

**Erasmus code
Address**

A WIEN05
Welthandelsplatz 1, LC building,
1020 Vienna, Austria
<https://www.wu.ac.at/io/en>

 /wu.internationaloffice
 /@wuinternationaloffice

**Contacts at the
International Office**

Head of the International Office
Lukas Hefner, lukas.hefner@wu.ac.at, T +43 1 31336 4312

Undergraduate Exchange and International Short Programs Division

Division Head
Marlene Fleischanderl, marlene.fleischanderl@wu.ac.at, T +43 1 31336 5342

Undergraduate Exchange Europe, CEEPUS
CEE | Belgium | Finland | Ireland | Scandinavia | The Netherlands | Turkey | United Kingdom
Christopher Rindhauser, christopher.rindhauser@wu.ac.at, T +43 1 31336 4303

Undergraduate Exchange Europe
France | Germany | Greece | Italy | Portugal | Spain | Switzerland
Christa Karner, christa.karner@wu.ac.at, T +43 1 31336 4202

Undergraduate Exchange Africa, Australia, Latin America & New Zealand
Christiane Dietrich, christiane.dietrich@wu.ac.at, T +43 1 31336 4315

Undergraduate Exchange Europe North America
Kaan Tasli, kaan.tasli@wu.ac.at, T +43 1 31336 4962

International Short Programs and Summer University Programs
Christina Kampe, christina.kampe@wu.ac.at, T +43 1 31336 4314

Graduate Exchange Division

Division Head
Caroline Heinle, caroline.heinle@wu.ac.at, T +43 1 31336 4316

Graduate Exchange Europe, Double Degrees, PIM Network
Belgium | Czech Republic | France | Germany | Great Britain | Hungary | Italy | Netherlands
Poland | Portugal | Russian Federation | Serbia | Slovenia | Spain | Switzerland
Verena Daughton, verena.daughton@wu.ac.at, T +43 1 31336 4306

*Graduate Exchange Africa, Asia, Australia, Latin America & New Zealand,
Themis Coordinator*
Claudia Grafenhofer-Truppe, claudia.grafenhofer-truppe@wu.ac.at, T +43 1 31336 5341

*Graduate Exchange North America & Northern Europe (Denmark | Estonia | Finland | Norway
| Sweden), EPOG+ Erasmus Mundus, Orientation Program*
Stephanie Weber, stephanie.weber@wu.ac.at, T +43 1 31336 4823



Contents

Academic calendar 2022/2023	2
Registration and nomination deadlines	3
Course information	3
German language courses	4
Documents	4
Orientation services for exchange students	4
Inclusion and accessibility	5
Accommodation	5
Entry and residence regulations	5
International Summer University^{WU}	6

Academic calendar 2022/23

Winter semester 2022/23

Welcome Days
(mandatory attendance)

Welcome Days for students registered for any pre-semester program(s):
September 14 - September 15, 2022
Welcome Days for all other students:
September 28 - September 29, 2022

The latest date of arrival is always one day prior to the welcome days

Recommended date of arrival for students registered for any pre-semester program(s):
September 13, 2022

Latest date of arrival for all other students:
September 27, 2022

Pre-semester programs
(optional)

Orientation and Cultural Program:
September 19 - September 30, 2022

Pre-semester German language courses:
September 19 - September 30, 2022

Teaching period

October 1, 2022 – January 28, 2023
Christmas break: December 24, 2022 – January 6, 2023 (*Several courses end before the Christmas break; students who cannot stay at WU in January should choose their courses accordingly.*)

Semester break

January 30, 2023 – February 26, 2023

Summer semester 2023

Welcome Days
(mandatory attendance)

Welcome Days for students registered for any pre-semester program(s):
February 2, 2023 – February 3, 2023
Welcome Days for all other students:
February 20, 2023 – February 21, 2023

Pre-semester programs
(optional)

Orientation and Cultural Program:
February 6, 2023 – February 17, 2023

Pre-semester German language courses:
February 6, 2023 – February 17, 2023

Teaching period

March 1, 2023 – July 1, 2023
Easter break: April 1, 2023 – April 10, 2023
Pentecost break: May 27, 2023 – May 29, 2023

Registration and nomination deadlines

General information	WU only accepts exchange students nominated by their home universities. The home university exchange coordinator is responsible for nominating students online and forwarding WU's Nomination Letters to the nominated exchange students.
Potential Incomings Webinar	Interested in studying at WU? Incoming exchange students can join us for a webinar to find out, if WU Vienna is the right destination. The webinar takes place online. To participate go to our website: wu.ac.at/io/webinar-incomings
Online nomination	Partner universities are asked to send an email to WU coordinators, indicating the number of students they wish to nominate, after which the online nomination link will be provided.
Nomination deadlines	For the winter semester: May 1 For the summer semester: November 1
Application deadlines for students	<ul style="list-style-type: none">• Orientation and Cultural Program• Pre-semester German language courses• Online pre-enrollment for students <p>For the winter semester: May 15 For the summer semester: November 15</p> <p>Invitations to apply online for the Orientation and Cultural Program and the pre-semester German language course will be sent out after May 2/November 2.</p>
Language requirements	Depending on the language of instruction (English or German), undergraduate exchange students must have a B2 level or above (according to the Common European Framework of Reference for Languages , CEFR) in English OR German. Graduate exchange students must have a level equivalent to C1 of the CEFR. WU does not request official language certificates. However, if students do not meet the language requirements, we reserve the right to exclude them from courses.

Course information

Courses in English	More than 250 English-taught courses are offered each term, covering all core fields of business and economics as well as related areas. Some courses are offered in block format to make scheduling easier.
Courses in German	Incoming exchange students can also attend courses taught in German. Courses & FAQs for bachelor's and master's students: https://www.wu.ac.at/io/academics
Class format	Although WU has seven different examination types, approx. 90% of courses available to incoming exchange students are continuous assessment ("PI") courses. These courses are highly interactive courses including lectures, case studies, papers, presentations, and group projects. Exams and tests are held during the regular course sessions, and there is no special exam week at the end of the semester.
Attendance and participation	Attendance is mandatory in all continuous assessment courses ("PI"), which account for 90% of all courses at WU.
Course registration	WU's online registration system LPIS allows students to register for courses even if they overlap. As attendance is mandatory, it is the students' responsibility to only register for courses they can attend in full. Course registration is based on a first-come, first-served principle; therefore, we strongly recommend that students choose two back-up courses in case their registration for their preferred courses is not successful. Bachelor students can only attend bachelor level courses, master students only master level courses. Course numbers at WU have a purely administrative function and change every semester.
Course load	Students are expected to take a full workload at WU, which corresponds to 24 to 30 ECTS credits. The maximum course load is 36 ECTS credits excluding language courses.
Exam dates	Exam dates depend on the courses chosen. There is no specific examination period for all courses.

German language courses

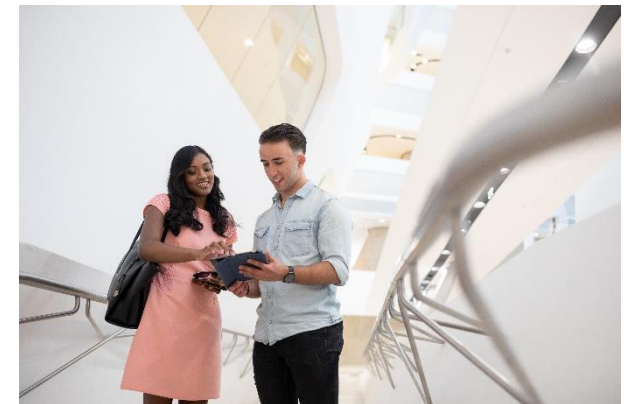
Before the semester	WU offers pre-semester German language courses with levels ranging from absolute beginners to highly advanced speakers. These two-week intensive language courses are principally free of charge. Only a fee for administration and teaching materials (€ 40) will be charged. To participate, students need to apply by May 15 for the winter semester and by November 15 for the summer semester. Places are limited.
During the semester	WU's Business Language Center offers German courses at all levels. For students, courses (30 contact hours) cost € 195.

Documents

Confirmation of Stay	Please note that a Confirmation of Stay will only be issued for the period of the student's actual studies at WU . The Welcome Days that students participate in, will be given as their date of arrival. The last day that can be confirmed on the Confirmation of Stay is the last day that students need to be present at WU (e.g. last day of classes, last exam).
Transcript of records	We will issue a transcript for each student at the end of the semester, which will be sent to the coordinator at the home university.
Grading	<p>The following grading scale applies at WU:</p> <ol style="list-style-type: none">1 excellent (Sehr gut)2 good (Gut)3 satisfactory (Befriedigend)4 sufficient (Genügend)5 fail (Nicht genügend) <p>WU does not use a standardized percentage-based grading scale. The percentage scores needed to receive the grades given above differ from course to course. In most cases, the course-specific grading scales can be found in the course descriptions online.</p>

Orientation services for exchange students

Orientation and Cultural Program	WU offers a two-week program, which includes activities such as social events, a sightseeing program, out-of-town field trips, presentations on Austria, etc. and costs € 260. To participate, students need to apply by May 15 for the winter semester and by November 15 for the summer semester. Places are limited.
Academic advisors	For each WU partner university, a specific WU faculty member acts as an academic advisor. Academic advisors support students in selecting appropriate courses and give advice on relevant academic matters.
Buddy Network	The Austrian Students' Union (ÖH) at WU are available to help exchange students find a "buddy" – a WU student who acts as their personal mentor. The Buddy Network also organizes a number of social activities for exchange students (skiing trips, trips to neighboring countries, theater evenings, etc.).



Inclusion and accessibility

General information

We would like to highlight that we gladly welcome students with physical, mental, and health-related conditions. WU Vienna offers a barrier-free campus experience and provides services, such as [BeAble](#), [Student Counselling](#), and an [Ombuds Office for Students](#). In Vienna, certain student residence halls also offer wheelchair-accessible and barrier-free facilities. If these housing options are of interest, please [click here for more information](#). In case students require assistance or other support services, they should contact the international office of their home university, which will then in turn inform the regional coordinator at WU Vienna. We are happy to assist and organize needed services if necessary.

Accommodation

General information

Off-campus student housing is available through student residence providers. Private flats can be found for example through the housing platform Housing Anywhere.

For more information on finding accommodation, click here:

<https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/your-semester-at-wu-from-start-to-finish/accommodation>

Living costs

Housing | approx. € 450–650 / month
Insurance | approx. € 50 / month
Food, personal expenses | approx. € 220–300 / month
Utilities (phone, etc.) | approx. € 15–30 / month
Vienna public transport | approx. € 75–160 / semester
Books | approx. € 75–150 / semester
Students' Union dues | approx. € 20 / semester

Sustainable exchange semester

General information

WU encourages incoming exchange students to make environment friendly choices. As responsible university, we provide information on green mobility, sustainable housing options, and mindful consumer behavior. Further, WU offers student organizations and initiatives that allow for participation and an exchange of ideas.

To learn more about sustainable exchange at WU, please have a look at this website:

<https://short.wu.ac.at/sustainable-exchange-semester-wu>.

Entry and residence regulations

General information

Before traveling to Austria, students should make sure they are familiar with the regulations concerning visas and residence permits.

Nationals of non-EU/EEA countries and Switzerland (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Austria. The type of permit depends on the length and purpose of the stay.

About Vienna

Further details: <https://oead.at/en/to-austria/entry-and-residence/>

Vienna ranks among the most attractive cities in the world. Tradition and culture, research and education, economic growth, and a safe and livable environment make it a place with a very high standard of living that is recognized internationally.

Further details: <https://www.wien.info/en>

International Summer University^{WU}

General information

As an alternative to a full exchange semester, WU offers intensive three-week programs. These **short academic programs** take place at WU from **July 11 – 29, 2022**, and **August 1 - 29, 2022**. Students can attend two to three business courses on graduate or undergraduate level. All courses are taught in English and cover several business-related topics. Undergraduate students can earn 8 ECTS credits; graduate students can earn 9 ECTS credits.

The program includes networking opportunities and a cultural and social program with fellow students from over 25 countries. Course materials, lunch on lecture days, and the public transportation ticket for Vienna are included in the fees.

Registration

WU partner universities can nominate their students to participate in this program as exchange students.

Further details: <https://www.wu.ac.at/io/isuwu>

