



## Erasmus+ International Credit Mobility Fact Sheet 2024/25

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

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<b>Bilateral agreements</b>	<b>Mediha OHRANOVIĆ</b> (South East Europe, Africa, CIS, Georgia, Near and Middle East, Ukraine), ph: +43-316-380-2214 e-mail: <a href="mailto:erasmusagreements@uni-graz.at">erasmusagreements@uni-graz.at</a>	
<b>Staff mobility INCOMING &amp; OUTGOING (for teaching/training)</b>	<b>Doris KNASAR</b> (North, Central and South America, Asia, Australia), ph: +43-316-380-2213 <b>Mediha OHRANOVIĆ</b> (South East Europe, Africa, CIS, Georgia, Near and Middle East, Ukraine), ph: +43-316-380-2214 e-mail: <a href="mailto:staffmobility@uni-graz.at">staffmobility@uni-graz.at</a>	
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<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="#">University Website</a>

	Winter semester	Summer semester
<b>Planning your trip &amp; arrival</b>	Students must arrive in time for the Orientation Days, 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>Orientation Days</b> ( <a href="#">Link</a> )	Orientation Days are mandatory. Sessions are <b>NO walk-in sessions!</b>	
	Orientation Days I <b>beginning of September</b>  Orientation Days II <b>Mid-September</b>	Orientation Days I <b>beginning of February</b>  Orientation Days II <b>Mid-February</b>
<b>Academic calendar</b> ( <a href="#">Link</a> )	Lecture period <b>beg. October - end January</b>  <b>Exam period</b> usually in last week of lecture period, in rare cases possible until ~mid-Feb	Lecture period <b>beg. March - end June</b>  <b>Exam period</b> usually in last week of lecture period, in rare cases possible until ~mid-July
<b>Nomination (students)</b>	<p><b>Nomination via <a href="#">Mobility-Online</a> including the following information:</b></p> <ul style="list-style-type: none"> <li>• <i>first and last name as it appears in the passport</i></li> <li>• <i>student's date of birth</i></li> <li>• <i>student's email address</i></li> <li>• <i>semester/s student is nominated for</i></li> <li>• <i>field/s and level of study</i></li> </ul> <p>In order to complete the nomination, a <a href="#">Learning Agreement for Studies</a> must be sent for each student to: <a href="mailto:erasmusplus.intl.incoming@uni-graz.at">erasmusplus.intl.incoming@uni-graz.at</a></p> <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 (students)</b>	<p>Nominated students will receive 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 (students)</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>Nomination (staff)</b>	<p>Uni Graz can accept nominations of incoming staff during the whole grant period. Depending on the length of the visa application process in the applicant's country, a <u>nomination 4-6 months in advance of the beginning of the actual stay</u> is recommended. An Erasmus+ mobility without a visa is not possible.</p>	
<b>Application (staff)</b>	<p>Applicants should establish contact with a colleague at Uni Graz before applying and submit a letter of invitation with the application at the home institution. In order to find a match at Uni Graz, applicants are advised to first check the list of academic schools/departments at <a href="https://www.uni-graz.at/en/university/faculties/">https://www.uni-graz.at/en/university/faculties/</a> and then contact the relevant department/unit to find out if it can host them. The contact email should include the applicant's CV and information on the proposed teaching/training plan. If the proposed activity is feasible, an invitation letter will be issued to the applicant by the host department/unit.</p> <p>The home institution will select and nominate staff grantees to Uni Graz by providing the following documents (scanned documents are acceptable):</p>	

	<ul style="list-style-type: none"> <li>• Staff Mobility Agreement signed by the institutional coordinator and the staff member</li> <li>• Invitation Letter</li> <li>• Copy of the passport ID page</li> </ul> <p>The IRO contact person at Uni Graz will organize the mobility together with the candidate and a participant grant agreement will be issued and signed.</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>Restrictions</b>	<p><b>Lab placements</b> are generally difficult and cannot be guaranteed.</p> <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 <b>for 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>Course information English-taught courses</b>	<p>→ <a href="#">Online course guide</a></p> <p>→ <a href="#">Guidelines for course system</a></p> <p>→ <a href="#">Search for English-taught courses</a></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 <u>the 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 <u>NOT available</u> 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 (students)</b>	<p>Erasmus+ ICM students can apply for housing either via the housing office of the Austrian Exchange Service (OeAD) or at the dorms directly. For deadlines of housing applications at the individual dorms, please check the respective websites.</p> <p>Further information:</p> <p>→ <a href="#">Accommodation - OeAD student housing</a></p> <p>→ <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>Housing (staff)</b>	<p>The IRO contact person at Uni Graz provides a list of housing options; incoming faculty/staff candidates can make the reservation at the accommodation of their choice.</p>

<b>Language requirements (students)</b>	<p>The 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 requirements (staff)</b>	<p>Unless otherwise specified, the working/teaching language is English. No language certificate required, although a minimum language level of B2 is recommended.</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.).</p> <p>Further information → <a href="#">Buddy programme</a></p>
<b>Students and staff with 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.</p> <p>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).</p> <p>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.</p> <p>Safety facilities and trainings are provided in specific departments where applicable (e.g., labs).</p>
<b>Health insurance</b>	<p><b>Students:</b> According to the program guidelines of E+ ICM, insurance coverage is <b>mandatory</b>.</p> <p><b>EU/EEA students</b> need to bring their European health insurance card to Austria as it will be valid during their stay in Graz.</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 Orientation Days). 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> <p><b>Staff:</b> Insurance is not automatically provided for the whole duration (incl. travel days). Information will be provided by the IRO contact person after the nomination of the grantee.</p>
<b>Visa &amp; residence permit</b>	<p>For detailed information see: <a href="https://oead.at/en/to-austria/entry-and-residence/">https://oead.at/en/to-austria/entry-and-residence/</a></p>

	<p><u>Student jobs available/allowed?</u> 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>																		
<p><b>Transcripts</b></p>	<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.</p> <p>Instructions for both transcripts download and verification are available online → <a href="#">Transcript of Records</a></p>																		
<p><b>ECTS &amp; grading system</b></p>	<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 = 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 hours etc. For E+ ICM students we consider a range <b>between 24 to 30 ECTS per semester</b> as a full-time study load. A <u>minimum of 15 ECTS per semester</u> must be gained as an E+ ICM exchange student for being worthy of the mobility grant.</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="587 1059 1426 1265"> <thead> <tr> <th>Grade</th> <th></th> <th>US Grade recommendation</th> </tr> </thead> <tbody> <tr> <td>1 = Sehr Gut</td> <td>Excellent/very good</td> <td>A</td> </tr> <tr> <td>2 = Gut</td> <td>Good</td> <td>A-/B+</td> </tr> <tr> <td>3 = Befriedigend</td> <td>Satisfactory</td> <td>B-</td> </tr> <tr> <td>4 = Genügend</td> <td>Sufficient/Pass</td> <td>C</td> </tr> <tr> <td>5 = Ungenügend</td> <td>Fail</td> <td>F</td> </tr> </tbody> </table>	Grade		US Grade recommendation	1 = Sehr Gut	Excellent/very good	A	2 = Gut	Good	A-/B+	3 = Befriedigend	Satisfactory	B-	4 = Genügend	Sufficient/Pass	C	5 = Ungenügend	Fail	F
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