

**International Exchange - Fact Sheet 2023/2024**  
**LAW** (coordinator: Maddalena Vivona detta Bivona)

<b>Name of the institution</b>	<b>UNIVERSITÄT GRAZ</b>
<b>PIC, ECHE, Erasmus codes</b>	999873188; 28563-EPP-1-2014-1-AT-EPPKA3-ECHE; A GRAZ01
<b>Visiting &amp; post address</b>	Universitätsplatz 3, A-8010 Graz, Austria/Europe <a href="http://www.uni-graz.at/en/">http://www.uni-graz.at/en/</a>
<b>Head of institution</b>	Mag. Dr.iur. Peter Riedler, Rector
<b>Legal Representative for bilateral agreements</b>	Prof. Mireille van Poppel, PhD Vice Rector for Internationalisation and Equal Opportunities

<b>Office of International Relations</b>	Universitätsplatz 3, A-8010 Graz- Austria/Europe ph:+43-316-380-1249, <a href="mailto:international@uni-graz.at">international@uni-graz.at</a>	
<b>Head of office</b>	<b>Sabine PENDL</b> ph:+43-316-380-2211 / <a href="mailto:international@uni-graz.at">international@uni-graz.at</a>	
<b>Academic Coordinator</b>	<b>Maddalena Vivona detta Bivona</b> ph:+43-316-380-6814, e-mail <a href="mailto:rewi.international@uni-graz.at">rewi.international@uni-graz.at</a>	
<b>INCOMING students</b>	<b>Christa GRASSAUER</b> ph:+43-316-380-1254 / <a href="mailto:incoming.exchange@uni-graz.at">incoming.exchange@uni-graz.at</a>	
<b>Websites</b>	<a href="#">Partner Website</a> (for partners) <a href="#">Orientation Platform</a> (for students)	<a href="#">International Office Website</a> <a href="#">Covid19 International Arrivals</a>

	<b>Winter semester (W)</b>	<b>Summer semester (S)</b>
<b>Planning your trip &amp; Arrival</b>	Students must arrive in time for the welcome events, in case of participation in the intensive German course in time in time for the start of the German course.	
<b>Pre-semester German Course</b>	<b>3 weeks in September</b>	<b>3 weeks in February</b>
<b>Welcome Events, preliminary</b>	Welcome Events are mandatory. Sessions are <b>NO walk-in sessions!</b>	
	Welcome Week I <b>04 - 08 September 2023</b> Welcome Week II <b>15 - 21 September 2023</b>	Welcome Week I <b>07 - 09 February 2024</b> Welcome Week II <b>15 - 21 February 2024</b>
<b>Academic Calendar</b>	Lecture period <b>02.10.2023 - 02.02.2024</b> <b>Exam period</b> usually in last week of lecture period, in rare cases possible until ~mid-Feb	Lecture period <b>04.03.2024 - 28.06.2024</b> <b>Exam period</b> usually in last week of lecture period, in rare cases possible until ~mid-July

<b>Nomination</b>	<p><b>Nomination via <b>Mobility-Online</b> including the following information:</b></p> <ul style="list-style-type: none"> <li>• Student's first and last name as it appears in the passport</li> <li>• student's date of birth</li> <li>• student's email address</li> <li>• semester/s student is nominated for</li> <li>• student's field/s and level of study</li> </ul> <p><b>Nomination deadlines:</b>  <b>1<sup>st</sup> May</b> for the winter semester / whole academic year  <b>1<sup>st</sup> October</b> for the summer semester</p>
<b>Application</b>	<p>Nominated students will receive application instructions via email. The application process must be completed online.</p> <p><b>Application deadlines:</b>  <b>1<sup>st</sup> June</b> for the winter semester / academic year  <b>1<sup>st</sup> November</b> for the summer semester</p>
<b>Acceptance</b>	<p>Following the successful online application, <b>Acceptance Letter</b> and <b>Visa/Residence Permit Letter</b> (if required) will be available for download in Mobility-Online.</p>
<b>Fields of Study</b>	<p>University of Graz is a public university with an enrolment of 31.100 students and a strong international profile offering more than 120 BA, MA and PhD degrees which are open to exchange students (except for a few restrictions - see below).  <a href="http://studien.uni-graz.at/en/degree-programmes/">http://studien.uni-graz.at/en/degree-programmes/</a></p> <p><b>Focus:</b> The university's regional focus on South-Eastern Europe is one of the defining factors throughout all areas of study.</p> <p><b>Co-enrollment:</b> If academically relevant, exchange students can co-enroll at other Graz universities (e.g. Graz Univ. of Technology, Kunstuniversität Graz) after arrival at no extra cost. A min of 50 % of ECTS during the exchange must be taken at University of Graz. Courses taken at another Graz university will come on a separate transcript.</p>
<b>Course information English-taught courses</b>	<p>→ <a href="#">Online course guide</a>  → <a href="#">Guidelines for course system</a>  → <a href="#">Search for English-taught courses</a></p>
<b>Restrictions</b>	<p><b>Joint Degree Programs</b> are only open to exchange students enrolled in one of these programs already at their home university (= partner in the Joint Degree program).</p> <p>An application for <b>translation/interpretation/transcultural communication with German</b> is only possible if students have a clearly identifiable focus on the German language in their degree at the home university.</p>
<b>Early exams / Alternative exam modes</b>	<p><b>CANNOT BE GUARANTEED!!</b> Please note that <u>each professor decides</u> for his/her course whether early exams / alternative exam modes are possible. It is the <u>student's responsibility</u> to contact each professor as early as possible in the application process and definitely before finalizing travel plans in case, they need to return to their home universities before the end of the exchange semester at Uni Graz.</p> <p>Early exams are <b>NOT</b> available for lecture-type courses at the Faculty of Business and of the field of English and American Studies. For other types of courses such as pro-seminars, seminars professors have the last say.</p>
<b>Housing</b>	<p>For housing information &amp; deadlines of different dorms go to <a href="https://orientation.uni-graz.at/de/planning-the-arrival/accommodation/">https://orientation.uni-graz.at/de/planning-the-arrival/accommodation/</a></p>
<b>Language Requirements</b>	<p>University of Graz recommends language level B2 in German in order to take full advantage of the mobility. Students who will only take courses in English must have B2 English knowledge.</p> <p>Students who will only take courses in English must check whether they can find enough English-taught courses to fulfill their home university's credit requirements.</p>
<b>Language courses</b>	<p>3-week German Intensive Language Courses (6 ECTS credits incl. in transcript) are offered <b>in September and February</b> before the start of the semester at a reduced fee. Also, German courses during the semester are offered.</p> <p>Further information → <a href="#">Treffpunkt Sprachen</a></p>

<b>Buddy program</b>	<p>Buddies are Austrian students interested in supporting international exchange students as unpaid volunteers during their time in Graz (pick-up service, support in practical matters, etc.). Further information → <a href="#">Buddy programme</a></p>												
<b>Students - special needs</b>	<p>The <b>Disability Resource Center</b> offers support for students with special needs. Students are advised to get in touch once they are nominated and well ahead of the start of their mobility. Further information → <a href="#">Disability Resource Center</a></p> <p>Students in need of counselling are advised to contact the <b>Counselling Center for Students</b> well ahead of their arrival if an appointment immediately after arrival is needed (approx. 3-month waiting period). Further information → <a href="#">Counselling Center for Students</a></p>												
<b>Health &amp; Safety Policy</b>	<p>The compulsory student union fee includes <b>liability and accident insurance</b>. (way to/from the university as well as on campus). This does, however not replace full health insurance coverage for the exchange stay. Safety facilities and trainings are provided in specific departments where applicable (e.g., labs). <a href="#">COVID-19 measures at University of Graz</a> provides up to date information of COVID-19 regulations at Uni Graz as well as a contact for further questions. <a href="#">COVID-19 info for international arrivals</a> provides up to date COVID-19 related entry requirements, information on quarantine, etc.</p>												
<b>Health Insurance</b>	<p><b>EU/EEA students</b> need to bring their European health insurance card (EHIC) to Austria. The EHIC must be valid for the full duration of their stay.</p> <p><b>Non-EU/EEA students nominated for 2 semesters</b> are required by law to register for Austrian health insurance upon arrival (assistance and more information available during the mandatory Welcome Week). This insurance will NOT cover the student's journey to and from Graz or medical evacuation and repatriation - the student has to make sure s/he purchases travel insurance accordingly.</p> <p><b>Non-EU/EEA students nominated for 1 semester</b> are free to choose their insurance as long as this insurance is in accordance with the requirements for an Austrian visa application. For details students have to contact the Austrian embassy in their country of residence. The insurance must also cover their journey to Graz including medical evacuation and repatriation.</p>												
<b>Visa &amp; Residence Permit</b>	<p>For detailed information see: <a href="https://oead.at/en/to-austria/entry-and-residence/Student-jobs-available/allowed?">https://oead.at/en/to-austria/entry-and-residence/Student-jobs-available/allowed?</a> Visa regulations make finding a job very difficult (unless students also hold an EU passport). Graz University has no facilities to help secure a job. Students should NOT rely on getting a job in Graz when budgeting their exchange!</p>												
<b>Transcripts</b>	<p>University of Graz no longer issues paper transcripts. Students are expected to initiate and download their electronically signed transcript from their UNIGRAZonline account themselves within the timeframe of their enrollment. Instructions for both transcripts download and verification are available online → <a href="#">Transcript of Records</a></p>												
<b>ECTS &amp; Grading system</b>	<p>The student workload consists of the time required to complete all planned learning activities, i.e., contact hours (lectures, seminars etc.) and private study (preparation for exams, writing of paper, reading etc.): <b>1 ECTS credit = 25 hours</b>.</p> <p>Each <b>semester</b> is comprised of <b>15 teaching weeks</b>, therefore a course indicated as a 1-hour course in the online system equals 15 contact hours, a 2-hour course equals 30 contact hrs etc. For exchange students, we consider a range <b>between 24 to 30 ECTS per semester as a full-time study load</b>.</p> <p><b>Assessment:</b> The method of assessment varies between subjects. Details can be found in the online course description of each course. Students are permitted to resit exams on site during the timeframe of their enrollment according to the study law regulations (Studienrechtliche Bestimmungen). Students are not entitled to alternative exam dates or exam modes. The decision about any such arrangements lies with the relevant professor.</p> <table border="1" data-bbox="592 1944 1430 2103"> <thead> <tr> <th>Grade</th> <th></th> <th>US Grade recommendation</th> </tr> </thead> <tbody> <tr> <td>1 = Sehr Gut</td> <td>Excellent: outstanding performance</td> <td>A</td> </tr> <tr> <td>2 = Gut</td> <td>Good: above the average standard but with some errors</td> <td>A-/B+</td> </tr> <tr> <td>3 = Befriedigend</td> <td>Satisfactory: generally sound work with a number of notable errors</td> <td>B-</td> </tr> </tbody> </table>	Grade		US Grade recommendation	1 = Sehr Gut	Excellent: outstanding performance	A	2 = Gut	Good: above the average standard but with some errors	A-/B+	3 = Befriedigend	Satisfactory: generally sound work with a number of notable errors	B-
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	4 = Genügend	Sufficient: performance meets the minimum criteria	C	
	5 = Nicht Genügend	Unsatisfactory: substantial improvement necessary; requirement of further work	F	