

# University of Applied Sciences Wiener Neustadt

## Handbook for Incoming Exchange Students

Fall Semester, 2014

Print and take with you!!

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## Welcome to FHWN

Congratulations on making the decision to study in Austria!

We at the International Office, hope that this booklet will help you during the first days and weeks after your arrival when everything is still new and unusual. You may feel both excited and nervous-don't worry, that's normal!

Just take some time to read this booklet through; we're sure it will answer lots of questions in advance.

We're looking forward to meeting you!

Your International Office

For all questions you can contact us;  
Mon. - Fri. daily from 08.00am - 04.00pm  
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## Austria

Austria has 9 provinces and a population of about 8.3 million. Temperatures range from - $+2^{\circ}\text{C}$  and - $15^{\circ}\text{C}$ , in winter and between  $20^{\circ}\text{C}$  and  $30^{\circ}\text{C}$  in summer. Bring along warm clothing/ski wear for the fall/winter months which last from approx. mid October to end March, and light clothing for the summer months, it can get very hot and humid. Attention! few buildings have air-conditioning.

Surrounding countries are: Germany, Czech Republic, Slovakia, Hungary, Slovenia, Italy, Switzerland, Liechtenstein.

## Niederösterreich (Lower Austria)

The province of Niederösterreich/Lower Austria; is the largest with about 1.600.000 inhabitants. It surrounds Vienna, which is a province in its own right, and stretches up to the Czech border in the north, to the province of Burgenland in the east, and borders on the provinces of Steiermark/Styria and Oberösterreich/Upper Austria in the south and west of Austria respectively.



## Wiener Neustadt

Your host city of Wiener Neustadt is about 35 minutes by train (48km) south of Vienna and has a population of about 40.000.

Its history dates back to the 11<sup>th</sup> century. Did you know that a large part of the city was built with ransom money, paid for the release of King Richard 2<sup>nd</sup> of England (Richard the Lionhearted) who was imprisoned in Austria after a crusade to the Holy Land in 1192?

Today Wiener Neustadt is a lively city near beautiful, partly mountainous countryside, where you can swim, hike, bike and ski.

Our university is about 10 minutes from the city centre by bus.

Wiener Neustadt is an ideal location for travelling;

Vienna (Schwechat) Airport                      45minutes

World-wide connections-many charter flights available

Approximate border travel times by car:

Hungary	30 minutes
Slovakia	50 minutes
Czech Republic	4.5 hours
Slovenia	2 hours

Italy

4 hours

Germany

4 hours

### About FHWN

We have about 3.000 students who study at the Wiener Neustadt campus in 5 different faculties; Business, Engineering, Security, Health Studies and Sport. Our two other campuses are in Wieselburg and Tulln, both also in the province of Lower Austria.

We have a strong international student body which mainly studies in the Business Consultancy International programme, taught entirely in English, this is probably where you'll be too!

### Your Arrival in Vienna

You will be picked and brought to FHWN free of charge by group shuttle from Vienna, Schwechat airport on the weekend directly before semester begin providing you have informed us in advance of your exact arrival times. This means Friday, Saturday and Sunday- and providing you keep to the dates and pick-up times which will be mailed to you in plenty of time. We are not able to handle individual arrivals on dates other than those mentioned.

Once you arrive in Wiener Neustadt, staff of 'WIHAST' student accommodation or FHWN Buddies will help you with your check-in.

Student accommodation might not be available before this weekend, if you decide to come earlier you must organise your own.

**IMPORTANT:** when fixing your return flight dates, please note that WIHAST dormitory check-outs will only be possible Monday - Friday (not on weekends and/or public holidays)

### WIHAST Student Residence

Address

A-2700 Wiener Neustadt

Viktor-Kaplan Strasse 11

Your 'home from home' while you're in Austria is the WIHAST student residence, just 10 minutes walk from the university. (see your housing application for valid prices)

You'll be accommodated in apartments for two persons; you'll have your own furnished room, -internet connection available- and share kitchen, bathroom/wc. There are common rooms with cooking facilities/freezers and some cooking equipment. Bed linen is provided. There is no kitchen equipment available in the apartments, so reckon with some shopping

for necessities. There are card operated washing machines in the cellar and room to hang up washing.

### Here are some Things you must know

- You'll receive a 'Meldezettel' signed by WIHAST, this is your official registration form for your stay in Austria. Without this you are illegal in the country. This form must be filled out by you and handed in personally at the town hall, latest 3 days after your arrival (exc. weekend).
- Bed linen is provided. You must buy your own cutlery and porcelain.
- Washing machines are in the building.
- Respect the 'quiet hours'- 10.00pm-06.00am.
- WIHAST is a separate company. FHWN has no power or capacity to change or make any decisions on matters concerning student accommodation or contracts.
- You must in all cases, stick to the rules set down within the housing contract that you will sign on moving in. Read this contract thoroughly!
- You are responsible for guests who visit you.
- Alcohol is allowed, however you are expected to act responsibly.
- Students who cause serious damage to WIHAST property under the influence of drink or otherwise, risk being immediately sent back to their home university.

The home university will in all cases be informed of misconduct.

### Your first few Days at FHWN-Orientation

Orientation on the first and second days of the semester is obligatory and starts at 07.45am! You're expected to be punctual as there's lots of information to get through.

You'll receive first information about classes, organization and social activities. You'll be shown around the building to help your orientation. German ability groups will be decided on and you'll also be handed out your student ID card, -don't lose it, a replacement will cost money! There will be an introduction to our IT system, so that you will be able to log into all FHWN student information

Buddies will take you along to the town hall in the afternoon(s) of the first day(s) to hand in your signed 'Meldezettel' (registration of residency)-don't forget to take your passport along, too!

Make sure you have some cash on you for payments that have to be made on the first day-(1<sup>st</sup> excursion fee, mandatory university union fee) In general, you must expect to use more cash in Austria than credit cards, which are not accepted everywhere. It would be a good idea to open a student account for the time that you're here.

### University Facilities

- A coffee shop/restaurant, offering hot and cold meals at reasonable prices
- A library with many publications in English and internet connection
- A campus shop where you can buy books and writing materials
- Copy machines

### Shopping

There are several supermarkets near the university, where you can buy groceries, toiletries and hardware.

Attention, in Austria shops are closed all day Sunday!!

### All about Learning and...

Semester dates:

Fall/Winter: from the beginning of September to Christmas

Spring/Summer: from the middle of February to 3<sup>rd</sup> week in June

### Exams

You may find differences in teaching styles from your home university. Especially students from English speaking countries and from Asia will find lectures to be differently structured.

In Austria, there are more frontal lectures, fewer quizzes and team work .There is often just one big exam at the end of the semester. Asian students may find that there is often a lot of talking going on and discussions with the lecturer, which they may find unusual at first.

Take it all in as part of your experience abroad...

### Re-sits

If you fail an exam, the subject will not be listed in your semester report and you will not receive the credit(s). Re-sitting an exam can be a problem, as some re-sits take place after students have left for home. If you do a re-sit at your home university, the exam must be taken on the official dates set by the university, at the same time as it takes place here (time difference!) and be proctored by a lecturer who has time. This is always complicated. Do your best to pass all exams while you're here! Individual re-sit exam dates are NOT allowed!

### Attendance

You are expected to stay at Wiener Neustadt for the complete duration of the semester. Semester dates are obligatory and binding. FHWN has contact hours with compulsory attendance, similar to those of a regular school. Lectures are daily, in general from Monday to Friday between 8am and 5pm, sometimes on Saturday too. There may be block lectures; some classes may take place in the evening. If you do not attend classes you will not receive the credits for the subject taught, however you may miss max. 20% of classes for health reasons (doctor's certificate required)

Don't plan to travel or return home until all your courses and exams have been successfully taken.

### ECTS -European Credit Transfer System

FHWN requires that you must fulfill a minimum of 20 credits to pass your semester successfully. FHWN students have to complete 30 credits per semester, but the workload/no. of courses may be different to your home university. They will tell you what they need. The International Office assists you with course choices and changes.

### Grading

A (1)=excellent, B (2)=good, C (3)=satisfactory,  
D (4)=sufficient, F/FX (5)=fail

### Tandem Learning-for Students by Students

As a 'native speaker' you have the chance to learn a language and teach your language in return, it's free, and will take place in your spare time. FHWN will supply learning guidelines to help you.

### Getting in touch with Lecturers

Please don't contact your lecturers directly. If you have something you need to talk about, please contact International Office!

### @ Etiquette

Even if you only write an @ in Austria, you're expected-especially as a student- to find out the surname of the person you're contacting and address them with "Dear Mr...", "Dear Ms..."

Don't send mails with "Hi", "Hello" or no name at all. This is considered quite rude. Don't use shortened forms of words or slang.

At the beginning of the semester there will also be a special short course, 'Introduction to Austria', which is aimed at helping you to settle into your new environment. German courses at 3 levels are also offered, students are assigned to classes according to skills during the first week.

### Code of Conduct

- > Honesty and integrity in dealing with all members of the FH community
- > Responsibility and accountability for personal behavior
- > Respect for the personal rights, dignity and property of others
- > Upholding the code of conduct by reporting all violations

### Visa Information

Nationals of third countries do need a visa!

Application has to be made in person at the competent Austrian representative authority. The residence permit should be applied for at least THREE MONTHS before the intended trip to Austria.

[http://www.oead.at/welcome\\_to\\_austria/legal\\_practical\\_issues/entry\\_to\\_austria/nationals\\_of\\_third\\_countries/EN/](http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/nationals_of_third_countries/EN/)

### Meldezettel - Legal Registration Form

All foreigners residing in Austria must fill out a registration form which is then handed in to the city hall. This form has to be signed by the student residence in advance before hand-in. Only when this form has been handed in are you officially registered and legal in Austria. When you leave the country for the last time you must go personally to the city hall and cancel your residency.

### Medical Insurance

If you are from an EU member state, you will have your 'E Card', which has to be shown when you go to a doctor or to the hospital.

If you come from outside the EU or from overseas, you must have proof of private medical insurance and it must be valid for a whole semester/year. You may have to pay in advance for treatment and your insurance will pay you back when you hand in the bill.

### Exchange Student Activities – Sport and Social Matters

Although FHWN doesn't have its own sports facilities, there are still lots of things to do!

- Weekly sports meetings where you can play football, volleyball, badminton
- Fitness sessions in the WIHAST building
- Club 'Top and Fit' studio nearby (special student prices)
- Arena Nova indoor swimming pool, just a few minutes from the campus
- Bike rental
- Skiing/snowboarding at nearby Semmering Mountain
- Hiking, jogging, bowling.
- Surfing, kiting and sailing is possible at nearby Lake Neusiedl

Bring along good walking shoes/boots, rain jacket/anorak for outdoor activities.

*Also bring along traditional clothing or items representative of your culture for special events!*

Exchange students can take part in four excursions per semester, financially supported by FHWN. These may be either weekend excursions to other capital cities, or day trips offering interesting cultural/sport events, depending on availability.

Wiener Neustadt is a great axis point for trips to other countries. Maybe you'll meet students from one of the surrounding countries and spend a weekend at their home. Get out and make contact, you'll never get an opportunity like this again!

### Buddy Network System

At the beginning of the semester incoming exchange students will be able to contact/get to know FHWN 'Buddies' who will help you settle in.

These buddies will go along with the airport shuttle, help you check in at WIHAST accommodation and support you in general during your first weeks at the university. They will go along on excursions and may also organize other activities.

Buddies are voluntary helpers, don't get paid, and are not allotted on an individual basis. We hope you'll appreciate them!

### Transport

Public transport in Austria is very good and reliable.

The Austrian State Railways (ÖBB) has regular connections to all major cities in Austria and abroad. It takes about 35 minutes by direct connection from Wiener Neustadt to Vienna.

There's a great underground system in Vienna that will take you to all parts of the city, as well as frequent and reliable bus and tram services.

Find out about special student discounts for public transport when you get here!

Buses into the city centre of Wiener Neustadt run regularly from outside the main entrance of FHWN. There's also a special university shuttle bus to the city which is free (during the semester) when you show your student ID card.

If you're thinking of hiring a car-driving licence age is 18-find out in advance what the minimum *rental* age is.

### General Information about Austria

- Learn a few words of German such as; Bitte, Danke, Guten Tag, Auf Wiedersehen, Wie Geht's, ...
- Austria is a very safe country; nevertheless, keep an eye on your valuables, suitcase, personal belongings when you're moving around.
- Smoking is still allowed in many pubs, clubs and bars.
- You have to *ask* for the bill when you want to pay in a restaurant or coffee shop!
- Alcohol is allowed from the age of 18 on.
- Most shops close around latest 7.00pm in the evening and are closed all day Sunday.
- Your mobile telephone is called a 'Handy'!
- Austrian drivers can be pretty aggressive! They don't automatically stop for pedestrians 😊.
- We separate our waste into; glass, paper, plastic, organic.

- You don't call (older) people by their first names unless you know them well or they offer you this possibility.

### Important Telephone Numbers and Addresses

Police	133
Fire department	122
FHWN Doctor, Dr Schörg	+43 (0)2622 89084/199
Hospital, Wiener Neustadt	+43 (0)2622 321
Ambulance	144
Emergency Doctor	141
City Hall/Meldeamt	+43 (0)2622 373/190-191
WIHAST student residence	+43 (0)2622 88408/90
FHWN telephone exchange	+43 (0)2622 89084-0
FHWN International Office	+43 (0)2622 89084/450-454

