

**Dear student,**

Please read this leaflet carefully as it contains some very important information regarding the next steps in your application process!

## **Application**

You will have to apply through our online application platform *Mobility Online* as soon as you receive your registration link (in a separate e-mail).

Note, that our registration deadline is **15<sup>th</sup> May / 15<sup>th</sup> November**.

## **Application Documents**

To complete your application, you have to provide all personal data and upload the following documents onto *Mobility Online* by **25<sup>th</sup> May / 25<sup>th</sup> November**:

1. **Photo** (.jpg) for your student identity card (passport format and in colour!)
2. **Scan of Passport/ID Card**
3. **Transcript of records + list of courses from current semester** Transcripts from your university from all previous semesters in English or German and a list of all courses which you are currently taking but have not yet completed (**one file**)
4. **Proof of Health Insurance** which is valid in Austria during the time you stay in Vienna (For students from the EU – upload a picture of your European Health Insurance Card (most countries issue this card, usually it is printed on the back of your national health insurance card))
5. If you want to take classes that are taught in German you need to provide a **language performance statement** certifying a language proficiency of min. B2 according to CEFR (can be issued by your home university; this is not applicable for the courses in “Austrian Language and Culture”; German native speakers are exempt)

**If you follow a double degree at our university, you also need to provide copies of the following documents:**

6. **Birth Certificate**
7. **High School Certificate** school leaving certificate before you entered university (e.g. *Matura, Abitur, Lise Diplomas, Baccalaureate, Diplom, Attestat,...*)
8. Graduate students also need to provide a scan of their undergraduate **University Degree** (e.g. *BA Certificate*)

## **Letter of Acceptance**

Once you have completed your application, our incoming coordinator is going to formally check all provided data and documents. Should everything be in order, a Letter of Acceptance will be issued latest by **31<sup>st</sup> May / 30<sup>th</sup> November**.

If you need the Letter of Acceptance for your visa application etc. at an earlier stage, please contact our incoming coordinator ([incomings@fh-vie.ac.at](mailto:incomings@fh-vie.ac.at)).

## Course selection & Learning Agreement

### Choosing courses

- On our website, you can find a course catalogue where all courses from our degree programmes are listed. There are symbols to indicate if a course is normally open to incomings (arrow) and which language of instruction will be used (British flag for English, otherwise German). To access the course catalogue, please navigate to [ECTS-DS/Description-of-Individual-Course-Units](#)
- **If you will be studying at UAS BFI Vienna for the winter (autumn) semester, you can choose courses from the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> semester.**  
**If you will be studying at UAS BFI Vienna for the summer (spring) semester, you can choose courses from the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> semester.**
- You are allowed to select courses from all degree programmes as well as the **International Programme**.  
Graduate students can also choose courses from our master programmes.
- **! Prerequisites !**  
Please make sure that you meet all the course requirements as mentioned in the course description!  
*Reminder:* language level **B2** is required, (C1 level recommended) (we do not ask for an English test or certificate, but trust our partners to select students with appropriate level of English)  
If you would like to attend courses taught in German and your mother tongue is not German, please send us a [language performance statement](#) from your university.
- If you choose courses from a part-time programme (courses in the evenings/ on weekends), the courses are scheduled over the whole semester, which means these courses finish later in the semester. Courses from full-time programmes (courses during day time) start later in the semester and often finish earlier, but it really depends on the course.  
**Students should stay at our university from the very beginning until the end of the semester** (see academic calendar). We cannot guarantee that you can finish your semester earlier, because it depends on the courses you have chosen!

### Signing up for courses

- You will be able to select your courses via Mobility Online after **5<sup>th</sup> June** / **5<sup>th</sup> December** once you have received our notification e-mail.  
*Please note:* places are limited and will be issued on a first come first served basis. If you don't sign up on Mobility Online you will not be enrolled in the course!
- When signing up for the courses you can view the class schedule. As you can choose courses from various programmes this might cause schedule clashes between courses. Please note, that **class attendance is obligatory and part of your assessment**. Insufficient attendance can mean that you won't receive a final grade (thus failing the course).  
Therefore, please check the timetables for your chosen courses and select other courses where necessary.  
*Our tip:* Business courses are mostly offered in both full-time and part-time which means you might be able to switch to another group of a certain course that better fits into your timetable. (You will receive your individual course schedule at the beginning of the semester.)

### Establishing a Learning Agreement

- Once you have made your course choices you need to establish a Learning Agreement that needs to be **signed by yourself and the responsible person at your home university**. You can print the Learning Agreement from Mobility Online or use a Learning Agreement provided by your home university.
- You have to submit your signed Learning Agreement by **30<sup>th</sup> June** / **31st December**

- Please make sure you fill in the part (often Table B) where you have to enter the educational components from your degree that you would normally complete at your home university and which will be replaced by the study abroad programme (list all courses that you would have to take according to your degree programme but will not have to do anymore because you are taking certain classes at UAS BFI Vienna; this could also be a component called e.g. "Mobility Window" or "Study Abroad").

*If you need the learning agreement for your visa application etc. at an earlier stage (before the course selection is available on Mobility Online), you may prepare a **preliminary learning agreement** which will be available from the mobility coordinator. (Courses selected in a preliminary learning agreement cannot be guaranteed until they have been selected via Mobility Online!)*

### **Timetable**

You will receive your timetable latest on the first day of the semester.

### **Semester dates academic year 2019/2020**

**Winter semester 2019/2020:** 02.09.2019 – 01.02.2020  
**Summer semester 2020:** 10.02.2020 – 04.07.2020

Incoming students are expected to arrive at the beginning of the semester (of our part-time calendar). We will be holding an information session on the first day of the semester and there will be many activities, organised by the International Office and our Erasmus Student Network (ESN), which will give you the chance to get to know your fellow students and the city.

### **Entry and Residence Regulations**

Before travelling to Vienna, please make sure to familiarize yourself with the information about legal and practical issues concerning your study abroad stay (visa regulations, health insurance, residence registration etc). The following webpages are good resources:

- <https://oead.at/en/to-austria/entry-and-residence/>
- <https://studyinaustria.at/>

### **Accommodation**

- The OeAD Housing-Office provides accommodation in student halls of residence and small flats. We recommend the "OeAD-Guesthouse MOLKEREISTRASSE" as it is located right next to our main building (some degree programmes are located in a different building – info on our [website](#)). To reserve a room visit: <http://housing.oead.at/en/accommodation/wien-en>
- Of course there are many more accommodation options; you can find more information on our website: <https://oldwww.fh-vie.ac.at/en/International/Incomings/Accommodation>

If you have any questions, don't hesitate to contact me or my colleagues.

Kind regards,

Anne

Ms Anne Schitter  
Coordinator of Incoming Student Mobility

## Application workflow and responsibilities

Deadline Winter Semester	Deadline Summer Semester	Activity	Responsibility
1 <sup>st</sup> May	1 <sup>st</sup> Nov.	Nomination of selected student(s)	Mobility coordinator of home university
		<u>Send out registration links</u> to nominated incoming students	Mobility coordinator UAS BFI Vienna
15 <sup>th</sup> May	15 <sup>th</sup> Nov.	<b>Online application</b> (Initial registration)	<b>Student</b>
		Confirmation e-mail after successful registration	Mobility Online (auto- response)
25 <sup>th</sup> May	25 <sup>th</sup> Nov.	<b>Complete personal data and upload all application documents</b>	<b>Student</b>
31 <sup>st</sup> May	30 <sup>th</sup> Nov.	Formal check of application; <u>Issue Letter of Acceptance</u>	Mobility coordinator UAS BFI Vienna
5 <sup>th</sup> June	5 <sup>th</sup> Dec.	<u>Open course selection</u> in Mobility Online	Mobility coordinator UAS BFI Vienna
30 <sup>th</sup> June	31 <sup>st</sup> Dec.	<b>Select courses</b> via Mobility Online	<b>Student</b>
		<b>Prepare learning agreement</b> (can be printed from Mobility Online or format of home university can be used; needs to be signed & approved by home university & student) <b>upload it onto Mobility Online</b>	<b>Student</b>
<b>Before start of the semester</b>	<b>Before start of the semester</b>	<u>Approval of course selection</u> (signed learning agreement will be uploaded onto Mobility Online)	Mobility coordinator UAS BFI Vienna
1 <sup>st</sup> day of semester	1 <sup>st</sup> day of semester	<u>Issue timetable</u>	Mobility coordinator UAS BFI Vienna

**Task has to be completed by student**