FAQ Erasmus+ 2017/18

These FAQs are structured in different chapters, according to the content in which they could occur:

To begin with
Online application
Courses and ECTS at TU Graz
German Language courses in Graz
Application package
First days in Graz

In addition, please look up these general links:

www.tugraz.at/go/erasmus+
www.tugraz.at/go/incomings-study
www.tugraz.at/go/incomings-stay
www.tugraz.at/go/erasmus-help-texts

If a link does not open by clicking on it, please try copy and paste.

You can search within this pdf (press [Strg] + [f]) for the following key words (listed in alphabetic order):

Access code, Accomodation, Application, Application documents, Application package, Bachelor/Master, Bachelor project, Buddy, Changes, Courses, Course content, Course finder, Course language, Course numbers, Course registration, Course request list, Deadlines, Departmental Coordinator, Diploma, Duration of stay, ECTS, ECTS for German courses, e-mails from TU Graz, English course list, Exam period, First days, First semester, Free mover, German Course, German Intensive Course, German language course, German Semester Course, Language, Language certificate, Language requirements, Learning Agreement, Letter of acceptance, Master thesis, Matrikelnummer, NAWI, Nomination, Official Semester dates, ÖH-Beitrag, online application, Password, Pick up, Pincode, Print Application, Prolonging my TU Graz card, Registration for 2nd semester, Second semester, Semester, Transcript of Records, Travel dates, Tuition fee, Welcome Events, Winter semester

To begin with

Application
I want to come to TU Graz as an Erasmus+ student. How do I get started?
Please contact the International Office at your home university first. They know if there is a valid agreement between our universities, they will tell you how to apply for an Erasmus scholarship, and they have to nominate you.

www.tugraz.at/go/erasmus-nomination
www.tugraz.at/go/erasmus-guidein15steps

Application
I want to apply as an Erasmus+ student at TU Graz.
Please read here for all steps for your application as an Erasmus+ student at TU Graz:

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

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.

If you only want to work on your master thesis, you could apply for an Erasmus+ traineeship. Please read here for further information:
www.tugraz.at/go/erasmus+traineeship

If you want to study at TU Graz as a regular degree seeking student, please read here:
www.tugraz.at/go/degree-seeking-students
www.tugraz.at/go/degree-and-certificate-programmes

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

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. This paper must not be older than 2 years. A school leaving report is not sufficient.
In case you don't have a language proficiency report yet, download the "Language proficiency report" either for English or for German from our homepage, and have it filled in and signed by a language instructor:
www.tugraz.at/go/incomings-language-certificates

My language certificate is older than 2 years. Will it be accepted?
No. Please take an exam to prove your language proficiency on a level B2 minimum.

My language certificate is older than 2 years, but higher ranked than required. Will it be accepted?
No. Please take an exam to prove your language proficiency on a level B2 minimum.

Is there a language proficiency report form on your homepage for download?
Yes. We created this form to be used by incoming students who do not have a valid language certificate, younger than 2 years. Please use this form for a language test.
www.tugraz.at/go/incomings-language-certificates

Some of the courses I selected are given in German, and some in English. Do I need to hand in 2 language proficiency reports?
No, one is sufficient. Only in case you have two, please hand in both.

Course language

What is the language of instruction?

Courses at TU Graz are offered in German or English (please look up the language in the detailed course description). Make sure that your language skills are sufficient for the courses you select.
https://online.tugraz.at/tug_online/webnav.ini
Can I take the exam in English although the course is given in German?
Sometimes 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 beforehand, or ask him or her in the first session of the course.

My home university said that I am nominated for studying at TU Graz, but I did not hear back from you.
Maybe nomination period at TU Graz is not opened yet. Nominations for winter semester and whole academic year opens in mid March, for summer semester in August.
Maybe your access code is stuck in your spam folder. The name of the sender to search for is "International Relations and Mobility Programmes / Internationale Beziehungen und Mobilitätsprogramme".
After these dates, when there is nothing in your spam, please send an e-mail to gitte.cerjak@tugraz.at

How do I get my access code?
After your home university has nominated you during nomination period, TU Graz will send you the access code by e-mail. If you did not receive, please look up your spam folders. This code can be used several times to complete your online application.

I lost my access code for the online application system at TU Graz.
The access code can be used more than once. If you have lost it, please contact gitte.cerjak@tugraz.at

When is the deadline for submitting the online application?
1 June for winter semester and whole academic year
1 November for summer semester
After these dates, the online application will be closed.

Yes. Please find there the step by step explanation: www.tugraz.at/go/Online_Application_Helptext.pdf

I made a mistake in my online application, but I cannot change it any more.
After ticking the checkbox "I confirm data as complete and correct", no changes are possible any more. If you have to correct data, please send an e-mail to gitte.cerjak@tugraz.at. She can reset your status to "new" to enable changes.

When does the semester at TU Graz start and end?
In Austria, the academic year is divided into two semesters, winter and summer semester. https://www.tugraz.at/go/academic-calendar
Semester

There are two different dates for semester end.

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, and from July - September, there are summer holidays. But according to the Academic Calendar, the winter semester includes the semester break, and the summer semester includes the summer holidays. This causes some confusion in using the term "semester".

Exam Period

Is there a special exam period after each semester?
No, exams are usually done during the semester or slightly after the lecture period ends. 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.

Duration of stay

What shall I insert in the "Duration of stay" field?
In the pre-selection of the drop-down menu you see "day". Please change into "semester", and select 1 when you stay for 1 semester, or 2 when you stay for the whole academic year.

Duration of stay

My contract is for 6 months, but one semester at TU Graz lasts only 4 months.
Sorry, we cannot explain that - it has to do with reciprocal conditions for all exchange students at a certain point of contracting.
Your German intensive course prior to the semester is part of this contract. Please select "1 semester" for the duration of stay.

Start date

What shall I insert in the "Beginning of stay" field?
First date where you have to be present.
Students who booked the German intensive course prior to the semester, have to be present earlier than the other students. Dates are available here:
http://www.tugraz.at/go/incomings-welcome-events

Beginning of stay

What date should I insert in the "Beginning of stay" field?
According to your first session. This depends on whether or not you will participate in the German intensive course prior to the semester in September, or in February. Please look up the Welcome Sessions here:
http://www.tugraz.at/go/incomings-welcome-events

Beginning of stay

Is the German intensive course which starts earlier than the semester part of my Erasmus stay?
Usually yes. In the "Guidelines for Learning Agreement for Studies", issued by the European Community, they say:
"The start date of the study period is the first day the student has been present at the Receiving Institution. For example, this could be the start date of the first course, a welcoming event organised by the Receiving Institution, an information session for students with special needs, a language and intercultural course organised by the Receiving Institution or other organisations (if the Sending Institution considers it relevant for the mobility)."

End of stay

**What date should I insert in the "End of stay" field?**

Please chose the end date according to your expected stay, not to the duration of the contract. So end of lecture period with an additional buffer time of 1-2 weeks is recommended.

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 hand in your Bachelor Diploma as part of your application package, you can be admitted to a Master programme.

There is no way to register you for a Master programme without Bachelor Diploma.

Nevertheless, you are allowed to select 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

So, concerning your courses, there is no need to be registered for the Master programme.

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 preliminary requirements mentioned in the course description.

Print Application

**How do I print out my application?**

First complete your online application including all courses and tick the checkbox "I confirm data in the form as complete and correct". Then click the links "PRINT application form" and "PRINT course request list". Do not forget the signatures.

Course request list

**There is a course request list in the online application. What for?**

This list is the print-out of the courses you selected in your online application. It serves as a check list for your "Erasmus+ Learning Agreement for studies" form where you have to insert all chosen courses. Make sure to put the courses in the same order in both lists.

It is not necessary that your home university signs that course request list.

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

**Courses and ECTS at TU Graz**

Course finder

**How can I find courses for my field of study?**
for your field of study, then follow the links. The courses are separately listed for each semester. Please read here for more information: www.tugraz.at/go/erasmus-course-selection

Courses

I send you the list of courses at my home university which have to be covered by courses at TU Graz. Please tell me which courses are appropriate.

No, sorry, the international office cannot match courses for incoming students. Please do it by yourself:
www.tugraz.at/go/erasmus-course-selection

Courses

The courses I will take in Graz have to match with the courses I need to pass at home.

Can you help me to match my courses?

No, sorry, the international office cannot match courses for incoming students. You can do it by yourself:
www.tugraz.at/go/erasmus-course-selection

Courses

I study my subject, but there are courses in other faculties of TU Graz which sound extremely interesting. Can I also take courses from other faculties?

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

Courses

I will study at TU Graz, but there are courses at Uni Graz which sound extremely interesting. Can I also take courses from Uni Graz?

Yes, this is possible.

Two things to be observed: First, check back with your home university if they will accept these courses, and second: You have to co-register with Uni Graz. More information given during First Orientation Session.

online application

What do I have to fill in the section "projects and German courses" in the online application?

Please do not fill in any course numbers and ECTS, but use only the title field.

For German intensive courses, you cannot know the exact course number because it depends on the level you reach at the placement test, so please write only "German Intensive Course".

Project: If you plan to work on your master thesis, please fill in the (prospective) title of your thesis and the name of the supervisor at TU Graz. Then, please hand in a short e-mail of your supervisor as a part of your application package.

Course numbers

How are the course numbers composed?

Course numbers usually have 6 digits. The first 3 identify the institute which offers the course, and the last 3 identify the course.

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.
What does the W and S in front of the course numbers signify?

W is for winter semester, and S is for summer semester.

Please make sure to take only courses from the winter semester, when coming for the winter semester, and to take only courses from the summer semester when you come only for the summer semester.

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

These are courses divided into lecture and practical. Usually, you should take both of them to cover the subject entirely.

Is there a list of all courses offered in English?

Yes. Please follow the link to the „list of courses in English“ for the current year.

www.tugraz.at/go/english-courses-list

The list of courses offered in English is old and does not show courses from my exchange period, but from the current academic year.

Sorry for that. The list of courses for the next academic year (the year you will be at TU Graz) can only be published just in time. So application period is over before the new courses are published. But most of the courses listed here will be offered in the next year as well.

Will the list of courses in English be valid for the next academic year as well?

Mostly yes. Unfortunately, the list can only be updated shortly before the new academic year starts, so you have to rely on the old list. But most courses are offered every year, so you can complete your application based on the information you find here.

Shall I really write old courses into my Learning Agreement?

Yes, please do. Your home university will be ok with that, and you will have the opportunity to update it one time per semester in the "Changes to the Learning Agreement" once semester has started in Graz.

Does TU Graz offer any programmes in English?

Yes, there are currently 14 Master Programmes entirely taught in English.

https://www.tugraz.at/studium/studienangebot/masterstudien/ueberblick-masterstudien/#c34901

Does this mean that all other courses are offered only in German?

No. Please look up the detailed course description of each and every course to find out the language of instruction.

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

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 offered.

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“

Course content

There is no possibility to search courses for the next academic year, only for the current year

Unfortunately, the courses for upcoming academic years are only published shortly before the new academic year starts, so you have to rely on the old information. But most courses are offered every year, so you can complete your application based on the information you find here.

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.

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.

Course registration

How can I register for courses?
To register for courses, you have to be registered as a student of TU Graz first. This process starts about one month before you arrive, and only when this process is completed, you can start with course registration.

**Course registration**

**When can I register for courses?**

Unfortunately, there is no general registration period at TU Graz, but an individual registration period for each course, indicated by colored dots.

**What do the coloured dots in front of the courses mean?**

grey: the registration has not opened yet

green: the course is open for registration

orange: you will be put on the waiting list because the course is already full

red: the registration has already been closed

**Is it possible to take courses from other fields of study than the one I am registered for?**

Yes, as an exchange student you are free to take courses from every faculty except Architecture (unless you are an architecture student).

**NAWI**

**What does NAWI mean?**

NAWI is short for NAturWissenschaften, natural sciences. Fields of study which are classified as NAWI are offered in cooperation with Karl Franzens University (KFU) which is the general main university in Graz. Students of NAWI can have classes at both universities, TU Graz and KFU.


**Bachelor project**

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

Bachelor projects are courses and have a number. Each institute offers Bachelor projects. Bachelor projects of different faculties can value different amounts of ECTS credits. TU Graz cannot award more ECTS credits than indicated in the TU Graz online system.

**Master thesis**

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

In the online application: Fill the section „projects and German courses“ instead of the section „courses at TU Graz“, giving the preliminary title and name of the supervising person at TU Graz.

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 ask your supervisor to confirm his supervision and add this confirmation as a part of your application package.

In the end you will not receive a Transcript of Records (this is only issued for courses) but a confirmation about your work load and a grade for your work.

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

This depends on your work load. 25 hours of work equal 1 ECTS. For a complete Master thesis usually 30 credits are awarded.
**German Language courses**

**Are there German language courses available?**
Yes, there are regular university courses, which we recommend and which are organized by treffpunkt sprachen. treffpunkt sprachen is the language center of the University of Graz (Karl-Franzens-Universität). TU Graz students are allowed to take courses there.

http://www.tugraz.at/go/language-courses
https://treffpunktsprachen.uni-graz.at/en

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**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

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**Are there ECTS awarded for the German Intensive Course?**
Yes, 6 ECTS. For recognition, please check back with your home university.

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**Do I need to insert this Intensive Course into my Learning Agreement?**
Probably yes. Please check back with your home university.

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**How can I register for the German Intensive Course?**
Registration is possible from middle of May to middle of July for the winter term and middle of November to middle of January for the summer term. Costs are € 270,-- for Erasmus students at TU Graz (2017/18).

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

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**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.
In the German Intensive Course, a mandatory Welcome Day is scheduled prior to course start, followed by the placement test.
**German Intensive Course**

I do not speak German yet at all. Do I have to take the placement test?
No.

There is a Welcome Day at treffpunkt sprachen. Do I have to attend?
Yes. In the German Intensive Course, a mandatory Welcome Day is scheduled prior to course start, followed by the placement test.

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 (90 minutes per course per week for a whole semester, from October to January in winter term and March to June in summer term, times depending on course level, 30 units per course, 3 ECTS per course).

Are there ECTS awarded for a German Semester Course?
Yes, 3 ECTS. For recognition, please check back with your home university.

Do I need to insert this Semester Course into my Learning Agreement?
Probably yes. Please check back with your home university.

How can I register for the German language course offered during the semester?
You will receive information about the registration process for German semester courses during the First Orientation Session.

**ECTS for German courses**

How do I get my ECTS for the language courses from treffpunkt sprachen?
You have to get a separate Transcript of Records from the University of Graz. This for, you have to be co-registered with University of Graz.
You can print your Transcript of Records yourself via your personal business card from the UNIGRAZonline system. In case your home university needs a transcript with seal and signature, please contact the „Studien- und Prüfungsabteilung“ (Office of Academic Affairs) at the University of Graz, either in person at opening hours in Universitätsplatz 3, 1st floor, or send an e-mail to studienabteilung@uni-graz.at

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.

Application package - Letter of acceptance

Application documents

What are the parts of my application package?

Your package usually has to contain the parts 1 to 5

1) Application print out, signed by yourself
2) Course request list, signed by yourself, not by home university
3) Erasmus + Learning agreement, signed by yourself and your home university, stamped
4) Transcript of Records from your home university
5) Language proof (either for English or for German with the level B2 minimum)
6) Bachelor Diploma (for application for a master programme).
7) Confirmation Letter from your supervisor at TU Graz (when you come for your thesis)

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

Send your complete application package to: gitte.cerjak@tugraz.at

Only complete application packages can be processed.

Deadlines

By when do I have to send my application?

For winter semester and whole academic year: 15 June application package with all documents, only via e-mail.

For summer semester: 15 November application package with all documents, only via e-mail.

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

I would prefer to send you the parts of my application little by little

Please no! We will get mad operating hundreds of bits of application packages. Please send it all together in one e-mail.

Do I have to send original documents?

No. Please do not send any original documents by post. We really prefer e-mails.
Language

**German or English is my mother tongue**

Students with German or English as their first language do not have to hand in a language proof.

Language certificate

**My language certificate is older than 2 years**

Language certificates older than 2 years cannot be accepted. 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/language-proficiency-report](http://www.tugraz.at/go/language-proficiency-report)

A high school leaving certificate cannot be accepted as language certificate.

Master programme

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

All Erasmus exchange students are registered for Bachelor level. Only when they hand in their Bachelor Diploma as part of their application package, 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 Part 7 here:

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

**Letter of acceptance**

How do I know when I have been accepted?

You will receive an automatically generated e-mail of acceptance as soon as your complete application package is registered in the online application system and your status is set to “accepted”. Once you have received this e-mail, please start to plan your journey and stay.

www.tugraz.at/go/incomings-stay

**Letter of acceptance**

Do I have to wait for the official Letter of Acceptance?

No. After having received the e-mail saying you have been accepted, please start to prepare your stay, especially housing / accommodation and the German intensive language course.

www.tugraz.at/go/preparation

**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.

**Letter of acceptance**

What else is content of the letter of acceptance e-mail?

- your learning agreement, duly signed and stamped by the departmental coordinator at TU Graz.
- some additional information about the learning agreement
- a list of fixed dates which you have to attend
- information about the intensive language course prior to the semester

**Learning Agreement**

On my Learning Agreement, you added "Subject to change" by hand. Why?
"Subject to change" is 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.

"Subject to change" does also mean 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.

Learning Agreement

I am irritated by "Subject to change". Do I have to change a subject, and which one?
No. Nothing has to be done at the moment. This annotation is to make sure that you may change subjects once being in Graz.

Learning Agreement

What does "TU Graz cannot confirm course recognition at home university" mean?
Some students have to insert the equivalency list into their learning agreement. The TU Graz signature on the Learning Agreement does not apply to the recognition of TU Graz courses at the home university.

Learning Agreement

What does the sticker "This course is only offered by Uni Graz ..." mean?
German language courses are not offered by TU Graz directly, as we are a university of technology, not for languages. But there is a cooperation with Uni Graz, so TU Graz exchange students may attend German courses at Uni Graz. These courses will not appear on the Transcript of Records of TU Graz, but on an extra transcript which is issued by Uni Graz.

Travel dates

When do I have to be in Graz at the latest?
You have to be arrived one day before your First Orientation Session. Depending whether or not you are going to participate in the German intensive course prior to the semester, this is at the beginning of September / February or in the second half of the month.

Accomodation

Where can I apply for accomodation?
Application for accomodation has to be done seperately. Please read here for more information: www.tugraz.at/go/preparation
Please observe all deadlines!

Accomodation

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/grazz

Tuition fee

Do I have to pay a tuition fee at TU Graz?
No, incoming exchange students are exempt from tuition fees. But there is a small amount (€ 19,20 in 2017/18, so called "ÖH-Beitrag", student union fee) to be paid by every student in each semester to continue his or her registration with TU Graz. It guarantees accident and liability insurance on the whole campus and on the way to and from there.

### ÖH-Beitrag

**What is the ÖH-Beitrag?**

This is the student union fee, a small amount (€ 19,20 in 2017/18) to be paid by every student in each semester to continue his or her registration with TU Graz. It guarantees accident and liability insurance on the whole campus and on the way to and from there.

**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 be registered as a student and therefore will not be able to gain ECTS.

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

Please pay the student union fee as soon as you receive the e-mail with your registration number at TU Graz (August for winter semester and January for summer semester). It is necessary that you have paid it before you leave for Graz.

**I received an e-mail from TU Graz with the subject "Payment of student union fee". What is it for?**

This e-mail starts your registration process with TU Graz. Every student of any university in Austria has to pay this fee every semester (see "ÖH-Beitrag"). You are asked to pay this amount immediately. Please note that additional costs for the bank transfer could arise.

**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 Austrian student has a Matrikelnummer.

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

**I received an e-mail from TU Graz with the subject "Studienunterlagen ausdrucken". What does that mean?**

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.

**I did not receive any e-mail about being a student of TU Graz. What shall I do?**

First, look up your spam folder. The sender is "TUGRAZonline <system@online.tugraz.at>"
Second: Probably 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.

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 pay again.

Pincode

**I received e-mail from TU Graz with the subject "TUGRAZonline-PINCODE". What does that mean?**
This PIN is for entering the TUGraz online system for the first time. When you managed to create a valid password, you are a real student of TU Graz. Congratulations!

Password

**I have troubles with my password for the TU Graz online system.**
Please contact it-support@tugraz.at.

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**First days in Graz**

**Pick up**

**Is there a pick-up service?**
Yes, offered by Erasmus student network ESN:
http://esn.htu.tugraz.at/information/pickupservice

**Buddy Mentor**

**Is there a mentor programme?**
Yes, offered by Erasmus student network ESN:
http://esn.htu.tugraz.at/information/mentorsystem

**First days**

**When do I have to be in Graz to start my Erasmus+ exchange period?**
There is a bunch of compulsory sessions prior to the semester, which you have to attend.

If you booked the German Intensive Language Course prior to the semester in September or February, your first survival unit will be the day before the beginning of the German course. The exact dates are sent out together with the original letter of acceptance and announced at our homepage.

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

**Winter semester**
31 August 2017 if you are going to attend the German Intensive Course
18 September 2017 if you are not going to attend the German Intensive Course

**Second semester**
1 February 2018 if you are going to attend the German Intensive Course
21 February 2018 if you are not going to attend the German Intensive Course

**Welcome Events**

**Which Welcome Events are there?**
1. First Orientation (registration, health insurance, course registration, sports, ESN etc)
2. Intercultural Awareness (culture clash and the Austrian way of life)
3. Campus Survival Tour (guided by Austrian students of your fields of study)
4. Welcome Reception by the Vice Rector and the International Office of TU Graz
5. Final Orientation (deadlines, library, German classes)

6. Academic Advising (meet your departmental coordinator and discuss your learning agreement)
7. Library Tour
8. Reception with the Mayor of the city of Graz

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

Learning agreement

I want to talk about my learning agreement

There will be a compulsory Academic Advising with your departmental coordinator who can help you with your learning agreement. Dates are announced during Orientation Sessions. If there is no date scheduled, please contact your departmental coordinator per e-mail and see him/her during his/her office hours.

Departmental Coordinator

Who is my departmental coordinator?

Please find the departmental coordinator for 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. 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 then hand in the duly filled in form "Erasmus+ changes to the learning agreement". Changes are accepted between middle of October and Christmas holidays for the winter semester and middle of March to middle of May for the summer semester.

Changes

How do I change my learning agreement?

Please read here for a detailed description:
www.tugraz.at/go/incomings-changes

Registration for 2nd semester

I will stay for the whole academic year. How can I register for courses in my second semester?

You have to register with TU Graz for each semester separately by paying the student union fee. You will receive an automatically generated e-mail asking you to pay the student union fee. You can check in your personal business card to look up your „Studienstatus“.

Prolonging my TU Graz card

I will stay for the whole academic year but my TU Graz card is only valid until 30 April. How can I prolong the TU Graz card?

After having paid the student union fee for the second semester you can validate your TU Graz card by using the student card activation machine.
Transcript of Records

**When can I receive my transcript of records?**
You can order your transcript of records only in the very end of your stay. Even when you stay here for 2 semesters, you will receive only 1 transcript.

**What do I need to do to receive the transcript of records in the end?**
Please read here:
[www.tugraz.at/go/incomings-transcript](http://www.tugraz.at/go/incomings-transcript)