

FAQ Erasmus+

The order of this collection of FAQs is related to the time during your application where they typically pop up. Please look for the answer in the following chapters:

- FAQs before the start of your application
- FAQs about the application in general
- FAQs about the documents in Mobility-Online of TU Graz
- FAQs about courses and ECTS at TU Graz
- FAQs about German language courses
- FAQs about the preparation of your stay
- FAQs about your first days in Graz

You will find a key word on the lefthand side. It can be helpful to read the surrounding questions as well for better information.

FAQs before the start of your Application

study offer	Which Degree and Certificate Programmes are offered at TU Graz? Please read here: https://www.tugraz.at/en/studying-and-teaching/degree-and-certificate-programmes/overview-degree-and-certificate-programmes/
Application	I want to come to TU Graz as an Erasmus+ student. How do I to get started? Please contact the International Office at your home university first. They know if there is a valid agreement between our universities in your field of studies, they will tell you how to apply for an Erasmus scholarship, and they have to nominate you. Please read here for all steps for your application as an Erasmus+ student at TU Graz: www.tugraz.at/go/erasmus+ www.tugraz.at/go/erasmus-guidein15steps
Free mover	There is no agreement between our universities. May I apply as a free mover? No, TU Graz does not accept Erasmus students as free movers.
Language requirements	Are there any language requirements at TU Graz? Yes. You must have a CEFR level of B2 or higher either in German or in English, depending on the language of most courses you choose. You have to send a language proficiency proof as part of your application package. This language certificate must not be older than 2 years. Parts of the school report are not sufficient. www.tugraz.at/go/incomings-language-certificates
Nomination	My home university told me that I was nominated for TU Graz, but I did not receive my access code.

Maybe nomination period at TU Graz is not opened. Nominations for winter semester and whole academic year is from 15 March to 15 April, for summer semester from 15 September to 15 October.

Whithin the nomination period: Please look up all spam folders of all your e-mail addresses. If they are empty: please contact your home university. If you already did: please forward their answer to

gitte.cerjak@tugraz.at

Access code

I lost my access code for the online application system Mobility Online at TU Graz.

The access code can be used more than once. If you have lost it, please contact

gitte.cerjak@tugraz.at

FAQs about the Application in general

Mobility-Online

How does the application in Mobility-Online work?

You will receive an e-mail with detailed information and an access code

Your application will be performed entirely via Mobility-Online. The online application is divided in 3 big sections. You have to fill in data and upload documents for each section, and TU Graz has to check and confirm each section. As it is a part-time employee who is doing this, it can last some days until you will be able to continue your application. So please be sure to start early enough and continue in due time.

Help text

Is there any help text for filling in the online application?

Yes. Along with your access code you received an attachment with a step by step explanation. You can also download it from our homepage:

www.tugraz.at/go/erasmus+

Deadline

When is the deadline for completing the application?

30 April for winter semester and whole academic year

31 October for summer semester

This deadline concerns the first two of the big sections - by this deadline you have to have uploaded your learning agreement in Mobility-Online, duly signed by yourself and your home university.

It does not concern the signature of TU Graz.

Semester dates

When does the semester start and end?

In Austria, the academic year is divided in two semesters, winter and summer semester.

<https://www.tugraz.at/go/academic-calendar>

In general usage, when we say "semester", we mean "lecture period". So, October - January is "winter semester", and March - June is "summer semester". In February there are no lectures due to semester break which still belongs to winter semester, and from July - September, there are summer holidays, still belonging to summer semester.

Attention: Erasmus exchange students have to arrive for the First Orientation Sessions prior to the semester in September or February

<http://www.tugraz.at/go/incomings-welcome-events>

Exam Period

Is there a special exam period after each semester?

No. Written exams are usually done during the semester and within the last lesson. Oral exams can often be arranged individually. To be on the safe side, you could plan 1 or 2 weeks of buffer time after the end of the lecture period before you leave.

Bachelor /
Master

I applied for the Master programme but I was rejected to the Bachelor programme.

All Erasmus exchange students are generally admitted to a Bachelor programme. Only when you upload your Bachelor Diploma as part of your application you can be admitted to a Master programme.

Due to the registration rules of universities in Austria no student can formally be registered for a master level study without handing in a Bachelor diploma certificate. We know that some universities do not follow the Bachelor/Master separation and have an integrated 5 years master programme. Nonetheless there is no way to register you for a Master programme without Bachelor Diploma. So you will be registered for the bachelor level as an administrative act, and you though may take courses from the master level when you fulfill the required qualifications mentioned in the course description and have sufficient prior academic background in the field.

https://online.tugraz.at/tug_online/webnav.ini

Diploma

Can I hand in my Bachelor Diploma after the application deadline?

No. Please understand that for an exchange semester it can be necessary to stay in the Bachelor level. No disadvantages will arise from that inconvenience.

FAQs about Documents in Mobility-Online of TU Graz

Application
documents

Do I have to send any original documents?

No. Please do only upload them. No paper documents are accepted

Application
documents

What documents do I have to upload in the first step?

You have to upload a minimum of 5 documents:

- 1) A portrait picture of yourself
- 2) A scan of your passport or of your personal ID card, also the backside, in high resolution. Please feel free to write "COPY" over it, but your full name and ID number has to be visible
- 3) Transcript of Records from your home university

- 4) print out of your application, signed by yourself
- 5) Language proof (either for English or for German with the level B2 minimum, and not older than 2 years)

Additionally, in case you apply for master level:

- 6) Bachelor Diploma Certificate

Additionally, in case you want to work on your master thesis:

- 7) Confirmation Letter from your supervisor at TU Graz

Deadlines

By when do I have to finish the first section?

For winter semester and whole academic year: 20 April for the document section

For summer semester: 20 October for the document section

www.tugraz.at/go/erasmus-online-application

Passport

My passport (or personal ID card) has expired

Please upload it anyways and write an e-mail to gitte.cerjak@tugraz.at, confirming that you will renew it.

When you have the new one, please upload and send as attachment additionally

Transcript of
Records

What is that, where can I get it and what do I need if for?

The transcript of records is a list of all academic courses that you have already passed in your home university.

It is issued by your home university - please ask your international office at home where exactly you can receive it.

Please note: This list must be uploaded in English or German. When your home university does not offer an English version, please upload the original and give a translation by yourself. You do not have to pay money for an officially translated document.

TU Graz needs it in order to see if the courses that you will select in a later section will match with your academic background.

Language proof **Do I need to have an internationally recognized certificate such as TOEFL, TOEIC, IELTS or Cambridge Certificate?**

No. A certificate of a language school or the language faculty of a university will do if it is duly signed by a language teacher and officially stamped.

You can use the form "Language proficiency report" from our homepage for this.

www.tugraz.at/go/incomings-language-certificates

Language proof

Can I hand in my high school leaving certificate instead?

No. TU Graz only accepts language certificates issued by a language school or the language department of a university. To provide proof of your current level of competence in German or English, you may use this form:

www.tugraz.at/go/erasmus-online-application

Language proof

My language certificate is older than 2 years. Will it be accepted?

No, language certificates older than 2 years cannot be accepted. Please take an exam to prove that your language proficiency is still on a level B2

Language proof **My language certificate is older than 2 years, but higher ranked than required. Will it be accepted?**

No, language certificates older than 2 years cannot be accepted. Please take an exam to prove that your language proficiency is still on a level B2

Language proof

German / English is my mother tongue

Students with German or English as their first language do not have to upload a language proof. They can upload their passport instead.

Master
programme

I want to apply for a Master programme. What is needed?

All Erasmus exchange students are registered for Bachelor level by default. Only when they hand in their Bachelor Diploma as part of their application they can be registered for Master level.

Diploma

Do I need a Bachelor Diploma for a Master programme?

Yes. Nobody can be registered for a Master programme without Bachelor Diploma.

Many incoming students do not have a Bachelor diploma upon application, for several reasons, such as:

a) you apply during 5th semester, but will arrive after having finished your 6th semester, and then you will have a Bachelor Diploma.

b) There is no Bachelor-Master system in your home university, but you can show more than 180 ECTS

Diploma

Can I hand in my Bachelor Diploma after the application deadline?

No. You will be registered for Bachelor level, but may take courses from the Master level, as long as you fulfill the required qualifications mentioned in the course description.

Bachelor /
Master

There is no Bachelor diploma in my home university, but I have more than 180 ECTS.

You will be registered for Bachelor level, but may take courses from the Master level, as long as you fulfill the required qualifications mentioned in the course description.

Bachelor /
Master

I applied for Master programme but were reset to Bachelor programme

This is because you did not hand in a Bachelor Diploma.

You will be registered for Bachelor programme, but select subjects from the Master programme (when you fulfill the required qualifications). It is a question of administration: Grace to our registration system, being registered for master is only possible with a Bachelor diploma.

Bachelor /
Master

I do not want to repeat courses from the Bachelor programme

You are allowed to select all courses from the Master programme as long as you fulfill the preliminary requirements mentioned in the course description.

www.tugraz.at/go/search-courses

Bachelor /
Master

May I take courses from the Master programme although I am registered for the Bachelor programme?

Mostly yes. You are allowed to select all courses from the Master programme as long as you fulfill the preliminary requirements mentioned in the course description.

https://online.tugraz.at/tug_online/webnav.ini

Master thesis

I want to work on my Master thesis

This is possible. For the how-to-instructions, please read here:

www.tugraz.at/go/erasmus-application-package

FAQs about Courses and ECTS at TU Graz

Course finder

How can I find courses for my field of study?

Search here

https://online.tugraz.at/tug_online/studienplaene.studienrichtungen?corg_nr=&csprache_nr=2&csj_nr=&cmode=&pStatusTyp=N&pGrouping=A

Please read here for more information:

www.tugraz.at/go/erasmus-course-selection

English course
list

Is there a list of all courses offered in English?

No, but you can select all courses given in English here:

<http://www.tugraz.at/go/search-courses>

Please pay attention to the right semester.

Please note: only courses entirely offered in English are mentioned in this search window. Courses where the language could vary according to the needs of the students are not listed here, so please always check the detailed course description, too.

Course year

There is no possibility to search courses for the next academic year, only for the current year. Shall I really write those courses into my Learning Agreement?

Yes, please do. Unfortunately, the courses for upcoming academic years are only published shortly before the new academic year starts. Your home university will be ok with that, and you will have the opportunity to update your learning agreement one time per semester in the "Changes to the Learning Agreement" once the semester has started in Graz.

Course content

How can I know if the content of the course matches with the requirements of my home university?

Please look up the detailed course description of the course:

www.tugraz.at/go/erasmus-course-selection

Course content

How can I find a detailed course description?

Search here

https://online.tugraz.at/tug_online/webnav.ini

In the „Search“ dropdown menu, select „Courses“ and insert the course number. Click on the title of the course for opening the detailed course information „Course – detail view“

Courses

Can I also take courses from other faculties?

Yes. You may take courses from all faculties at TU Graz, except from Architecture faculty, which only offers courses for Architecture students.

Courses

Can I also take courses from Uni Graz?

Yes, this is possible.

Please check back with your home university if they will accept these courses. FYI: You have to co-register with Uni Graz in order to register for courses there. More information given during First Orientation Sessions.

Course

registration

Do I have to register for the courses I want to take?

Yes, you have to register online for each and every course that you want to attend.

This is only possible after you will have received your confirmation of registration as a student of TU Graz - shortly before you will arrive.

Course

numbers

What are the course numbers for? What do they tell?

The course number identifies a course.

Course numbers usually have 6 digits. The first 3 identify the institute which offers the course, and the last 3 identify the course. Some alike courses are offered by several different institutes.

For example: 159.777 is the Architecture project offered by the Institute of Buildings and Energy and 145.777 is the Architecture project offered by the Institute of Urbanism

Course numbers for studies in natural sciences programmes start with 3 letters, signifying the field of study, then some digits, and end with UF or UB. UF courses are offered at TU Graz, UB courses are offered at Uni Graz. Students may take courses from both universities without restriction.

Course

numbers

There are two courses with the same title and consecutive course numbers

These are courses divided into lecture and practical. Please chose both parts of the course to cover the subject entirely.

Course

language

Where can I see the language of instruction for the selected course?

In the „Course – detail view“ you find a field „Course description“. Here information about the language of instruction is given.

Course

language

What does "German / English" mean in the field "language of instruction"?

In practicals and other courses with individual instructions, you can ask for English as language of communication.

In lectures, please tell the teacher that you need the lecture in English.

This is only possible in lectures where both languages of instruction are indicated.

Course
language

Can I take the exam in English although the course is given in German?

Often yes. For many courses there is a possibility to take the exam in English, even when the language of instruction is German. Please check if this is possible by e-mailing the lecturer on beforehand, or ask him or her in the first session of the course.

ECTS

Where can I see how many ECTS will be awarded for a certain course?

In the „Course – detail view“ the last line in the upper field „General Information“ shows „Curriculum / ECTS credits“. Click on the link on the righthand side to see the number of credits.

ECTS

There are different numbers of ECTS credits indicated.

As an exchange student you will always receive the highest number of ECTS credits.

ECTS

There is no link to the ECTS credits.

Usually, 1 hour of course equals 1 ECTS. Only for lectures (Type: Lecture) 1,5 ECTS equals 1 hour of instruction.

German
Course

Do I need to insert German language courses into my Learning Agreement?

Please check back with your home university. Some do acknowledge the ECTS earned in language courses, and some dont.

Bachelor
project

I want to do my Bachelor project. What shall I do?

Bachelor projects are classified as courses and can be inserted in the Learning Agreement. Every institute at TU Graz offers Bachelor projects in their field. Please select the one that interests you most (or that you have to bring back to your home university).

Bachelor
project

My home university requests more ECTS for my Bachelor project than awarded from TU Graz

Please contact the professor of your bachelor project on this behalf and ask for a bigger task that needs more work load. In the end you can receive a confirmation about your work load upon completion. You need 25 hours of documented work load for 1 ECTS.

Master thesis

I want to do my Master thesis. What shall I do?

For working on your Master thesis at TU Graz you have to find yourself a professor at an appropriate institute at TU Graz who is willing to supervise your work here.

Please upload the confirmation of supervision as a part of your online application.

Please fill the name of your supervisor and the topic of your thesis in the course selection section of your online Learning Agreement, leaving empty the ECTS part.

In the end the ECTS for your master thesis will not appear in the Transcript of Records (this is only issued for courses). You will receive a confirmation about your work load and ECTS instead upon request.

www.tugraz.at/go/erasmus-application-package

Master thesis

How many ECTS credits will I receive for the Master thesis?

This depends on your work load. 25 hours of work equal 1 ECTS. A complete Master thesis is expected to last a full semester work load, and usually 30 credits are awarded.

Letter of acceptance

How do I know when I have been accepted?

You will receive an e-mail about the upload of your Learning Agreement, duly signed by TU Graz, in your document section. Once you have received this e-mail, please start to prepare your journey and stay.

www.tugraz.at/go/incomings-stay

Learning Agreement

I am irritated by "Subject to change" in the Learning Agreement. Do I have to change a subject, and which one?

Do not worry. "Subject to change" means that you are allowed to change your courses once per semester here in Graz and that you may register for courses other than in this learning agreement. Possible reasons could be timetable conflicts, lack of previous knowledge, lack of interest, or language problems.

"Subject to change" is also the term used for notification that TU Graz cannot guarantee that all courses will take place or that you will find a place in that course. In rare cases, courses could be changed in course number, title, venue, teacher, content, or even have to be cancelled.

Letter of acceptance

What does the letter of acceptance look like and what do I need it for?

The letter of acceptance is sent out via e-mail in July / December. It officially confirms your acceptance as an Incoming exchange student in the framework of Erasmus+ at TU Graz and is suitable for presenting to the authorities, e.g. for visa concerns.

Letter of acceptance

I need my Letter of acceptance earlier for my visa application

Please send an e-mail to gitte.cerjak@tugraz.at, and we will send you the official letter of acceptance in due time when you have completed all application details.

FAQs about German Language courses

German
language
course

Are there German language courses available?

Yes. As TU Graz is a university of technology there are no courses offered directly, but we recommend courses organized by *treffpunkt sprachen*. *treffpunkt sprachen* is the language center of Uni Graz. TU Graz students are allowed to take courses there for a reasonable price.

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

German
Intensive
Course

Is there a German Intensive Course available?

Yes. German Intensive Courses for all levels offered prior to the start of the semester (in September and February, 3 weeks, Mondays to Fridays from 9 a.m. to 12.15 p.m., 60 units)

<https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses>

German
Intensive
Course

Are there ECTS awarded for the German Intensive Course?

Yes, 6 ECTS. For recognition, please check back with your home university.

German
Intensive
Course

How can I register for the German Intensive Course?

Please register directly when registration slot opens in May or November, according to your exchange semester:

<https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses>

German
Intensive
Course

Is there a placement test?

Yes, there is a placement test for students with previous knowledge in German, consisting of a written computer-based and an oral part.

German
Intensive
Course

I do not speak German yet at all. Do I have to attend the Welcome Day?

Yes. The Welcome Day is mandatory for everybody where essential information is provided.

German
Semester
Course

Are there German Courses offered during the semester?

Yes. German Semester Courses for all levels are offered during the winter term and summer term as regular university courses (2 units per week for a whole semester). Registration will be explained during Orientation Sessions

<https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/semester-courses>

German Course

Are there other German courses available in Graz?

Yes, but as they are no university courses they will be more expensive. In addition they can neither be listed on your learning agreement nor will you be able to obtain ECTS for them.

FAQs about Preparation of your Stay

Accommodation **Where can I apply for accommodation?**

Please read here for more information:

www.tugraz.at/go/incomings-housing

Please observe all deadlines!

Accommodation **Do I need to apply in a dorm?**

No. Please feel free to find yourself a room in a shared flat or a flat of your own.

You can also find a list of other dorms here (only available in German):

<http://www.studium.at/studentenheime/graz>

ÖH-Beitrag **What is the ÖH-Beitrag?**

This is a small fee called student union fee in English (about 20-25€) to be paid every semester. Students receive an e-mail in August / January with the payment request. Everybody has to pay this in order to have access to the university facilities. Additionally, it guarantees accident and liability insurance on the whole campus and on the way to and from there.

ÖH-Beitrag **Do I have to pay the ÖH-Beitrag?**

Yes. Every student of TU Graz has to pay this fee to be registered. The ÖH-Beitrag is to be paid for every semester separately, so when you stay here for the whole academic year, you have to pay it twice. When you do not, you will not have access to the university facilities and therefore will not be able to gain ECTS.

ÖH-Beitrag **When do I have to pay the ÖH-Beitrag?**

As soon as you receive the e-mail with your "Matrikelnummer" (registration number at TU Graz) in August for winter semester and in January for summer semester. It is necessary that you have paid it before you leave for Graz.

Matrikelnummer

In this e-mail they sent me my "Matrikelnummer". What is that?

The Matrikelnummer (registration number) is a unique number, created for you as a student in Austria. Every student in Austria has a personal Matrikelnummer.

You need to insert this number as a part of your identification during the payment transaction. Please do also use this number as an annex to your name whenever you correspond with any Austrian university official, including the Erasmus Office.

e-mails from TU Graz	<p>I received an e-mail from TU Graz with the subject "Studienunterlagen ausdrucken". What does that mean?</p> <p>This e-mail is sent out when your student union fee payment arrived at TU Graz. From now, you are registered as a student of TU Graz.</p>
e-mails from TU Graz	<p>I did not receive any e-mail about being a student of TU Graz. What shall I do?</p> <p>First: Look up your spam folder. The sender is "TUGRAZonline <system@online.tugraz.at>"</p> <p>Second: Probabely you did not enter your Matrikelnummer into the bank transfer payment information, so your payment cannot be identified as yours. If you forgot, please send a scan of your payment slip to studienservice@tugraz.at, giving your Matrikelnummer, full name, and date of payment, and attach your payment confirmation.</p> <p>Third: Maybe you paid only the amount of the ÖH-Beitrag, and the bank subtracted a fee for the bank transfer, so not the whole sum of the ÖH-Beitrag arrived. In this case, you have to transfer the missing difference (and maybe the bank transfer fee again).</p>
Pincode	<p>I received an e-mail from TU Graz with the subject "TUGRAZonline-PINCODE". What does that mean?</p> <p>This PIN is for entering the TUGraz online system and to upgrade your basic user account to a full student account. When you managed to create a valid password, you are a real student of TU Graz. Congratulations!</p>
Password	<p>I have troubles with my password for the TU Graz online system.</p> <p>Please contact it-support@tugraz.at.</p>

FAQs about First Days in Graz

Pick up	<p>Is there a pick-up service?</p> <p>Yes, offered by Erasmus student network ESN: http://esn.htu.tugraz.at/information/pickupservice</p>
Buddy	<p>Is there a buddy programme?</p> <p>Yes, offered by Erasmus student network ESN: http://esn.htu.tugraz.at/information/mentorsystem</p>
First days	<p>When do I have to be in Graz to start my Erasmus+ exchange period?</p> <p>There is a bunch of compulsory sessions prior to the semester, which you have to attend. The exact dates are sent out together with the original letter of acceptance and announced at our homepage. www.tugraz.at/go/incomings-welcome-events</p>

Welcome
Events

Which Welcome Events are there?

www.tugraz.at/go/incomings-welcome-events

Welcome
Events

Do I have to attend all Welcome Events?

Yes, this is really important for you to have a good start into your exchange experience.

Learning
agreement

I want to talk about my learning agreement

There will be a compulsory Academic Advising as one part of the Welcome Events, offered by your Departmental Coordinator who can help you with your learning agreement.

Departmental
Coordinator

What is a Departmental Coordinator?

The Departmental Coordinator is the academic person who has signed your learning agreement on behalf of TU Graz. Please find your Departmental Coordinator according to your field of study on this list:

www.tugraz.at/go/departmental-coordinators

Changes

I have to change my learning agreement.

You can do that once a semester after semester start. Please do not hand in any changes before you are sure about your courses. Be sure to have a place in all courses before you hand in the exceptional changes to the learning agreement. Be sure to have registered for every single course you want to take. Only send the duly filled in form "Erasmus+ changes to the learning agreement" to your Departmental Coordinator .

Information about changes are given during Orientation Sessions in the Welcome Events.

