

WELCOME GUIDE

SERVICES AT CAMPUS 02

The CAMPUS 02 University of Applied Sciences provides a pleasant working environment with extensive facilities.

Each lecture hall is equipped with a PC, a projector, a document camera and flipcharts with plenty of paper and markers. The university also provides computer rooms where students are free to use PCs and laptops equipped with the latest software programmes. In the hall of the main building computer workstations, connected to two photocopiers/printers, are also available to all students.

A wireless broadband connection can be accessed anywhere in CAMPUS 02's facilities. Additionally, the CAMPUS 02 library located in the building "Zusertal" provides the possibility to study in a quiet environment:

<http://www.campus02.at/...library>

Moreover, the study rooms of the library of the University of Graz can also be used by CAMPUS 02 students:

<https://ub.uni-graz.at/en/>

CAMPUS 02 has its own cafeteria serving snacks and small warm dishes. The Styrian Chamber of Commerce building has a canteen where students can choose between three different dishes at lunchtime.

Good-value and varied menus are available for students in the University of Graz Mensa (student canteen) located in Schubertstraße, in the Catholic University Mensa in Leechgasse, and in the RESOWI (Law, Social & Economic Sciences Faculty) Centre cafeteria in Universitätsstraße.

SPECIAL NEEDS

The CAMPUS 02 buildings – with the exception of the old part of the building “Zusertal”, which is heritage-listed – are fully accessible to visitors and students with limited mobility and wheelchair users. The buildings are wheelchair-accessible and equipped with lifts. In addition, CAMPUS 02 provides disabled parking on its premises.

International students with special needs are invited to contact the International Office or the International Coordinator of the relevant degree programme department.

For more information see <https://barrierefrei-studieren.uni-graz.at>

STUDENTS

1200 students
80% extra-occupational
Ideal class sizes for effective learning. Tailor-made practical experience through projects from the industry that provide valuable contacts.

INTERNATIONALITY

We are active partners in the following mobility networks:

- Erasmus+
- CEEPUS
- MPS

LECTURERS

from top positions in the industry with extensive practical experience. Captains as professional mentors.

ALUMNI

A life-long connection and platform for promoting networking and providing contacts for the future.

INDUSTRY

Highly qualified CAMPUS 02 graduates in leading firms.
Results from our R&D projects contribute directly to the increased value of companies.

RESEARCHERS

Expert knowledge for concrete solutions.
Cooperation partners for companies with a vision.

CONTACTS FOR INTERNATIONAL STUDENTS

Before you embark on your stay abroad, your primary contact is CAMPUS 02's International Office. Once you have started your studies at our University of Applied Sciences, the International Coordinators of your degree programme and the staff of our Info Point are there to help you and provide support for anything you may need.

Info Point

Tel.: +43 316 6002-0 or 6002-177
email: info@campus02.at

International Office

Barbara Schantl
Tel.: +43 316 6002-786
email: international@campus02.at

Library

Tel.: +43 316 6002-399
email: bibliothek@campus02.at

INFO POINT SERVICES

- First contact point for students, lecturers, interested parties and guests
- Student ID application
- Copy card and recharging administration
- Attendance time correction
- Telephone exchange
- Allocation of lecture halls/rooms
- Selling of merchandise articles

02

CAMPUS 02

The University of Applied Sciences with
the best links to the industry and therefore,
also to work life.

AT

Automation Technology

Ioan Turcin

ioan.turcin@campus02.at

+43 316 6002-305

FAMA

Financial Accounting &
Management Accounting

Katharina Tatra

katharina.tatra@campus02.at

+43 316 6002-608

IM & SM

International Marketing &
Sales Management

Veronika Wolf

veronika.wolf@campus02.at

+43 316 6002-659

IBI

Information Technologies &
Business Informatics

Verena Tretter

verena.tretter@campus02.at

+43 316 6002-345

INNO

Innovation Management

Wolfgang Knöbl

wolfgang.knoebl@campus02.at

+43 316 6002-131



PRACTICAL INFORMATION

Language Courses

If you are looking for the ultimate local experience, CAMPUS 02 is the right choice for you as you will be attending courses primarily with German speakers and will have the chance to bond with Austrian students. The International Coordinators of the five degree programme departments will support incoming students to get in contact with buddies.

<https://www.campus02.at/internationales/.../sprachkurse/>

International students can attend a German language course of 3 or 5 ECTS credits run free of charge by our cooperation partner FH JOANNEUM University of Applied Sciences. These German courses must be included in the learning agreement with all the other courses to be attended abroad and can be recognised by the home university. Please contact the CAMPUS 02 International Office to sign up for these courses.

<https://fh-joaanneum.at/en/international/languages>

CAMPUS 02 Course Types

VO	Lecture
ILV	Integrated course
SE	Seminar
PR	Project
UE	Tutorial
TTG	Team training

Grading for single exams

Positive Successfully completed	1 = excellent
	2 = good
	3 = satisfactory
	4 = sufficient
Negative Not successfully completed	5 = fail





ACADEMIC CALENDAR

Winter semester

Start date: 4 September 2017
 Start of classes: 8 September 2017
 End of classes: 7 February 2018
 End date: 25 February 2018

Summer semester

Start date: 26 February 2018
 Start of classes: 1 March 2018
 End of classes: 14 July 2018
 End date: 9 September 2018

Detailed information concerning the start and end date of individual courses are provided by the International Coordinators of the degree programmes or the International Office.

Holidays in Austria

26 October	National Holiday
1 November	All Saint's Day
8 December	Immaculate Conception
25 December	Christmas Day
26 December	Boxing Day
1 January	New Year's Day
6 January	Epiphany Day
2 April	Easter Monday
1 May	Labour Day
10 May	Ascension Day
21 May	Whit Monday
31 May	Corpus Christi
15 August	The Annunciation of the Blessed Virgin Mary

STUDYING WITH JOY

In the very heart of Graz, yet surrounded by a breathtaking landscape

CAMPUS 02 offers the best learning environment that you could wish for.

If you want to be successful in your studies, excellent quality in teaching is not the only prerequisite. A good atmosphere which you feel comfortable in is also key. Our breakout learning spaces, indoor and outdoor recreation islands, modern and up-to-date auditoria equipment and library with specialist literature create just that.

Modernity meets history at CAMPUS 02. Whilst the villa – a heritage-listed building – could tell stories from long ago, the new building extension reflects its own exciting architectural accent. The perfect setting for your studies.

Graz is the much-loved study destination – where science, business and culture co-exist. And not without reason: it boasts more than 60,000 students at 8 universities and has the highest concentration of universities within all of central Europe.

It positions itself as a City of Design, a UNESCO World Heritage Site and a city of human rights. Home to important regional and international companies, it is the economic centre of Styria and south-east Austria, whilst also offering a high quality of life for those who live, work and study here.

It is no wonder that Graz is by far the fastest growing urban area in Austria – simply the ideal location in which to live and learn.





**Search for more
information about Graz**



Graz Tourism
<https://www.graztourismus.at>



Kulturserver Graz
<http://kultur.graz.at>



World Heritage
<http://www.unesco.at>

ADMISSION CRITERIA / VISA / RESIDENCE PERMIT

Citizens from EU/EEA member states and Switzerland

do not have to apply for a visa or residence permit. They need a valid travel document (passport) for their entry to Austria. However, if you plan to stay in Austria longer than 3 months, you need a so-called Anmeldebescheinigung (confirmation of registration). You can apply for it after your arrival in Graz. The process must be completed within the first 4 months of your stay.

Non-EU or EEA citizens staying in Austria for up to 6 months

need a visa and must apply for it via the Austrian embassy in their home country. Please contact the Austrian embassy/consulate in your country of residence to find out which application documents are required. Once your entire application for admission arrives at the International Office of CAMPUS 02, you will receive your "letter of acceptance" which you can present at the embassy/consulate when applying for the visa.

Non-EU- or EEA citizens staying in Austria for more than 6 months

need to apply for an Aufenthaltsbewilligung (residence permit) "Student" via the Austrian embassy/consulate in your country of residence. Please contact us in good time for us to provide you with the "letter of acceptance" of CAMPUS 02. Detailed information on cases in which the application for a residence permit can be presented in Austria can be found here: <https://www.help.gv.at> (only in German)

REGISTRATION WITH THE CITY OF GRAZ

All students must register with the City of Graz within the first three days of their stay.



The registration form is available at the Service Center or as download:
<http://www.graz.at/.../Meldezettel.pdf>



Fill in the form, have it signed by the landlord/lady or dorm administration and hand it in together with the following required documents:

1. ID card indicating your nationality

2. Form "Meldezettel" available

- directly at the Servicestelle
- in Trafiken (tobacconist)
- as download (please see link above)

3. certificates of any academic titles

4. for non-Austrian citizens: passport

Don't forget: De-register before leaving Graz!

In case of a change of address during your stay, you need to register the new address following the same procedure. Once you have done so, inform your contact person in the International Office about the new address.

Registration at: Service Center der Stadt Graz (Amtshaus)

Ground floor, Schmiedgasse 26, 8011 Graz

Tel.: +43/316/872-6690

Fax: +43/316/872-6699

servicecenter@stadt.graz.at

Mo + Wed, 07.00 - 17.00

Tue, Thur, Fr, 07.00 - 13.00

Applications accepted until 30 min. before closing time! The registration, de- and re-registration is free of charge.

EU/EEA STUDENTS – ANMELDE- BESCHEINIGUNG

EU/EEA students staying in Austria for more than 3 months must apply for the “Anmeldebescheinigung” at the Steiermärkische Landesregierung Abteilung 3.
Costs: currently € 15,-.

The following documents must be handed in:

- 01 Application form
- 02 Passport or personal identity card (original + copy)
- 03 Registration at CAMPUS 02
- 04 Proof of accommodation (Meldezettel + rent contract)
- 05 Proof of sufficient health insurance
(European Health Insurance Card – EHIC card)
- 06 Proof of sufficient financial means
(e.g. Erasmus+ grant agreement)

In case of non-compliance with this regulation (application within the first 4 months of your stay) a fine of up to € 200 may be imposed! Make sure you return the “Anmeldebescheinigung” to the Steiermärkische Landesregierung Abteilung 3 before departure!

Steiermärkische Landesregierung Abteilung 3:

Paulustorgasse 4, 8010 Graz

Tel: +43 (316) 877-2084

Fax: +43 (316) 877-2123
abteilung3@stmk.gv.at

Mo - Thu, 08.00 – 15.00
Fr, 08.00 – 12.30

NON-EU/EEA STUDENTS VISA / RESIDENCE PERMIT

After entering Austria with the provided visa, they need to collect their residence permit card from the Steiermärkische Landesregierung Abteilung 3.

Non-EU/EEA students staying in Austria for up to 6 months enter Austria with a visa applied for at the Austrian embassy in their country of residence (see page 10). Visas cannot be applied for or extended in Austria!

Non-EU/EEA students staying in Austria for more than 6 months should have applied for a residence permit at the Austrian embassy in their country of residence (see page 10).

The following documents need to be handed in when collecting the card:

- 01 Passport
- 02 Registration at CAMPUS 02
- 03 Proof of health insurance
(Styrian Regional Health Insurance Fund – GKK)
- 04 € 120 (if you already made part of the payment at the Austrian embassy in your home country, bring along the receipts for the payment)

The residence permit must be picked up within the first 90 days of your stay. If you fail to do so, you are in Austria illegally and will have to leave early! The card must be sent back to Steiermärkische Landesregierung Abteilung 3 immediately after the end of your stay.

ACCOMMODATION

The 60,000 students in Graz live in student halls of residence, shared and individual flats, or have other living arrangements. International students studying at CAMPUS 02 have access to the same accommodation options as Austrians.

“OeAD Housing Office”

The OeAD (Österreichischer Austauschdienst – Austrian Agency for international mobility and cooperation in education) Housing Office provides different forms of accommodation for international students, holders of OeAD grants and guest lecturers. There are 12 OeAD student halls of residence in Graz.

<http://housing.oead.at/en>

Online application: <http://housing.oead.at/en/applyhere>

Searching independently for accommodation

Of course, you can also look for a flat or a room in a shared flat on your own initiative. Different search engines allow you to search according to a variety of criteria. However, this approach can only be recommended if you are spending at the very least one semester in Austria. Pay attention to terminating rental contracts and agency fees. Make sure to gather the necessary information well in advance!

Service portal of the Austrian National Union of Students (Österreichischen HochschülerInnenschaft – ÖH):

<https://schwarzesbrett.oeh.ac.at/wohnen/>

Wohnungsservice Graz: <http://www.sws.or.at>

“The Austrian National Union of Students’ guide to student life”

The service portal of the National Union of Students (ÖH) provides a wide variety of useful information and support with regard to accommodation. You will find a list of all student halls of residence (for both Austrian and international students), tips about sharing flats, housing law advice, etc.

<https://www.oeh.ac.at/wohnen> (only in German)

Students’ dorms: <https://www.oeh.ac.at/wohnen/studierendenheime> (only in German)

Living costs

Living costs depend essentially on the type of accommodation and lifestyle of each individual student. The following overview is based on estimations of the OeAD of approximate living costs per student per month. These estimated costs have to be considered as average values and are in no way binding.

Accommodation expenses (incl. additional costs):	€ 360,-
Food:	€ 300,-
Study and personal requirements, books, free time:	€ 280,-
TOTAL:	€ 940,- / month

INSURANCE IN CASE OF ILLNESS

In the event of illness, EU and EEA citizens need only present their European Health Insurance Card (EHIC card) to be seen by a doctor, who is affiliated to the Austrian Health Insurance Fund, free of charge.

It is imperative for non-EU and non-EEA students to take out personal insurance cover with the Styrian Regional Health Insurance Fund (Steiermärkische Gebietskrankenkasse - GKK).

Once the students have been issued an EHIC card they do not need to pay for consultations with any doctors affiliated to the Austrian Health Insurance Fund.

<http://www.stgkk.at> (only in German)

In emergencies it is possible to be treated at doctors' surgeries or in hospitals without an EHIC card upon payment of a deposit. In such cases, students will be reimbursed for the deposit paid upon presentation of their EHIC card.

The website of the Styrian Association of Medical Practitioners (Steirische Ärztekammer) enables users to search for an appropriate doctor in the surroundings. Students must always make sure that the doctor in question is affiliated to the Austrian Health Insurance Fund, since they will have to pay any fees themselves for consultations with other doctors of their choice or with private doctors.

<http://www.aekstmk.or.at> (only in German)

Hospitals

There are three hospitals in Graz, all of which are easy to reach using public transport:



LKH-Universitätsklinikum Graz (University Hospital Graz):
<http://www.klinikum-graz.at/>



Landeskrankenhaus Graz Süd-West, Standort West (State Hospital Graz South-West):
<http://www.lkh-graz-sw.at/>



Unfallkrankenhaus Graz (Accident Hospital):
<http://www.ukhgraz.at/>

If a spell in hospital as an inpatient is required, the majority of the costs involved will be covered by the insurance fund. A small fee must nevertheless be paid by the patient. A prescription fee of currently € 5,85 is to be paid per medicine.

SERVICES FOR STUDENTS

The International Section of the Austrian National Union of Students of the University of Graz and the International Erasmus Student Network (ESN)

The International Section of the Austrian National Union of Students (ÖH) of the University of Graz works closely with the International Erasmus Students Network. The ÖH International Section at Graz University is not solely a service and information centre for all types of questions; it also offers a wide range of activities and helpful tools for foreign students in Graz. Moreover, every two weeks they organise a regulars' table for exchange students ("Stammtisch"). During opening hours students can purchase an ESN Card for currently € 5,- including discounts in certain pubs and shops in Graz. In addition, students will get a free SIM card.

Opening hours:

Schubertstraße 6a (1st floor): Tue 18.30 – 20.00 / Fr 11.00 – 12.00
Rechbauerstraße 12 (ground floor): Wed 19.30 – 20.30

<http://unigraz.esnaustria.org>

Events calendar: <http://unigraz.esnaustria.org/calendar>



TELEPHONING

Pay-as-you-go mobile phone rentals are recommended for students not intending to spend at least two years in Austria. Phones can be recharged any time without the user being tied into a contract. Most rentals include flat rates of speaking time, text messages and data volume.

More detailed information on current rates and available mobile phones is provided by electronics retailers or mobile operators. In beforehand, you may check rates and offers on the following website:

<http://www.handy-tarife.at/> (only in German)

International students that become a member of the ESN-Erasmus Students Network (ESN) and buy the ESN Card for currently € 5,- will get a free SIM card.

Codes

+43	Country Code Austria
(0)316	Area Code Graz

Emergency Numbers

122	Fire brigade
133	Police
144	Ambulance
112	European emergency telephone number
120	ÖAMTC (vehicle assistance service)
0616 505-0	Accident hospital
01 4064343	Poisoning emergency telephone number
141	Doctors on call
1455	Pharmacies on call
0501445-0	Red Cross (Ambulance) for general enquiries

AUSTRIAN NATIONAL UNION OF STUDENTS AT CAMPUS 02

The Austrian National Union of Students of CAMPUS 02 sees itself as contact for students for all types of questions and concerns and as an intermediary between students of CAMPUS 02 and the institution. It organises different activities for students with particular emphasis on its Summer Academy.

More information can be found on the website of CAMPUS 02 under the heading "Student Representation" and on the website of the ÖH CAMPUS 02 itself:

<http://oeh.campus02.at> (only in German)





STUDENT JOBS

Many students in Austria work alongside their studies in a part-time job in order to finance their studies. This proves to be a particularly attractive alternative to the traditional period of study abroad when combined with a extra-occupational degree programme for working professionals. Foreign students should strictly observe the legal provisions in force.

Comprehensive information on this topic can be found on the websites of the OeAD and the Austrian National Union of Students (ÖH). Since this is a complex area, it is advisable for students to also contact the recommended information centres to discuss their own individual case.



OeAD information for foreign students:
<https://oead.at/en/the-oead/datenbanken/grants/>



Austrian National Union of Students (ÖH) information about studying and working in Austria: (only in German)
<https://www.oeh.ac.at/downloads/studieren-und-arbeiten>



Austrian National Union of Students (ÖH) job search engine: (only in German)
<https://schwarzesbrett.oeh.ac.at/jobs>



Jobs for students in Graz: (only in German)
<http://www.studenteninserate.at/kleinanzeigen/studentenjobs/graz.d/>

PUBLIC TRANSPORT

LOCAL TRAVELLING BY BUS OR TRAM

Tickets for the public transport in Graz can be purchased in busses from the driver, in trams at the ticket machine as well as at the Holding Graz ticket offices (e.g. tobacconists) or at the Holding Graz mobility centre (Jakoministraße 1, 8010 Graz).

Individual route planners, route maps as well as other information on public transport in Graz are available on the Holding Graz website:

<http://www.holding-graz.at/> (only in German)

Overview of rates for zone 101 (as of July 2017):

One-hours-ticket:	2,30 €
24-hours-ticket:	5,10 €
Weekly ticket:	14,30 €
Monthly ticket:	47,60 €

For a public transport student pass, a confirmation of enrolment is needed, which is included in your welcome package or is available at the CAMPUS 02 International Office.

A student pass is available for all students **under the age of 26** providing full access to all means of transport at a reduced rate. You choose the area (zone) and the duration (4-6 months) for which your pass should be valid.

<http://www.verbundlinie.at>

zone	4 months	5 months	6 months
101 (Graz)	117,10 €	146,40 €	175,60 €

LONG DISTANCE TRAVELLING BY TRAIN OR BUS

Two ways for cheaper travelling by train

- The tickets of “Sparschiene” also provide price reductions for booking in advance.
- The VORTEILScard <26 of the ÖBB offers price reductions of up to 50% to students under the age of 26 for train journeys.

More information on train schedules and other offers can be found on the homepage of the ÖBB:

<http://www.oebb.at>

Traveling by bus

In case you plan a journey on a bus, you may have a look at the “Mein Fernbus” website:

<https://meinfernbus.at/en>



UNIVERSITIES IN GRAZ

4 Universities

2 Universities of Applied
Sciences

2 Universities of Teacher
Education

OVER 315,000
INHABITANS

OVER 60,000
STUDENTS

EUROPEAN
CAPITAL OF
CULTURE 2003

AUSTRIA'S 2ND
BIGGEST CITY

TIME ZONE: CET

IN A NUTSHELL

In 1995, CAMPUS 02 was founded as WIFI Steiermark GmbH for the development, maintenance and management of university of applied sciences degree programmes.

In 2001, the "CAMPUS 02 – University of Applied Sciences Degree Programmes for industry" brand was introduced.

CAMPUS 02 University of Applied Sciences for entrepreneurial thinking in Graz adapts itself to the needs of the industry and also incorporates this into its organisational structure.

All degree programmes aim to prepare students to hold key positions in companies and cater for their further development in such roles.

As a university of business-academic entrepreneurs, CAMPUS 02 trains students to take on specialist and senior management positions for the industry.

AUSTRIAN GERMAN AT A GLANCE

Menu Austrian German vs. German German

English	Austrian German	German German
Apricot	Marille	Aprikose
Chanterelles	Eierschwammerl	Pfifferlinge
Corn/Polenta	Kukuruz/Sterz	Mais/Polenta
French Beans	Fisolen/Bohnschoten	Grüne Bohnen
Horse reddish	Kren	Meerrettich
Minced meat	Faschiertes	Hackfleisch
New potato	Heurige	Frühkartoffeln
Potato	Erdapfel	Kartoffel
Quark	Topfen	Quark
Red beets	Rote Rübe	Rote Bete
Roll	Semmel oder belegtes Brot	Brötchen
Scrambled egg	Eierspeis(e)	Rührei
Sour Cream	Sauerrahm	Saure Sahne
Tomatoes	Paradeiser	Tomate
Whipped cream	Obers/Schlag	Sahne
Yeast	Germ	Hefe

Asking for the Time

15:15	Viertel vier	Viertel nach drei	Viertel über drei
15:45	Dreiviertel vier	Viertel vor vier	

Austria is in some respects different



At university we knock on the tables at the end of a lecture to express appreciation for the lecturer.



At the grocery store we distinguish „festkochende“ and „mehlige“ potatoes. Whereas „festkochende“ are waxy potatoes used for fried potatoes and salads, „mehlige“ are starchy and used to prepare mashed potatoes.
Grocery stores are only open from Monday to Saturday. On Sundays and official holidays they remain closed.



On the bus/tram we have to press the stop-button in time when wanting to get off.



In the restaurant we can usually sit down at any free table; we don't wait to be seated.



A „Trafik“ is a shop where you can buy cigarettes, newspapers, magazines as well as public transport tickets.



FACHHOCHSCHULE DER WIRTSCHAFT

CAMPUS 02 Fachhochschule der Wirtschaft

Körblergasse 126, 8010 Graz

+43 316 6002-0

info@campus02.at

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