratung/bildung/bildungsfoerderungen/Bildungskarenz.html>.

Further information on semester abroad

1. **website of the UAS:** International / Outgoing students <http://www.fh-vie.ac.at/en/International/Outgoings>;
2. **Mobility Online Application Portal:** reports written by students who have spent a semester abroad at one of our partner institutions, as well as further information about partner universities
https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhbf87462385&sprache=en&kz_bew_art=OUT&kz_bew_pers=S ;
3. **homepages of the partner universities**
4. **The UAS Outgoing Mobility Coordinator** (claus.inanger@fh-vie.ac.at, 01-7201286-22).

The Outgoing Mobility Coordinator of the UAS (Claus Inanger, claus.inanger@fh-vie.ac.at, 01-7201286-22, office hours on the UAS's website: under International / contact) will assist you with regard to the requirements for a semester abroad and provide you with information about the UAS partner institutions.

There are usually two exchange places per partner institution for the entire UAS. If more students apply for a partner institution than there are places, then applicants are selected according to criteria such as fulfilment of formal preconditions, grade point average, their motivation, etc.

Workflow: Application semester abroad

1. Select possible host university (a maximum of 3 possible host universities can be listed in application). The list of partner universities can be found here: <http://www.fh-vie.ac.at/International/Partnerhochschulen>. Reports of your fellow students on their host universities are to be found in the Mobility Online Portal:
https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhBFI87462385&sprache=en&kz_bew_art=OUT&kz_bew_pers=S.
2. Check if classes offered by possible host universities are appropriate for your degree programme (check on homepage of possible host universities).
3. Apply on UAS BFI Vienna mobility programme (Mobility Online: https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhbf87462385&sprache=en&kz_bew_art=OUT&kz_bew_pers=S%20). Make sure that you remember your username and password, since you will need it again!!!
4. Check the application deadlines of your possible host universities.
5. Complete your personal details on Mobility Online.
6. Print out your application form (Mobility Online).
7. Print out your **Transcript of Records** at one of the UAS BFI Vienna computer terminals.

8. Write your letter of motivation (in German or English, one page referring to your first choice of host university). Free movers and students going to a partner university charging tuition fees do not have to write and hand in a letter of motivation.
9. Hand in your application form, letter of motivation, and transcript of records (**deadline for semester abroad in FALL: 15 March; deadline for semester abroad in SPRING: 15 September**).

Contact

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International Office (Room 116)
Wohlmutterstraße 22
1020 Vienna
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Erasmus+ National Agency
OeAD
Erasmus+
Ebendorferstraße 7
1010 Wien
Tel: +43-1-53408-485
<http://www.oead.ac.at/>
Email: erasmus-wien@oead.ac.at

Stipendienstelle Wien
Gudrunstr. 179A
1100 Wien
01 / 60 173
stip.wien@stbh.gv.at
<https://www.stipendium.at/studienfoerderung/beihilfe-ausland/>

Erasmus+ traineeship

Students can also do their traineeships abroad. A particularly good way to do this is the Erasmus+ traineeship. The main advantage of an Erasmus+ traineeship is that you receive financial support in addition to whatever you receive as salary. The Erasmus+ traineeship can be done in enterprises, training or research institutions or other organizations. It can, however, not be done at embassies and institutions of the European Union, such as the European Parliament.

The Erasmus+ traineeship is based on a traineeship contract, known as “Learning Agreement”. This learning agreement is drawn up between the student, the UAS and the traineeship company. The same student may receive grants for studying or being trained abroad totaling up to 12 months maximum per cycle of study (bachelor or master).

Erasmus+ traineeship at a glance

How long: at least 2 to a maximum of 12 months.

What traineeships: You can do both compulsory traineeships and voluntary traineeships within the framework of Erasmus+.

Where: In the 27 EU member states, as well as in Iceland, Liechtenstein, Norway, Switzerland, Croatia and Turkey.

Grant: approximately €400 - €450 per month, depending on the host country. For students with special needs or with children, there are special grants.

Application Deadlines: You should submit your application documents to the International Office about 1.5 months before your traineeship begins.

Information: UAS Outgoing Mobility Coordinator (Claus Inanger, 01-720 12 86 22, claus.inanger@fh-vie.ac.at) and degree programme traineeship coordinators (see list below).

Apply here:

https://www.service4mobility.com/mobility/BewerbungServlet?identifizier=fhbf87462385&kz_bew_art=OUT&kz_bew_pers=S&aust_prog=SMP&sprache=en

For more information go to:

http://ec.europa.eu/education/opportunities/higher-education/traineeships_en.htm
<https://bildung.erasmusplus.at/de/hochschulbildung/studierende-und-graduierte/>

List Traineeship Coordinators at UAS BFI Vienna

Bachelor Degree Programmes

- Work Design and HR Management: Katharina Gröbinger (katharina.groebling@fh-vie.ac.at)
- Banking and Finance: Margit Ozvalda (margit.ozvalda@fh-vie.ac.at)
- European Economy and Business Management: Barbara Ebersberger (barbara.ebersberger@fh-vie.ac.at)
- Film, TV and Media Production: Andreas Hruza (andreas.hruza@fh-vie.ac.at)
- Logistics and Transport Management: Victoria Kohoutek (victoria.kohoutek@fh-vie.ac.at)
- Project Management and IT: Gerhard Ortner (gerhard.ortner@fh-vie.ac.at)
- Technical Sales and Distribution Management: Roman Anlanger (roman.anlanger@fh-vie.ac.at)

Master Degree Programmes

- European Economy and Business Management: Barbara Ebersberger (barbara.ebersberger@fh-vie.ac.at)
- International Banking and Finance: Margit Ozvalda (margit.ozvalda@fh-vie.ac.at)
- Logistics and Transport Management: Victoria Kohoutek (victoria.kohoutek@fh-vie.ac.at)
- Project Management and Organisation: Gerhard Ortner (gerhard.ortner@fh-vie.ac.at)
- Quantitative Asset and Risk Management: Silvia Helmreich (silvia.helmreich@fh-vie.ac.at)
- Strategic HR Management in Europe: Katharina Gröbinger (katharina.groebinger@fh-vie.ac.at)

Workflow application Erasmus+ traineeship

1. **Student searches traineeship position** (duration of traineeship at least 2 months, maximum 12 months).
2. **Student** contacts traineeship coordinator of his/her degree programme and gets approval by traineeship coordinator of his/her degree programme.
3. Students applies here https://www.service4mobility.com/mobility/BewerbungServlet?identifizier=fhbf87462385&kz_bew_art=OU&kz_bew_pers=S&aust_prog=SMP&sprache=en for Erasmus+ traineeship,
4. **Student draws up learning agreement (online)**, which must be signed by traineeship coordinator of his/her degree programme, student and traineeship company.
5. **Student submits learning agreement and application form** to UAS Outgoing Mobility Coordinator no later than 1.5 months before traineeship begins.
6. **UAS Outgoing Mobility Coordinator nominates** student in Erasmus+ database.
7. **Erasmus+ National Agency** sends nominated student nomination email.
8. **Student registers in the Erasmus+ traineeship database (Students Online)**. Access code can be found in the nomination email. Student completes and checks data in the **Erasmus+ traineeship database**.
9. **Erasmus+ National Agency** approves traineeship and sends student a recognition email (Zuerkennungsmail).
10. Student prints out **Erasmus+ Agreement** (2 copies), signs both copies and sends these by registered mail to **Erasmus+ National Agency**.

Contact

Claus Inanger
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1020 Vienna
Tel: +43-1-720 12 86 22
Email: claus.inanger@fh-vie.ac.at

OeAD (Erasmus+)
Ebendorferstraße 7
A-1010 Wien
Tel: +43-1-53408-485
Email: erasmus-wien@oead.at

www.oead.ac.at

Short-term mobility options

For the UAS BFI Vienna it is particularly important to provide also part-time students with the opportunity to gain international experience. For this reason, the UAS offers part-time students short-term mobility options, which give students the opportunity to meet students from all over Europe and to gain international experience within the framework of international weeks.

UAS students can choose from the following brief mobility options:

International Marketing Week

Together with the EPHEC University College, University College Leuven-Limburg, IBA Kolding, Heilbronn University, Lahti University of Applied Sciences, IUT St. Denis, The Hague University of Applied Sciences, BA School of Business and Finance Riga, as well as the Universidad Europea de Valencia and the Southampton Solent University the UAS BFI Vienna has established an international marketing network.

Within this network the UAS organizes together with its partners every spring a 5-day programme that focuses on different aspects of marketing. During this week UAS students work together with other students from the network partner universities on marketing projects. In addition to the project work, students undertake excursions and participate in social activities. Students who have successfully participated in the International Marketing Week are awarded ECTS credits which are then recognized as part of their study programme.

The International Marketing Week is open to students from the following bachelor degree programmes: AGHR, BAFI, EWUF, LOGT, PIT and TVM.

The application for the International Marketing Week takes place in November.

HUMINT International Week and Student Conference "Diversity"

The HUMINT International Week (5 days) and the Student Conference "Diversity" (4 days) is organized every year by the UAS and the HUMINT (Human Resources International) network partners. HUMINT was launched in March 2010 with the aim of providing students and university staff of all universities participating in the network with a truly European learning and teaching experience. The following universities participate in the HUMINT network: University College Leuven-Limburg, St. Mary's University College Belfast, IUT de Quimper, Saxion University of Applied Sciences, Alexandru Ioan Cuza University of Iasi, Metropolia University Helsinki and the UAS BFI Vienna.

The HUMINT International Week takes place in spring and deals with human resources issues in an international context.

The Student Conference is held annually in November. Every year it takes place in a different country. 50-60 students work in international groups on case studies on diversity issues.

The HUMINT International Week is open to students of the bachelor degree programmes AGHR, BAFI, EWUF, LOGT and TVM. The Student Conference is open to students of the bachelor degree programmes AGHR and EWUF.

International Master Week

The International Master Week focuses on two topics: international project management and emerging markets.

The International Master Week was especially designed for the part-time students of the UAS master programmes and provides students with a mix of theoretical input and practical project work in collaboration with international companies and case studies. Students and lecturers of our partners from Russia, Ukraine, Germany and Poland are partner institutions.

For more information on the UAS short-term mobility contact Claudia Redtenbacher (Tel: 01-7201286-80; claudia.redtenbacher@fh-vie.ac.at).

More information on mobility options for UAS students

UAS Homepage

<http://www.fh-vie.ac.at/en/International>

OEAD / Erasmus+

<http://www.oead.ac.at>

<http://www.grants.at/>

Austrian Study Grant Authority

<http://www.stipendium.at/studienfoerderung/beihilfe-ausland/>

https://www.oead.at/go_international/eu_bildungsprogramm_erasmus/hochschulbildung/DE/?type=target%3D%2F%27%22

Traineeships

AISEC: <http://aiasec.at/>

International Office

Semester abroad, Erasmus+ traineeships:

Claus Inanger (01-7201286-22; claus.inanger@fh-vie.ac.at)

Short-term mobility options, International Weeks:

Claudia Redtenbacher (01-7201286-80; claudia.redtenbacher@fh-vie.ac.at)

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