



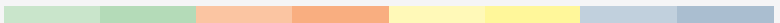
Salzburg University
of Applied Sciences

Incoming Students Guide

Studying at
Salzburg University
of Applied Sciences



International Office



Welcome to Salzburg University of Applied Sciences



Prof. Mag. Dr.
Gerhard Blechinger
Rector (FH)



Dear Partners,

We are proud and very pleased that your students have chosen Salzburg University of Applied Sciences (SUAS) for their internship, exchange or research period. This experience will certainly contribute to the students' academic and personal development.

Salzburg University of Applied Sciences offers interdisciplinary bachelor and master programmes geared to the needs of the labour market in the innovation-oriented areas of Engineering, Business and Social Sciences, Media, Design and Arts and Health Studies. Our four disciplines provide your students with state-of-the art labs, modern teaching facilities and an excellent teacher-student ratio. Our highly qualified and well-trained teachers and staff will do their best to accommodate the needs of your students.

The cooperation network of the Salzburg University of Applied Sciences comprises more than 130 partner institutions on almost all continents including Australia. Thus, your students will experience a truly international atmosphere during their exchange. Two of our degree programmes are fully taught in English, namely the bachelor and master programme in Innovation and Management in Tourism and the master programme in Applied Image and Signal Processing. In these two degree programmes roughly fifty percent are international students.

The Incoming Students Guide provides the most important information necessary in order to prepare and plan an exchange period at Salzburg University of Applied Sciences. Together with the SUAS website (www.fh-salzburg.ac.at/en/international/) it is intended to offer general advice and assistance. Please note that the International Office assists in all administrative aspects of student exchange; the International Departmental Coordinators are responsible for all academic issues. If you have questions that are not addressed in this brochure, do not hesitate to contact the International Office for assistance.

We wish your students a successful exchange period and hope they will enjoy their studies here at Salzburg University of Applied Sciences.

Prof. Mag. Dr. Gerhard Blechinger
Rector (FH)

Welcome to
Salzburg
University of
Applied
Sciences



MMag. Teresa Rieger, MPA
Head of International Office

Dear Students,

We welcome incoming students as an enrichment to student life and a valuable opportunity for cultural exchange. The International Office will provide both advice and assistance in administrative and organizational matters regarding your exchange period. We will gladly help you with potential problems that might arise during your stay as we are committed to making your stay a memorable experience.



The correspondence with our partner universities regarding the student exchange and the organization of your exchange period is conducted by the International Office. For the selection of your preferred courses the International Departmental Coordinators are your main contact persons. Official communication should be administered via the International Office so we can organize assistance accordingly.

All incoming students – study, research and internship placements – are required to arrive before the Welcome Days, which are held in the week before the semester officially starts (Academic Calendar). The Welcome Days serve to familiarize students with SUAS, its facilities and its location, and introduce them to the administrative and academic staff. Students will also finalize their course schedule, make alterations to their learning agreement (if required) and learn about Tandem Learning and further

International Office activities offered during the semester. The Welcome Days also provide the opportunity to socialize with other exchange students and meet the buddy students from SUAS.

In case that some of your questions remain unanswered, feel free to contact us by email, telephone or fax. It will be our pleasure to help you.

We are looking forward to welcoming you at Salzburg University of Applied Sciences. We will do our best to make your stay in Salzburg a unique study / working experience and memorable in all respects.

MMag. Teresa Rieger, MPA

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Salzburg University of Applied Sciences (SUAS)
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www.fh-salzburg.ac.at/en/international

Premises
Campus Urstein
Campus Kuchl

How to get to Urstein / Kuchl
Directions are available on:
www.fh-salzburg.ac.at/en/footer/route-plan-puch
www.fh-salzburg.ac.at/en/footer/route-plan-kuchl

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General Information

Name and Address of the Institution

Fachhochschule Salzburg
Salzburg University of Applied Sciences (SUAS)

Campus Urstein Süd 1

5412 Puch/Salzburg, Austria, Europe
phone +43-(0)50-2211-0

Campus Kuchl

Markt 136a, 5431 Kuchl, Austria, Europe
phone: +43-(0)50-2211-2000

email: office@fh-salzburg.ac.at
www.fh-salzburg.ac.at

Erasmus ID: A SALZBUR 08

EUC: 29324-IC-1-2007-1-AT-ERASMUS-EUCX-1

Executive Managers:

Mag.^a Dr.ⁱⁿ Doris Walter

Mag. Raimund Ribitsch

Office: Campus Urstein

Rectorate:

Prof. Mag. Dr. Gerhard Blechinger (Rector)

FH-Prof. Mag. Dr. Günther Grall

(Vice-Rector)

FH-Prof. Dipl-Volksw. Dipl-Soz.oec.

Dr. Roald Steiner (Vice-Rector)

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Academic Calendar

For details regarding the specific terms, please refer to the information given on our website: www.fh-salzburg.ac.at/en/international/incoming-students/information-for-incoming-students/

Please note that no classes will be held on the following Austrian Public Holidays:

Fall term

October 26:	National Holiday
November 1:	All Saints' Day
December 8:	Immaculate Conception
December 25:	Christmas Day
December 26:	Boxing Day
January 1:	New Year's Day
January 6:	Epiphany

Spring term

Easter Monday:	(movable)
May 1:	Labour Day
Ascension Day:	(movable)
Whit Monday:	(movable)
Corpus Christi:	(movable)

Online Application

Once you have been selected and nominated by your home university, please fill in the online application form on our website: www.fh-salzburg.ac.at/en/international/incoming-students/incoming-application/

Application Deadlines for Exchange Students:

- May 1 (fall term)
- November 1 (spring term)

Erasmus Policy Statement



Erasmus+

The Erasmus Policy Statement sets out the institutional strategy of Salzburg University of Applied Sciences (SUAS) in relation to the »Erasmus Charter for Higher Education«. The three main objectives for participating in the Erasmus+ network are as follows:

Strategy with respect to choosing partners, in which geographical areas, objectives and target groups

The Salzburg University of Applied Sciences offers bachelor and master programmes in the four disciplines of Engineering, Social Sciences and Economics, Media,

Design and Art as well as Health Sciences. In defined areas, doctoral studies are possible through cooperation with partners. Partnerships in general are carefully selected. They are based on mutual trust, respect for cultural differences and are entered with the intention of added value for both partners. New partners must meet the defined criteria of high academic standards, adequate infrastructure and resources for mobility activities, potential for joint projects in research and teaching. Equally, existing partnerships are evaluated against these criteria and the extent of activities on a yearly basis. Geographically speaking, within Europe, English-speaking countries, Scandinavia and South-east Europe are focal areas. Globally, the Asia-Pacific region as well as North America are further target areas.

Participating in the Erasmus+ programme and overall in internationalization activities has 3 major objectives for SUAS: i) most importantly, it takes the responsibility of preparing its graduates for their future workplaces in a globalized economy seriously and therefore wants to impart the requisite competences to its students, not least intercultural competence; ii) participating in European as well as international mobility and project activities is a major aspect of quality assurance through exposure to different learning and teaching styles as well as varied and enriching perspectives; iii) personality building and

development of both students and staff through mobility and internationalization activities are an important concern for SUAS.

In all first cycle curricula, mobility windows for students have been defined and work placements are a compulsory component. These work placements have a clearly defined objective and scope and can be carried out in national enterprises and abroad. Students on work placements abroad are especially supported through training and accompanying measures such as an intercultural diary during their stay abroad so that the intercultural competence gain can be sustainably secured and their reflective capacities supported.

All second cycle curricula include at least one course with a focus on intercultural communication and/or cross-cultural management and also offer the possibility of student exchange for study or research. Three degree programmes (a bachelor and master programme in tourism, one master programme in applied signal processing) are fully taught in English and cater for international students, who constitute roughly 50% of the student cohorts in these programmes. More English-taught programmes are intended to be implemented. As no third cycle programmes can be offered by Austrian universities of applied sciences, SUAS has entered partnerships with national and international universities to provide the possibility of doctoral studies for highly qualified students and as a measure of its own staff development.

SUAS currently operates three double degree programmes with a Swedish, a Japanese and an US university - all three serve as models for future double degree endeavours. They are considered an opportunity to provide pooled resources and enhanced expertise beneficial for all partners involved. A recent local cooperation with the Paris Lodron University of Salzburg resulted in a joint master degree in Applied Image & Signal Processing, which recruits students from across the globe and provides a blueprint for similar joint activities in other disciplines. In all these endeavours, rigorous quality assurance is a prerequisite to enter such a partnership.

Staff mobility for teaching and training purposes are actively encouraged and supported by SUAS as a measure of staff development and ensuring the high academic quality of its curricula. Staff mobility is integrated into researcher, teacher and administrative staff development strategies, also with respect to career advancement.

Erasmus Policy Statement

While mobility activities are seen as a pivotal factor of the internationalization strategy, Internationalization@Home (IAH) activities are regarded as equally relevant, especially in the face of the fact that not all students can be mobile. IAH at SUAS includes an international element in all curricula through course design and/or materials used, the recruitment of guest lecturers and guest professors on a wide scale as well as activities like Tandem Learning, international film, dance and cooking events and the organization of a yearly international week, to which all staff are invited to participate and interact with the incoming staff. Furthermore, SUAS has been selected as one of the four Austrian universities of applied sciences to be able to offer a Fulbright guest professorship from the academic year 2013/14 onwards. In general, support is provided for guest lecturers and guest professors, both before arrival and during their stay including accommodation and visa issues.

Strategy for organising and implementation of cooperation projects under Erasmus+

The SUAS has devised and implemented a strategy for research and the transfer of its results into the degree programmes, the scientific and the wider community, especially business partners, as well as the general public. Research activities are mainly in the applied sector and often in cooperation with industry and business partners. SUAS has been awarded one of the seven Austrian government and industry funded Josef Ressel Centres for research on the future-oriented topic of smart grids. Concentration on research topics in line with the four disciplines and the establishment of further competence centres are of strategic relevance. Additionally, it is an important objective at SUAS that research results also inform teaching. This is secured through the fact that researchers are generally also involved in teaching activities and thus ensure the continuous development of curricula and their integration of the state-of-the-art and latest developments in the respective discipline. A research coordinator has been implemented, who, together with the International Office, informs staff on cooperation possibilities within Erasmus+ and other funding schemes. This coordinator is also responsible for maintaining a website that promotes the results and links to all ongoing projects. As a quality assurance measure details of project activities are part of the yearly intellectual capital balance sheet.

Expected impact of participation in the new Erasmus+ programme with respect to 5 priorities and policy objectives we intend to achieve

Concerning the 5 priorities of the EU modernization and internationalization agenda, SUAS intends to achieve the following policy objectives:

1. Through its Erasmus+ and internationalization activities it is expected that SUAS graduates will be equipped with the requisite domain specific skills as well as additional communication and social skills to make a career and useful contribution in their discipline regionally and internationally. SUAS aims at supporting their graduates in developing well-rounded personalities, who exercise their skills with discretion, respect for cultural differences and are aware of the impact of their actions and decisions on the environment.

2. As internationalization activities are regarded as an important quality assurance measure, it is expected that the active participation in the new Erasmus+ programme will constitute a major pillar in this endeavour. Operational measures in place to review and optimize the quality of teaching and the curricula always include the assessment of the impact of internationalization activities.

3. In line with the above stated objectives, the exchange of expertise through mobility and cross-border cooperation especially in research and joint teaching projects is envisaged to enhance the quality of teaching and ultimately the competence of its staff and graduates. Exposure to different learning and teaching approaches as well as varying perspectives on a topic is seen as essential for sustaining academic quality and staff motivation.

4. One strength of SUAS is its close ties with industry, business and regional authorities. It is expected that these strategic alliances will enable SUAS to participate in high-quality cooperation projects and make it an attractive partner under the new Erasmus+ programme.

5. Through staff mobility, it is expected that issues of governance and funding will be discussed and improved through peer learning. Joint cooperation projects will enable the pooling of resources and the possibility of additional curricular offers.

Preparation for the Exchange Period

The International Office assists in all administrative aspects of **student exchange**, e.g. general questions, registration forms, housing, transcripts, German courses, departure forms etc. The International Departmental Coordinators of each degree programme are responsible for the coordination of the communication between the International Office and the degree programmes and for all academic issues, e.g. course selection, course descriptions, ECTS credits, learning agreement etc. Within the menu item International Office and International Departmental Coordinators on our website you will find all staff members responsible for international relations who will answer any enquiries you might have.

The International Office is only responsible for student and faculty exchange with partner institutions. If you are interested in studying at the Salzburg University as a **regular student**, please consult the websites of the individual degree programmes for more information. There you will also find all the details on the admission criteria and application process as a regular student including language requirements.

Application Information Materials

Admission as an exchange student is based on inter-institutional agreements between SUAS and its partner institutions. For details regarding the SUAS partner institutions, please see our website www.fh-salzburg.ac.at/en/international/partner-institutions.

Once you have been nominated as an exchange student by your home university, please submit your online application via the internet fh-salzburg.ac.at/en/international/incoming-students/incoming-application/. The password to fill in the online application will be provided to our partner universities ahead of time and they will then forward it to their nominees.

Please note that if your study, research or internship period lasts for two months or more, you have to apply via our online application platform. This is necessary in order to provide the administrative support for your exchange period.

For the online application following documents should be prepared: a letter of motivation, a provisional learning agreement, last 2 transcript of records, a résumé / CV, 1 picture, copy of passport, Bachelor certificate, if available, and – if your mother tongue is not English – proof of level B2 English skills¹ (either a certificate or a letter of recommendation). For your application to be complete, we also require a **nomination email** from the International Office of your home university **two weeks prior** to the application deadline, namely:

15 April (fall term)

15 October (spring term)

Exchange students interested in the degree programmes Design & Product Management or MultiMediaArt have to submit a portfolio. Further details regarding the requirements are listed on www.fh-salzburg.ac.at/en/international/incoming-students/incoming-application.

If your application was successful, you will receive a confirmation by email directly afterwards. It is very important that you fill in the application before the deadline together with uploading the required documents. Letters of acceptance can only be issued based on a successfully completed online application.

All exchange students will receive an information email several weeks prior to the beginning of their study exchange. This information email includes accommodation details, travel information etc. In addition, the letters of acceptance will be issued to the students directly or sent to



¹ If your mother tongue is German and you ONLY want to attend courses taught in German, you do NOT need to provide proof of your English language skills.

Preparation for the Exchange Period

the International Office of the home institution. All Erasmus+ incomings will receive the letters of acceptance by email; all incomings from overseas need to pick up their acceptance letters at the International Office of their home institution. In case you have any questions, please contact the International Office at SUAS.

Language Requirements

Students who wish to study with us, must either have a very good command of English or German. If students want to attend courses taught in English, they have to provide certification or a letter of recommendation for having at least a B2 level in English. Prior to the start of the courses here at SUAS, all non-German speaking incoming exchange students who want to attend a German language course will have to take part in a German placement test, which will be conducted in the course of our Welcome Days. The test result will not affect their admission to Salzburg University of Applied Sciences as an exchange student.

Course Selection

Students need to have a look at our website www.fh-salzburg.ac.at/en regarding the courses offered at SUAS, including courses taught in English (www.fh-salzburg.ac.at/en/international/incoming-students/lectures-and-courses/). To make sure they are compatible with the courses at your home institution, discuss your choice with the **International Departmental Coordinator** of your study program. All International Departmental Coordinators and their contact details are listed on the SUAS website www.fh-salzburg.ac.at/en/international/international-office/international-coordinators. Since incoming students may take courses from various programs, we advise you to review your schedule/ courses to check for possible clashes. During the Welcome Days the exchange students will finalize their learning agreement together with the respective International Departmental Coordinator. Changes to the learning agreement are still possible within the first two weeks of classes, but after this deadline, students can no longer drop a class (otherwise you will receive a negative grade). The courses chosen have to be approved by the students' home institution and the International Departmental Coordinator at SUAS.

We encourage all non-German speaking incoming students to participate in the specifically designed German language courses (3 ECTS credits), which are free of charge and allow for effective learning in small groups. By participating in Tandem Learning (2 ECTS credits) the incoming students can further practice and develop their German language skills. The Tandem partners support each other in their individually organized learning process, i.e. the German speaking partner supports the incoming student learning German and vice versa.

Additionally, the International Office offers the courses »Understanding Austrian Culture and Society« and »Working in Multicultural Teams« (3 ECTS credits each).

Apart from the German as a foreign language and the additional International Office courses, incoming students have the possibility to join the regular language courses in the various degree programs. More details on these classes can be found under the degree programme descriptions. To make sure they are compatible with the courses at your home institution, discuss your choice with the International Departmental Coordinator of your study program.

30 ECTS credits is the normal workload for one semester. In case you have any questions, please contact your home institution and the National Agency in your home country (regarding Erasmus+ funding).

Financial Support for Students

Before you come to Austria make sure you attain information from your home country and university on what kind of financial support you are eligible of receiving. Going abroad is expensive so you might need extra funding if your home country or school does not provide you with sufficient funding. A good overview of funding is available at the Austrian Databank for Scholarships and Research Grants (www.scholarships.at).

The **Ernst Mach Scholarship** is obtainable for students from non-EU countries. Your field of study is not relevant but your motivation on why you want to study in Austria needs to be explained in detail. Applications have to be submitted online by March 1st - the only application deadline per year. Further information on who is eligible, grant benefits and the selection criteria can be found via the following link:

www.oead.at/en/the-oead/our-programmes-from-a-to-z/.

Preparation for the Exchange Period

The **Marshall Plan Scholarship** is offered for students coming in from a US university with a technical study background. Application deadlines are twice per study year, usually in April and November. If you have any questions regarding eligibility, the scholarship amount or the application procedure, you can contact the responsible person at the International Office, Ms. Johanna Aicher (johanna.aicher@fh-salzburg.ac.at).



Accommodation

Finding the right kind of accommodation is important – it will be your home for the next semester(s). Basically, you can choose between on-campus and off-campus accommodation. At both campuses of Salzburg University of Applied Sciences on-site student dorms are available; all of which include bathroom and kitchen. Most of our incoming students decide to live on Campus Urstein simply because it is the closest to university.

If you wish to live off-campus, you can apply for accommodation in the city of Salzburg. Closest to Campus Urstein are the student residences in the south of Salzburg, for example the Europa Kolleg, Franz von Sales Kolleg or Internationales Kolleg. If you are interested in renting a room on Campus Urstein or in the city of Salzburg, e.g. Haus Salzburg, please visit the OeAD housing website and send your application online as indicated on housing.oead.at/en/accommodation/salzburg-en².

In organizing your accommodation we closely work with the OeAD Housing Office Salzburg. Once you are accepted as an incoming student, you can start to arrange your accommodation with them. If you have any questions, please contact them via email housing-salzburg@oead.at. We guarantee accommodation either on-campus or in one of the student residences in the city, if ...

- ... you submit your preferred choice of accommodation on the OeAD housing website and ...
- ... you have registered and paid the deposit and administrative fee until 31 July (fall term) or 23 December (spring term).

² On the website you can also have a look at pictures to gain a first impression of the various dormitories. A virtual tour is available as well.

The price for housing varies according to the type of accommodation, its location, its facilities and its year of construction.

The price for a double room shared with another student ranges from € 265 to € 325. Students who wish to live in a single apartment have to pay approximately € 340. At Campus Urstein all dorms are single rooms and amount to € 375 per month.

If you prefer to share a flat instead of living in a student dorm, please check the housing platform of the Salzburg Student Union:

www.oeh-salzburg.at/service-das-hilft/boersen/wohnungsboerse. Rooms in shared flats are often offered by local students. Please be aware that finding a flat share can be challenging as most platforms are in German only. Also, the International Office cannot assist you in finding a flat / flat share.



Entry and Visa Requirements / Residence Permits³

Inform yourself early about entry requirements for Austria and apply as soon as possible for the documents needed. The information provided below provides an overview but you also need to check the links for further information.

Nationals of EU/EEA Countries and Switzerland:

If you have EU/EEA or Swiss nationality you need no visa. Please note that in case you are going to stay in Austria for more than 3 months you have to register with the competent municipal authority (Magistrat Salzburg or Bezirkshauptmannschaft Hallein) within 4 months of your stay and you will receive a confirmation of registration (fee: 15 Euros; additional fees may occur).

³Information retrieved from OeAD website:
www.oead.at/en/to-austria/entry-residence-and-employment/ [Mai 2017]

Preparation for the Exchange Period

For this registration you need the following documents⁴:

- Completed and signed application form
- Recent colour picture (size 3.5 x 4.5 cm)
- Valid identity card or passport
- Proof of accommodation in Austria
- Proof of a health insurance covering all the necessary costs, e.g. European Health Insurance Card, insurance policy etc.
- Residence registration (Meldezettel)
- Proof of sufficient financial, e.g. by means of a saving account or a bank account, traveller's cheques, ...
- Confirmation of admission to SUAS

To download the application form and to receive further details on the necessary documents go to the website of the Austrian Agency for International Cooperation in Education and Research (OeAD): www.oead.at.

Nationals of Third Countries:

If you are not a national of an EU/EEA country or Switzerland you are a so-called »national of a third country« and you will need an entry and residence title for entry to and residence in Austria.

Basically you need to distinguish between stays of up to 6 months and stays of more than 6 months.

Stays of up to 6 months:

You either have to apply for a travel visa C (for a maximum of 90 days) or a residence visa D (Aufenthaltsvisum D - for stays of at least 91 days up to a maximum of 6 months), if you want to study in Austria for no longer than 6 months⁵. Please check with the competent Austrian representative authority (embassy, consulate-general) in your home country before travelling to Austria which type of visa is suitable for your stay.

Note that a visa cannot be renewed in Austria.⁶

Stays of more than 6 months:

You have to apply for the residence permit (Aufenthaltsbewilligung) in person at the competent Austrian representative authority abroad before travelling to Austria. Since your application will be forwarded to Austria, you need to apply at least 3 months before your intended entry to Austria.

⁴The documents need to be certified and translated into German. Copy all documents and also take the original version of the documents with you when you do the registration.

⁵not necessary if you are a Japanese national

⁶If you wish to extend your study period once you are already in Austria and your visa does not cover your prolonged study period, you have to go back to your country to apply for a new visa.

For the application of the residence permit you need the following documents⁷:

- Completed and signed application form
- Recent colour picture (size 3.5 x 4.5 cm)
- Birth certificate (certified and translated)
- Marriage certificate
- Valid passport
- Extract from the police records of your home country (not older than three months)
- Proof that you have a health insurance that covers all risks and will pay for treatments in Austria for one year (certified and translated)
- Proof of accommodation in Austria
- Residence registration (Meldezettel), if you are already in Austria
- Proof of sufficient financial means (on an Austrian bank account or proof of the bank in home country that student has access to the account and can withdraw money in Austria);
students up to the age of 24: 491.43 euros/month
students aged 24 and above: 889.84 euros/month
(for a maximum of 12 months in advance)
- Confirmation of admission to SUAS

To download the application form and to receive further details on the necessary documents consult the following websites:

- Download residence permit:
www.bmi.gv.at/cms/BMI_Niederlassung/english/start.aspx
- Information for Salzburg in particular: www.stadt-salzburg.at
- The Austrian Foreign Ministry: www.bmeia.gv.at
- OeAD – Legal practical issues / entry to Austria: www.oead.at
- The Austrian Students Union: www.oeh.ac.at/en

All incoming students also have to register at the Meldeamt within three working days after their entry into Austria. The International Office will assist the incoming students during the Welcome Days to fill in the corresponding form. Not doing the registration at the Meldeamt may result in a severe fine for the students.

⁷ The documents need to be certified and translated into German. Copy all documents and also take the original version of the documents with you when you apply for the residence permit.

Michèle Rohatsch
University of Applied Sciences HTW
Chur, Switzerland

»I loved the international atmosphere at SUAS and the interaction with all the students. It helps you to feel comfortable in Austria and to be part of a big community.«

Insurance and Medical Facilities

The European Health Insurance Card is available for everyone from EU- or EEA-countries. There are also some countries that have specific insurance agreements with Austria and students coming from these countries⁸ should bring an A3-form from their national insurance institution. Students who are not from any of these countries are highly recommended to take out health insurance in their home countries, or to take out the self-insurance for students from the Salzburger Gebietskrankenkasse upon arrival. There is also the possibility of taking out an insurance provided by the insurance company FeelSafe. Furthermore, every incoming student is obliged to pay the Austrian Student Union membership fee of around € 19.20 which includes a basic liability and accident insurance.

For further information concerning insurance in Austria, the European Health Insurance Card and self-insurance have a look at the links below:

- General information about insurance in Austria: www.oead.at
- Information and form on self-insurance: www.sgkk.at
- Insurance provided by FeelSafe – “Insurance for Students & Guest Academics - 100% accepted for your visa”: www.feelsafe.at/
- European Health Insurance Card: www.ec.europa.eu
- Liability and accident insurance provided by the Austrian Student Union: www.oeh.ac.at/en/service

If you need to consult a general practitioner you can contact Dr. Lengauer in Puch. Alternatively, you can also go to the outpatients' wards in one of the hospitals in Salzburg. For more details you may visit Health and Safety in Salzburg (www.visit-salzburg.net/healthsafety.htm). In case of any medical problem, the Incoming Coordinator at the International Office will also be happy to help you. For medical consultation make sure you always take your insurance card or your papers with you. In case of accidents the international emergency number 112 can be called. Below you can find the contact details of a general practitioner, hospital, dentist and pharmacy. There is also a more comprehensive list on your flash drive, which you receive during the Welcome Days.

For contact details please refer to page 44 Medical Information.

⁸ At the moment these countries are as follows: Bosnia and Herzegovina, Macedonia, Montenegro, Serbia and Turkey.



Buddy Student Network

The Buddy Student Program aims to support the cultural exchange between incomings and regular students at the SUAS. The Buddy coordinator at SUAS will send out the list of assigned buddies to all incomings prior to their arrival to Salzburg. The incoming students may contact their assigned buddies any time by means of the given email address and the buddy students will assist their assigned incomings with essential issues like pick-up and settling down here in Salzburg. This kind of mentor system not only allows for incoming students to ask practical questions, it also provides a useful tool to support the integration of the new incomings at SUAS. Moreover, it also gives the regular students the chance to socialize with the incoming students. Many buddy students also aim to go abroad and want to improve their language skills.

Next to the communication via email, the main platform of communication between the incoming and buddy students is the Facebook group »Incomings SUAS Spring Term 2018«⁹, where they can communicate directly with each other. It enables students to ask questions about arrival, directions, housing, finding prospective roommates, campus life or registration procedures. Incomings can also enquire about life in Salzburg and Austria. The buddy students may not be able to answer every single question you have, but they have lived in Austria for a long time and have a broad knowledge how things work at SUAS and in Salzburg.

Please keep in mind to always contact the buddy students directly via email and/or the Facebook group. It is up to you on how much you want to interact with other incoming students and buddy students. Generally, the buddy students become close friends with the incoming students – so do not miss your chance to meet some locals!

⁹ The International Office will set up a new Facebook group for each semester, meaning that the name of the group changes accordingly. For instance, the Facebook group spring term 2018 will be called »Incomings SUAS spring term 2018«. The Facebook group is a closed group, i.e. only incoming and buddy students can join (in addition to the staff of the International Office).

Tandem Learning and Tandem Workshop

Tandem learning is a cooperative way of learning a language and discovering a culture. The Tandem partners support each other in an individually organized learning process. The German speaking partner helps with German, the incoming student with his/her mother tongue. Regular and incoming students may both gain 2 ECTS credits for Tandem Learning. To receive these credits incoming students have to hand in a Tandem Learning Portfolio at the end of the semester. If you are interested in Tandem Learning the International Office will provide you with the requirements for Tandem Learning and the portfolio. Your Tandem Learning Advisor is Ulrike Szigeti (ulrike.szigeti@fh-salzburg.ac.at), whom you may contact and ask for support at any time throughout the semester.

The Tandem Workshop (Tandem Werkstatt) is a relatively new and flexible project which provides incomings with the opportunity to further practice their German in an informal environment. As a basis for communication, interesting topics concerning the Austrian culture are presented and discussed – always with the incomings' intercultural background in mind. Furthermore, it is a platform to meet up with the partners from Tandem Learning. In general, the Tandem Werkstatt is a flexible project and the incomings play an active part in its realization.





Welcome Days

Attendance of the Welcome Days is mandatory for all incoming students. The Welcome Days are an integral part of the students' integration at SUAS and they also allow for a solid preparation and a smooth beginning of term. The program of the Welcome Days can be found on: www.fh-salzburg.ac.at/en/international/incoming-students/information-for-incoming-students/.

During the Welcome Days the incoming exchange students receive important information about the rules and regulations of our university, its facilities and how they can use them, particularly regarding our computer system, library and eLearning. Further issues to be addressed are accommodation, learning agreement, courses and Tandem Learning. Moreover, the incoming students also get to explore Salzburg and its surroundings by means of a special city rally for which the students have to answer questions on Salzburg's history, culture, food, monuments and people.

Studying at Salzburg University of Applied Sciences

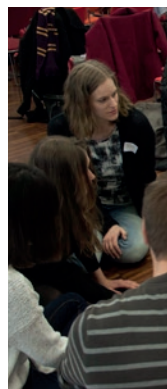
National Grading Scale

Austrian Grade	Definition
1	Excellent
2	Good
3	Satisfactory
4	Sufficient
5	Fail
P	Pass
F	Fail

In order for students to pass a course, they must at least receive a sufficient (4).

Attendance

Attendance is compulsory at SUAS and is considered an integral part of the class participation and your final grade. There is a minimum attendance requirement of 75% of the overall contact hours. For a course that comprises 28 units¹⁰, for example, you have to attend at least 21 units in order to pass the course. If you cannot attend a class, you need to send an email ahead of time to the respective instructor, giving him/her a credible reason why you cannot come to class. In case of absence of more than three consecutive days and/or at exams you need to send an excuse by email to your instructor, provide a medical certificate and you also have to inform the office of your degree program. Absence without a medical certificate will affect the student's final grade and may even result in a failing grade for the class as a whole. If a student misses more than the total hours allowed for a course, a compensation work is obligatory, provided that the missed hours/competences can be compensated. For details you may also refer to the Study Guide (MyFHS: myfhs.fh-salzburg.ac.at). Report any difficulties you have with courses or exams immediately to the International Office or your International Departmental Coordinator so we can organize assistance. You can also ask your fellow students in a course for possible short-term changes regarding class meetings.¹¹



¹⁰ 1 unit = 45 min

¹¹ If you are the only incoming student in a course, it is advisable to have a regular student as a buddy student to ask him/her for general information about the class. Also make sure to talk to the instructor to add you to the mailing list of the course.

Examination Regulations

The exam is usually announced by the lecturer in the first session of class. From a legal perspective you may take an exam three times: firstly, the main date which normally takes place at the last session; secondly, the reexamination, which is to be coordinated by the student and the lecturer; and thirdly, the oral committee examination, for which the office of the degree program takes a lead in the organization. As most incoming students are only here for a semester, the last two options hardly ever apply (except if students stay for a whole study year and only if they fail a course during the first semester of their studies). Students who miss the final exam or fail to do the required course work will neither receive a grade nor will they be awarded ECTS points.



Pablo Arcos López
University of Alicante, Spain

«The student-teacher ratio at SUAS is very good. It allows for much more communication between the students and teachers.»

Learning Agreement (Erasmus+)

The learning agreement for studies / for traineeships (LA) provides the fundamental basis for the exchange semester. Every incoming student needs to have an approved LA by his/her home institution. Changes to this LA are possible within the first two weeks of the semester and only after prior approval by the sending institution and the respective International Departmental Coordinator at SUAS.

As for the course selection at SUAS, incoming students can only attend courses which have been confirmed by their International Departmental Coordinator. If students want to switch or drop a class, they have to inform their International Departmental Coordinator; otherwise they will get a failing grade. Once registered for a course, attendance becomes mandatory. The final grades of the selected courses will appear on the students' transcripts of records at the end of the semester.

Fees for the Austrian National Union of Students (OeH Insurance)

All students in Austria have to pay OeH insurance, including incoming students. It amounts to € 19.20 per semester and will be collected during the Welcome Days. The insurance is crucial if you, for example, accidentally destroy a computer at SUAS or if you hurt your leg on-campus. Since a certain amount of your OeH membership fee directly goes towards a comprehensive liability and accident insurance you have nothing to fear, at least from a financial perspective. For an overview of the most important things you might need to know and which kinds of scenarios are covered, you can check the OeH website: www.oeh.ac.at/rund-ums-studieren/versicherung.

The Study Support System (FHsys)

FHsys (Salzburg University of Applied Sciences Study Support System) is a web application for supporting the organizational and administrative aspects of your studies at SUAS. After you login to the system with your user name and personal password you get to the welcome page where you can find the student guide / student handbook in German and English.

Your online application at SUAS is transferred into the FHsys and therefore provides details on your personal data, your home university, your course preferences etc. The Study Support System enlists your enrolled courses, your grade lists / transcript of records, your social security number and students can also fill in the course evaluations via this application. For detailed information on how the system operates and which functions the FHsys offers for you as a student, please refer to the student handbook.

More than 70 exchange students per semester spend their semester abroad at SUAS. They are enthusiastic about the teaching facilities and the wonderful area around Campus Urstein.



Moodle / eLearning Platform

Many lecturers use eLearning for administering their course documents, for their final exams or to have students upload their assignments. In case a lecturer uses Moodle incoming students need to talk to the respective lecturer directly to add them to the course.

The International Office sets up the Moodle course IOINCOMINGS each term. All important documents for incoming students (Semesterticket, Meldezettel etc.) as well as the presentations from the Welcome Days are provided via this Moodle course (in addition to the flash drive, which students receive during the Welcome Days).

MyFHS

Similar to the FHsys, incoming students can access the MyFHS of SUAS with their user's name and personal password. In fact, students can switch between the different systems (MaFHS, FHsys, Moodle, Connect email account) because SUAS operates a Single Sign On system. All relevant information concerning students' schedules and course rooms can be found on MyFHS (Mein Studium / Dienste / Stundenplan). This is also the platform via which you find short-term changes in your schedule which is why we strongly advise students to consult their schedule on a regular basis.

ID Card

During the Welcome Days all incoming students will be issued an ID card which also includes their ID number. The ID card can be used for copying and printing when loaded with appropriate credit. It also allows access to seminar rooms, labs and the library. And it can be used to buy drinks and snacks at the vending machines and our cafeteria FAGO. In addition, incoming students living on-campus in Urstein can use the card for laundry machines. ID numbers and the respective user's name are to be treated confidential and passing it on to third parties is strictly forbidden.



Infrastructure

Learning Facilities

Here at the Salzburg University of Applied Sciences we are proud to offer student-centered teaching methods with an excellent student-teacher ratio, small groups and individual tutoring. Additionally, we provide an advanced infrastructure which will become evident to you in our state-of-the-art labs, our library and modern teaching facilities.

Computer Labs

Salzburg University of Applied Sciences has various computer labs at both campuses. They are open to students from Monday to Saturday. Close to the computer labs you can find printers to be used for printing, scanning or copying.

Facilities for Special Needs Students

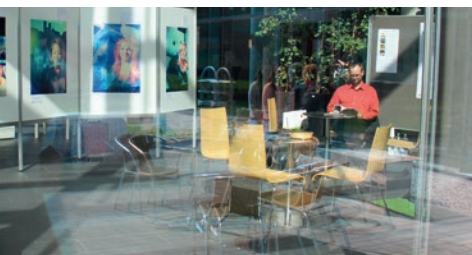
All study facilities and lecture rooms are accessible with wheelchairs. Please inform the International Office if you have any needs that we should be aware of - and do not hesitate to contact us if you are in doubt of coming to the Salzburg University of Applied Sciences due to special needs or conditions. We will do our best to accommodate your needs.

Meals

If you are staying in the Campus Urstein dormitory you have cooking facilities in your apartment. Our cafeteria FAGO (www.besseressen.at) is located in the university building offering meals at an average price ranging from 3.50 to 6.00 Euros. The nearby supermarket SPAR in Urstein is also a popular alternative for purchasing food (5 minutes walking distance). At the Campus in Kuchl students have to pay 4.20 Euros per meal which is offered through a catering service. Similar to Urstein, there is also a SPAR supermarket within 10 minutes walking distance in Kuchl.

Info Screens

If you forget in which room your class will take place, there is no need to worry. Info screens showing the courses of each degree program per day and the corresponding room number are located in the entrance areas in Urstein and Kuchl.



Markéta Brávková
Brno University of Technology, Czech
Republic

»I really enjoyed that SUAS is not located
in the city centre but still easy to get to by
train or bus in only a few minutes.«

Notes

Practical Information

Jasmin Böse
Bremen University of Applied Sciences,
Germany

»SUAS is a university that offers a great variety of bachelor and master programmes. The International Office, the International Coordinators and the teachers are very committed so you can take the most out of your stay. It is a new, well-equipped and organized university with highly qualified personnel.«

Cost of Living

The OeAD has estimated the monthly living costs for students in Austria. The figures only serve as a guideline. Accommodation costs are based on a place in the on-campus student dorm in Urstein. Depending on your own preferences and style of living these costs may vary of course.

Cost of Living	
Accommodation costs (including heating and electricity)	€ 400 ¹²
Food (excluding luxuries and tobacco)	€ 250
Study and personal requirements, books, culture, recreation, transport	€ 300
TOTAL	€ 950

Banks

The official currency in Austria is the EURO (€). Banks are generally open from Monday to Friday 08:30–12:30h and 14:00–16:30h. Please note that banks are closed on Saturdays, Sundays and public holidays.

Credit cards are widely accepted; the EC-/Maestro Card (EU/EEA countries) and most VISA/Master-cards allow you to withdraw money from your home bank account while you are in Austria and are accepted at almost all stores. Make sure to retrieve information on where your card can be used from your home bank.

Please inform yourself about inexpensive ways of international money transfers at your home bank. Some banks in Salzburg offer student accounts at favourable rates. If you want to open a bank account in Austria, make sure to bring your registration form, your passport/ID card and your confirmation of admission to SUAS with you. The closest bank to Campus Urstein is the Raiffeisenbank in Puch (Halleiner Landesstr. 6, 5412 Puch).

¹² The basis for this calculation is a single room at Campus Urstein, including the administration fee. If you decide on a different dormitory, e.g. in the city center, you can save money spent on housing.

Public Transportation

The public transportation system in Salzburg is safe - but it can be somewhat troublesome to grasp for foreigners. We recommend you to inform yourself about public transportation in the city and about the semester ticket (student transport pass) at Salzburger Verkehrsverbund or you may also ask one of your buddy students for assistance. Make sure you always have a valid ticket as it might be very expensive to be caught without one. You can apply for the semester ticket online via: salzburg-verkehr.at/tickets-fares/students/?lang=en.

Buying the student discount card for the Austrian Railway System (OeBB) called Vorteilscard is advisable. For students below the age of 26, the card is available for € 19. For more information on the Vorteilscard or the national railway connections, consult the OeBB-website www.oebb.at. It would be also advisable to download the app of the »Salzburger Verkehrsverbund« to your mobile phone: salzburg-verkehr.at/timetables/salzburg-traffic-app/?lang=en.



Bicycles

Getting around by bike in Salzburg is easy and very nice during the warmer seasons. Used bikes can be purchased at one of the many flea markets Salzburg has to offer. To find the opening hours and location for a nearby flea market - visit the flea market overview www.flohmarkt.at/flohmaerkte/salzburg. These flea markets usually take place on weekends and close between 3 and 5 pm.

Bicycles can also be found through classifieds in local newspapers or at the VeloRep - a social project shop located in Münchner Bundesstraße 4, 5020 Salzburg, where you can purchase used bikes at a very reasonable price www.reparaturfuehrer-salzburg.at.

Maria Gultiano
Murdoch University, Australia

»I think the Austrian culture is fascinating which is why I decided to take the Austrian culture class. It was a lot of fun to participate in the field trips to experience unique Austrian traditions. I love history and thought it was amazing to see old churches, castles and other places.«



Telephone

Local SIM cards can be purchased at many of the supermarkets, post offices and stores but be aware that it might not be suitable for use with your foreign mobile phone.

Please notice:

In Austria local phone calls are not free of charge as in several other countries! The area code for Salzburg from within Austria is 0662; from abroad it is +43. Please also note the following emergency numbers within Austria:

- Police 133
- Fire department 122
- Ambulance / medical emergency ... 144
- International emergency 112

Post Office

There are post offices throughout Salzburg which are open Monday to Friday from 8 am – 12 pm and 2 – 6 pm for letters, parcels etc. The nearest post partner office is located in 5412 Puch, in the Copy Shop, Halleiner Landesstraße 26. The opening hours are:

- | | |
|--------------------------------|----------------|
| Monday to Friday: | Wednesday: |
| 08:00 – 12:00 & 15:00 – 18:00h | 08:00 – 12:00h |

It is closed on Saturday and Sunday. This post partner office is where big packages sent to you can usually be picked up if you are not at home for the delivery.

Most post offices are closed on weekends and there is no regular mail delivery. The post office at the train station (Bahnhofspostamt) has extended opening hours (Monday – Friday from 7 am – 8.30 pm and Saturday from 8 am – 2 pm) and is also open on Sundays (1 pm – 6 pm). Post offices generally also offer fax services and EMS (Express Mail Service). Further information is available on the official website of the Austrian Postal Services www.post.at.



Sports and Leisure Facilities

There is a beach volleyball court directly on Campus Urstein. Just 15 minutes walking distance from campus, the Rif Sports Center facilities can be used by all students of Salzburg University of Applied Sciences, including incoming students. Some of the facilities like the track-and-field area can be used free of charge. For others you will have to pay a small fee.

The sports programme for each term can be downloaded from the website of SUAS: www.fh-salzburg.ac.at/en/studies-teaching/accommodation-leisure/sports-leisure/ (currently only available in German). Special student discounts for a number of other sports classes can be obtained through our Sports Department, e.g. at the USI Salzburg: sportwissenschaft.uni-salzburg.at/usi/de/home/. Please contact florian.furtner@fh-salzburg.ac.at for more information.

Student Affairs Office / Student Associations

If you have any questions regarding organizational issues, you are always welcome to visit the International Office or write an email to johanna.aicher@fh-salzburg.ac.at. In case of any study- or course-related questions you can get in touch with your responsible International Departmental Coordinator.

All the services offered by the Austrian National Union of Students are also available for incoming students, including counselling (www.oeh.ac.at).

As mentioned before, all students at Salzburg University of Applied Sciences are represented through the Austrian National Union of Students called OeH. Each student is automatically registered with the union and is therefore obliged to pay a fee of € 19.20 per semester. There are two main advantages of being a member of the OeH: you automatically get accident insurance and you can benefit from services like visa consultancy. More information can be found at the OeH Salzburg website (<http://en.oeh-salzburg.at>).

How to Get to Urstein / Kuchl

The different degree programmes are situated on two different campuses, namely Campus Kuchl and Campus Urstein. The degree programmes of Design & Product Management, Forest Products Technology & Timber Construction and Smart Building are located in Kuchl, whereas all other programmes can be found in Urstein.

Train / S-Bahn

There are various means of transportation of how students can reach Urstein and Kuchl; probably the most convenient and cheapest way is by train, namely the S-Bahn, and particularly if you arrive at Salzburg main station and want to go to Urstein or Kuchl. For detailed train schedules consult the OeBB-website (www.oebb.at/en/). To reach Campus Urstein you need to get off at Puch Urstein and for Campus Kuchl the train stop is Kuchl.

Plane and Car

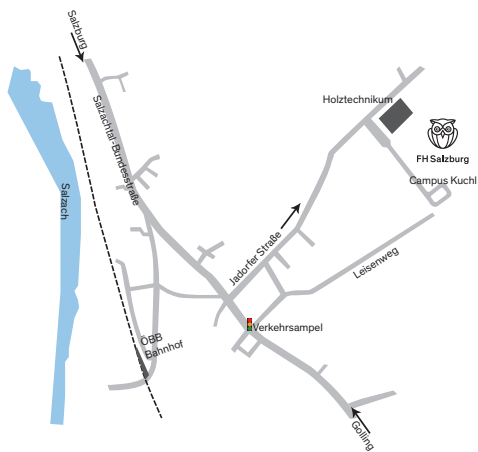
The distance between Salzburg Airport and Campus Urstein is approximately 15 kilometers and for Campus Kuchl it is about 15 kilometers more (via the autobahn A10). For Campus Urstein you need to take the exit 11-Puch/Urstein and for Kuchl you need to get off the autobahn at exit 22-Kuchl. Further information on how to reach Urstein or Kuchl is available under:

Urstein: www.fh-salzburg.ac.at/en/footer/route-plan-puch

Kuchl: www.fh-salzburg.ac.at/en/footer/route-plan-kuchl

Buddy Pick-up Service

If you need a pick-up service by a buddy student, please contact your buddy students via email or the Facebook incoming group. The earlier you let the buddy students know about your exact arrival time and location the more likely they can pick you up. Our buddy students are very helpful and of great support in this regard, however, please be informed that the pick-up depends on the availability of the buddy students and their individual schedules. The International Office does not guarantee a pick-up by a buddy student, though in most cases we can accommodate the needs of the incoming students. If you have any further questions, please contact johanna.aicher@fh-salzburg.ac.at.



Maps to Campus Urstein and Campus Kuchl

Taking Home Good Memories AND ...

Transcript of Records

Incoming students have access to their transcripts of records via the online system. You can print your transcript of records out of the Student Support System FHsys from anywhere in the world as soon as the grades are finalized and put into the system. All documents printed from FHsys are produced from an automated system and are valid without a stamp or signature! If your home university still does not accept the document, please send an email to the International Office (johanna.aicher@fh-salzburg.ac.at).

Confirmation of Stay

Before your departure there are a couple of things to do; for a detailed list have a look at the checklists provided on the following pages. One important aspect to conclude your stay at SUAS is to fill in the evaluation form on your stay. In relation to that we also ask you to write a 1-page

final report about your personal impressions which should be submitted to the International Office. A template for this final report can be found on your flash drive from the Welcome Days or on Moodle (IOINCOMINGS). Please note that the evaluation and the final report are required in order to get official confirmation of your departure date. This certificate can only be issued at the end of your study semester / internship period at SUAS.





Useful Links

Sites on Austria and Salzburg

- Austria Tourist Information www.austria.info
- Austria Forum www.austria-forum.org
- Salzburg Travel Guide www.salzburg.info/en
- Salzburg Tourist Information www.salzburgerland.com/en
- Lonely Planet Destination Austria . www.lonelyplanet.com/austria

Sites and contacts on transportation

- Austrian Federal Railways www.oebb.at/en
- Salzburg Airport www.salzburg-airport.com/en
- Salzburg Taxi www.taxi.at (phone: +43 662 8111)
- Transportation in Salzburg City:
(Semesterticket) www.svv-info.at

Checklists

Before Arrival

Academic information

- I submit the fully completed online application to Salzburg University of Applied Sciences by May 1st (for the fall term) / November 1st (for the spring term)
- I prepare my learning agreement for studies / traineeships, discuss it with my departmental coordinator at my home institution and have it signed
- I regularly check my emails for the letter of acceptance¹⁴ and further information by the International Office – if I do not receive it in time to make my preparations, I will get in touch with the International Office at SUAS Office at SUAS:
johanna.aicher@fh-salzburg.ac.at or *international@fh-salzburg.ac.at*

Further information

- I collect useful information about Salzburg and SUAS
- I join the Facebook group for incoming students at SUAS
- I get in touch with other incoming students and buddy students via the Facebook group

Preparations for living in Salzburg

- My passport is valid and if necessary I apply for a Visa / Residence Permit
- My health insurance covers treatment in Austria
- I apply for on-campus accommodation or accommodation in a dormitory in the city at the OeAD housing office and pay the deposit and administrative fee in time (July 31st for the fall term / December 23rd for the spring term) - strongly advised
- OR: I inform myself about flat share possibilities in Salzburg (please be aware that the International Office cannot assist you in this case)
- If I need a pick-up-service upon arrival by my buddy student, I contact him/her directly via email or the Facebook group at least one week prior to my arrival in Salzburg

Necessary things to bring along

- Valid passport and Visa / Residence Permit (if necessary)
- Proof of valid health insurance
- Letter of acceptance from SUAS
- Learning agreement
- Passport photos (for the Semester-ticket and other options)

¹⁴ For incoming students from overseas, the acceptance letters will be sent to the International Office by mail.

First Days in Salzburg

- I introduce myself to the International Office staff
- I participate in the mandatory Welcome Days
- I fill out and submit all important documents, which are distributed during the Welcome Days (Semesterticket and Meldezettel)
- I pay my first month's rent
- I receive my student ID card, student account and email address
- I forward the arrival form to my home university
- I sign the OeAD Housing contract for my accommodation
- I do my civil registration
- I draft my course schedule so that any overlapping courses may be eliminated
- I finalize my learning agreement for studies / traineeships in case there have been any changes

Before Departure

- I pay all open bills (rent, telephone etc.)
- I close my checking account, if I opened one
- I cancel my Austrian student health insurance, if I took one out
- I collect all available documents from the International Office (final learning agreement, confirmation of stay) and the Student Support System FHS^{3yS} (transcript of records)
- I return all books to SUAS library
- I complete the online evaluation form
- I submit the final report on my stay at the SUAS
- I cancel my civil registration at the Gemeindamt Puch or Salzburg (when living in the city centre)
- I leave my room in a proper state (which includes cleaning!)
- I return my room key to OeAD Housing, Kaigasse 28/3rd floor, 5020 Salzburg, as required (with prior cleaning of room and before the deadline¹⁵) – keys are only accepted with their room number!

¹⁵ If I ask a buddy student to return my key, he/she also has to stick to the deadline.

General Contacts

**Fachhochschule Salzburg GmbH
Salzburg University of Applied Sciences
International Office:**

Campus Urstein, Urstein Süd 1
5412 Puch/Salzburg, Austria, Europe
2nd floor, room 212

phone: +43 50 2211 1032
fax: +43 50 2211 1039
www.fh-salzburg.ac.at/en/international
email: international@fh-salzburg.ac.at

OeAD Housing Office:

Kaigasse 28/3rd floor, 5020 Salzburg
Austria, Europe

phone: +43 662 8044 4901
fax: +43 662 80 44 49 09
housing.oead.at/en/accommodation/salzburg-en
email: housing-salzburg@oead.at

Studentenwerk:

Billrothstraße 10-18
5020 Salzburg
Austria, Europe

phone: +43 662 93030 0
fax: +43 662 93030 77

www.studentenheim.at
email: office@sstw.at

Meldeamt / Registration Office in Puch:

Halleiner Landesstraße 26
5412 Puch bei Hallein, Austria, Europe

phone: +43 6245 80694 24
fax: +43 6245 77477

www.puchbeihallein.gv.at
(follow the link to 'Meldeamt')
gemeinde@puchbeihallein.gv.at

Opening hours:
Mon – Fri: 08:30 – 12:00h
Mon: 14:00 – 18:00h
Wed: closed

**Meldeamt / Registration Office in
Salzburg:**

Kieselgebäude, Saint-Julien-Straße 20
5020 Salzburg (4th floor), Austria, Europe

OR

Schloss Mirabell, Mirabellplatz 4
5020 Salzburg, 1st floor
entry / Eingang 11 Austria, Europe

phone: +43 662 8072 3530
fax: +43 662 8072 3519

www.stadt-salzburg.at/internet/politik_verwaltung/zu_meiner_person/melde_service.htm
email: meldeamt@stadt-salzburg.at

Opening hours:
Mon – Thu: 07:30 – 16:00h
Fri: 07:30 – 13:00h

Austrian Students Union / OeH Salzburg:

Consultations, Unipark Nonntal
Erzabt-Klotz-Straße 1, 5020 Salzburg
Austria, Europe

phone: +43 662 80 44 6001
email: beratung@oeh-salzburg.at

Secretary, OeH Salzburg
Kaigasse 28/ 1st floor, 5020 Salzburg
Austria, Europe

phone: +43 662 80 44 6000
www.oeh-salzburg.at
email: secretariat@oeh-salzburg.at

TAO & Modecircl¹³:

Teisenberggasse 25, 5020 Salzburg
Austria, Europe

OR

Rosseggerstraße 19, 5020 Salzburg
Austria, Europe
www.esage.at/tao_modecircl.html

¹³ At the end of term many incomings wonder what to do with all the things they have bought in course of the semester. You can donate the things (kitchenware or pillows, blankets etc.) which you will not be taking home with you to TAO Modecircl, a non-profit organization. As they reuse your items they should not be damaged - they do not take any broken things! You may also choose to leave some of your stuff at Campus Urstein for a future incoming student, possibly in a dorm of a buddy student. The Facebook group of Campus Urstein is a useful platform to see whether there is a student willing to store your things.

Medical Information

In case of emergency:

- International emergency: 112
- Police: 133
- Fire department: 122
- Ambulance / medical emergency: 144
- Mountain rescue service: 140

General Practitioners:

Dr. Markus Lengauer in Puch
Leitnerstraße 31
5412 Puch bei Hallein, Austria, Europe
phone: +43 6245 80223

Opening hours:
Mon: 08:00 – 12:00h and 17:00 – 18:30h
Tue: 07:30 – 11:00h
Wed: 08:00 – 12:00h
Thu: 08:00 – 12:00h and 16:30 – 18:00h
Fri: 07:30 – 11:00h

Dr. Hermann Ramsil in Kuchl
Gartenweg 93, 5431 Kuchl, Austria
phone: +43 6244 7111

Opening hours:
Tue & Fri: 08:00 – 12:00h

Dentists:

Dr. Herta Täubl-Neureiter
Degelestraße 2a
5400 Hallein, Austria, Europe
phone: +43 6245 757 94

Opening hours:
Mon – Fri: 8:30 – 12:00h
Wed: closed

Dr. Sabine Müller-Canaval
Halleiner Landesstraße 7-76
5412 Puch bei Hallein, Austria, Europe
phone: +43 6245 88090

Opening hours:
Mon – Thu: 08:00 – 12:00h
Mon: 14:00 – 18:00h

For special practitioners please check:
www.aeksbg.at/arztsuche

For more dentists please check:
www.zahnaerztekammer.at

Hospitals:

Landeskrankenhaus Salzburg

Müllner Hauptstraße 48
5020 Salzburg, Austria, Europe
phone: +43 662 4482
www.salk.at

Opening hours:
The ambulance ward is always open
in case of emergency!

Krankenhaus Hallein
Bürgermeisterstraße 34
5400 Hallein, Austria, Europe
phone: +43 6245 799 0
www.kh-hallein.at

Opening hours:
The ambulance ward is always open
in case of emergency!

Pharmacies:

Arnika Apotheke

Halleiner Landesstraße 7,
5412 Puch bei Hallein, Austria, Europe
phone: +43 6245 70058

Opening hours:
Mon & Thu: 08:00 – 12:30h and
14:30 – 19:00h
Tue, Wed & Fri: 08:00 – 12:30h and
14:30 – 18:00h
Sat: 08:00 – 12:00h

Apotheke zum heiligen Josef

Markt 26/1, 5431 Kuchl, Austria
phone: +43 6244 6949

Opening hours:
Mon – Fri: 08:00 – 12:30 &
15:00 – 18:30h
Sat: 08:00 – 12:00h

For more pharmacies please check:
www.apothenindex.at/apothen

Collection of Links

Entry and visa information

Austrian Agency for International Cooperation in Education and Research (OeAD):

oead.at/en/to-austria/entry-residence-and-employment/

Download residence permit:

www.bmi.gv.at/cms/BMI_Niederlassung/formulare/Antragsformulare.aspx

Information for Salzburg in particular:

www.stadt-salzburg.at/internet/leben_in_salzburg/sicherheit_gesundheit/niederlassung_aufenthalt/studierende_aus_drittstaaten_232594.htm

The Austrian Foreign Ministry:

www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/

OeAD – Legal practical issues/entry to Austria: www.oead.at

The Austrian Students Union:

www.oeh.ac.at/en

Health insurance

General information about insurance in Austria:

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

Information on self-insurance:

www.sgkk.at/portal27

Form to apply for self-insurance:

www.sgkk.at

Insurance provided by FeelSafe:

www.feelsafe.at

European Health Insurance Card:

www.ec.europa.eu

Liability and accident insurance

provided by the Austrian Student Union:

www.oeh.ac.at/en/

Scholarships

Austrian Databank for Scholarships and Research Grants:

www.scholarships.at

Ernst-Mach Scholarship:

oead.at/en/the-oead/our-programmes-from-a-to-z/#c329

Marshall Plan Scholarship:

www.fh-salzburg.ac.at/en/international/incoming-students/scholarships/marshall-plan-scholarship/





Contact

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