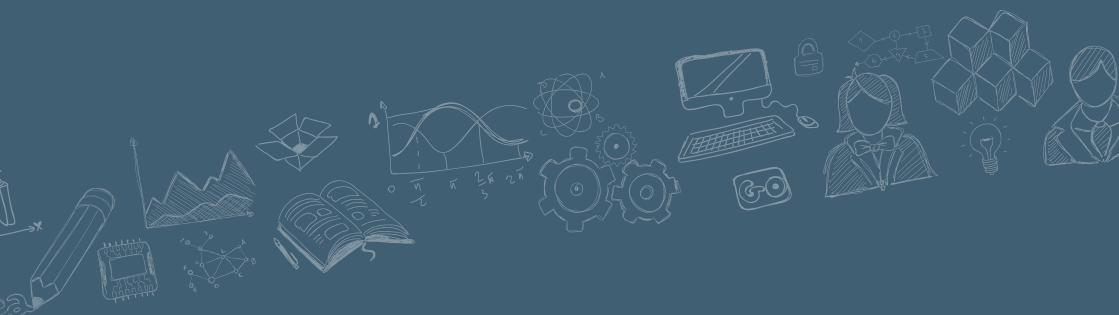


Studying at TU Graz

# Information for New Students



**WITH MANY TIPS AND USEFUL LINKS**

# Foreword

## **Dear first-semester students,**

How exciting! You are starting your studies, which many will remember as the best time of their lives.

Graz University of Technology offers you an excellent education according to international standards. Exciting learning experiences at the cutting edge of technology and science in the multifaceted world of research and science await you. After completing your studies, you can count on the best job market opportunities and a wide range of employment opportunities.

But back to the beginning of your studies and its challenges. The required self-organisation and personal responsibility raises many questions:

How do you manage the transition from school to university?

Where can I find information and advice?

How do I plan my studies?

What rights and duties do I have as a student?

This brochure answers your questions and offers targeted assistance with compact information, checklists and contact addresses - this is how you start your studies at Graz University of Technology in an organised and informed way.

With this in mind, I would like to welcome you to Graz University of Technology and wish you a good start to a period of study that will remain in your best memory.

Stefan Vorbach

Vice Rector for Academic Affairs

**WE CARE ABOUT EDUCATION**

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# A Checklist for getting started

You have already been to your personal appointment at the Registrar's Office and have been admitted to your degree programme? Here you will find the next steps for registering your studies:

## Deposit

- > Pay the student fee (ÖH-Beitrag) and, if applicable, the tuition fee. > [www.tugraz.at/go/tuition-fees](http://www.tugraz.at/go/tuition-fees)  
*Important: Remember to state the payment reference according to the payment order.*
- > After the payment (usually after 3 - 4 working days) you will receive a pin code to your e-mail address. Important: Redeem the pin code so that the basic account is converted into a student account.

## TUGRAZonline Account

- With your TUGRAZonline account you can:
  - > ..print out confirmation of enrolment (e.g. for the tax office for payment of family allowance), study sheets or the application for public transport as well as change personal information (address etc.)
  - > ..familiarise yourself with the curriculum (study plan) and the semester plan. You can find the current version of the curriculum for your degree programme on the website of your degree programme > [www.tugraz.at/go/degree-programmes](http://www.tugraz.at/go/degree-programmes)
  - > ..register for courses and examinations of the 1st semester (see chapter B6). Video > [www.tugraz.at/go/welcome-days-en](http://www.tugraz.at/go/welcome-days-en)

## TU Graz card

- > Print the validity date on the TU Graz card (student ID) at one of the renewal stations (see chapter B9).
- > You did not receive a TU GRAZ card at the admission? Check whether a photo has been uploaded in TUGRAZonline under the tile „Unicard Image Upload“. Then make an appointment at > <https://tmfy.io/e31230e> and come to the Studienservice on the agreed date with your photo ID and the TU Graz card form that you received at the personal appointment. There you will receive your TU Graz card.



**NAWI Graz**  
Natural Sciences

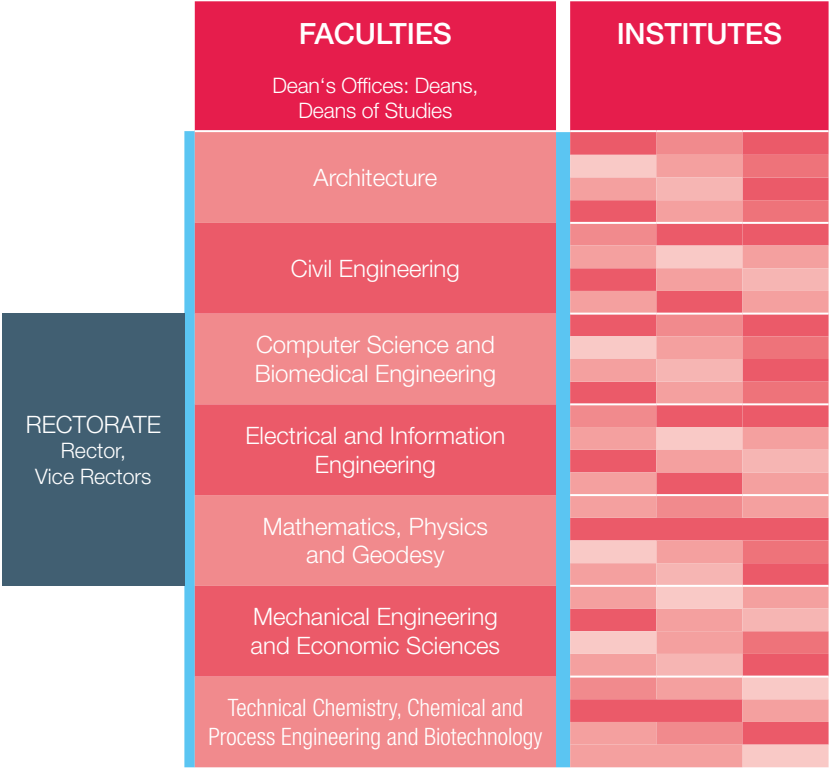
As a NAWI Graz student you have courses at TU Graz and at the University of Graz. In the next few days you will automatically receive the access to the online system of the University of Graz.

> <https://www.nawigraz.at/en/teaching/general-info-nawi-graz-study-programmes> Further information on NAWI Graz can be found at chapter B7.

This checklist will guide you through the next steps:

- **Get to know the online systems of TU Graz:**
  - **TUGRAZonline**, the TU Graz information management system  
> [online.tugraz.at](https://online.tugraz.at)
  - **TU Graz TeachCenter**, learning platform > [tc.tugraz.at](https://tc.tugraz.at)
  - **TU4U**, Intranet der TU Graz (information and services, forms, and contacts) > [tu4u.tugraz.at/studierende](https://tu4u.tugraz.at/studierende)
- **Organizational preparation for the semester:**
  - Does my course take place in presence, partial presence or online?
  - Where will my course take place (at TU Graz and/or in virtual space)?
  - Which tools will be used in my course and what do I need for it (e.g. WebEx, TeachCenter, other study-specific tools)?
  - Are additional technical requirements or standards of technical equipment recommended by the lecturers?
- **Install and test video conferencing tools:**
  - **Webex**, instructions for use in TU4U > [tu4u.tugraz.at/students](https://tu4u.tugraz.at/students)
  - **BigBlueButton**, part of the teaching and learning platform **TU Graz TeachCenter** and accessed directly via web browser. Instructions for use on the TU Graz intranet  
> [tu4u.tugraz.at/students](https://tu4u.tugraz.at/students)
- Come to the Welcome Days – at the end of September.  
> [www.tugraz.at/go/welcome-days](https://www.tugraz.at/go/welcome-days) > [tugraz.at/go/welcome-international](https://tugraz.at/go/welcome-international)
- Attend the orientation workshop organized by the students' representatives in your degree programme – at the beginning of October.
- If applicable: Apply for study grants – by 15 December for the winter semester and by 15 May for the summer semester. Apply to the Austrian Study Grant Authority > [stipendium.at/english](https://stipendium.at/english)

# B1 How is the university organized?



## From school to university

In the course of your studies, you will attend a large number of courses given by many different teaching staff of TU Graz. Each one of those teachers belongs to an institute and a subject area at TU Graz. Your teachers are not just teachers, but also work in research.

They lead scientific projects, write research articles, books etc. One of their jobs is to communicate research results and the fundamentals of their subjects to students. Each of the 97 institutes belongs to one of the seven TU Graz faculties. The head of a faculty is called the Dean, and the day-to-day administration of each faculty is done by the Dean's Office. The university as a whole is headed by the Rectorate, which is made up of the Rector and the Vice Rectors. There are also 'Deans of Studies' (each degree programme has one) and they are together with the Dean's Offices responsible for organizing the teaching and examinations. Their tasks include issuing certificates on completed studies, awarding academic degrees, recognizing examinations that have been taken at other universities and appointing examination committees. You can find out which Dean of Studies is responsible for your degree programme at TUGRAZonline > [https://online.tugraz.at/tug\\_online/pl/ui/\\$ctx/wborg.display?PORGNR=34986](https://online.tugraz.at/tug_online/pl/ui/$ctx/wborg.display?PORGNR=34986)

**B2**

## What is the biggest difference between school and university?

**You will probably find that coming to university from school is quite a big change. The main difference is that you have much more responsibility for organizing your own affairs.**

At university, what you do with your time is your own business. You have to register for courses and examinations yourself and you have to keep track of deadlines and dates. You have quite a lot of freedom about how you plan your time, but this also means you have to put more effort and initiative into planning, organizing and taking responsibility for everything yourself.

The standard of work required at university and the amount of material you have to study mean that you will need to develop efficient study and working habits. The university is a relatively impersonal, large organization, where it can be hard for you to establish social contacts. You will have to take the initiative yourself to make contacts and find study partners. At university you are not in the same class all the time – your classmates will change from course to course. You will find yourself in courses with people in a different semester or year of their studies – different people take courses in a different order. In the course of your studies you will meet – and work with – a lot of different people. It's a fantastic chance for you to make new friends and develop a social network.



From school to university

## How is a degree programme organized?

B3

University degree programmes are basically organized in three levels.

The first stage is a bachelor's degree programme, which gives you an introduction to a subject. After completing a bachelor's degree successfully, TU Graz awards you the degree of 'Bachelor of Science' (BSc.).

By completing the Teacher Education Bachelor's Programme with success, the degree "Bachelor of Education" (Bed) is yours. After you have successfully completed a bachelor's degree, you are eligible to join a master's degree programme.

In a master's programme you build on the knowledge you gained in your bachelor's studies and work on more advanced topics, getting closer to professional practice. Graduates of the Master's degree programme are awarded the academic degree of 'Diplomingenieur' or 'Diplomingenieurin' (Dipl.-Ing., DI) or 'Master of Science' (MSc.) where as graduates of the Teacher Education Master's Programme are awarded the academic degree "Master of Education (Med) by Graz University of Technology.

Following the master's degrees there is the possibility of pursuing doctoral degrees in technical sciences (Dr.techn.) or natural sciences (Dr.rer.nat.). For a doctoral degree you will have to do original work in a specialized subject area and write a doctoral thesis.

**B4**

## What are ECTS credits?

**You collect ECTS credits whenever you successfully complete courses or examinations at university.**

ECTS stands for 'European Credit Transfer System', which is an internationally recognized system for representing the amount of work students have to put into courses and degree programmes. This makes it possible to compare courses internationally. ECTS credits are the basis on which universities can recognize courses from other universities and colleges across Europe and give you a good indication of how much time a course takes (see chapter D14).

**B5**

## How long will it take me to complete my studies?

**The time in which you complete your studies always depends on your level of commitment. However, since October 1, 2022, the so-called minimum study performance applies.**

All first-year students entering a bachelor's or diploma program must complete at least 16 ECTS credits in this study programme in the first two years of study. The ECTS credits required to achieve the minimum study performance after four semesters can be earned until October 31 in the winter semester and until March 31 in the summer semester. If the minimum study performance is not achieved, the admission to this study programme is automatically cancelled and a two-year block is imposed for a new admission. Students who fail to complete the minimum 16 ECTS credits will therefore not be able to enroll in this study programme for the following two years at the same university. However, these provisions do not apply to students with a disability.

## From school to university

In addition, there is a “standard period of study” as a guideline.

This is calculated on the basis of completing courses worth 30 ECTS credits per semester, and results in the targets of

- > 6 semesters for the bachelor's programme (180 ECTS)
- > resp. 8 semester for Teacher Education Bachelor's Programme (240 ECTS)
- > 4 semesters for the master's programme (120 ECTS)

If you do a bachelor's degree and a master's degree one after the other without taking a break, then the standard period of study is five years (six years in case of Teacher Education Programme). The regular time it takes to complete a doctoral project is three years. The degree programmes at TU Graz are designed mainly for full-time students, i.e. for people who are able to devote most of their time to studying.

Doctoral degree	duration + tolerance: <b>6 + 2 semesters</b> scope: <b>subject-specific</b>
Master's degree	duration + tolerance: <b>4 + 2 semesters</b> scope: <b>120 ECTS credits</b>
Bachelor's degree	duration + tolerance: <b>6 + 2 semesters</b> scope: <b>180 ECTS credits</b>

structure of degree programmes at TU Graz

**TIP:** Academically, the standard period of study is only a guideline, but it is important for scholarships for students, family allowance or the tuition fee waiver within the non-contributory period > [tugraz.at/go/tuition-fees](https://tugraz.at/go/tuition-fees). If you exceed the standard period of time and additional 'tolerance semesters', then you lose eligibility for these benefits. Make sure to check how many tolerance semesters apply to each type of scholarship and benefit. Note the chart above for an overview of tuition-free periods. (Separate provisions apply to international students.)

**B6**

## How can I plan my studies?

**You yourself are responsible for planning what parts of your studies to do when.**

You have to register for courses and examinations; when you do them is your decision. Your curriculum will tell you the structure of your programme and it lists all the courses you will need to complete in order to complete your studies. The curriculum also suggests when to take different courses – if you are able to stick to this plan, then you should have a timetable in which classes do not clash with each other. The sequence of courses should then also make sense, so that each course builds on things you have already learned. Sometimes a sequence is compulsory, in the form that one course will require you to complete another course first. In all bachelor's programmes, you must complete the courses of the orientation period (STEOP) before taking any other courses.

**TIP:** Read the curriculum for your degree programme carefully in order to understand how your programme is structured and what requirements are attached to each course. You will find the current version of your curriculum on the website of your degree programme:

> [tugraz.at/go/degree-programmes](https://tugraz.at/go/degree-programmes)

**TIP:** Use your personal 'Student Dashboard' to keep track of your study achievements. You can find the application 'Student Dashboard' in TUGRAZonline: > [online.tugraz.at](https://online.tugraz.at) > [stud-dash.tugraz.at](https://stud-dash.tugraz.at)

From school to university

## What are NAWI Graz degree programmes?

**B7**

NAWI Graz degree programmes are degrees programmes that are operated by the University of Graz in cooperation with TU Graz: Chemistry, Geosciences, Mathematics, Molecular Biology, Physics and Environmental System Sciences/Natural Sciences-Technology.

They are one kind of what are called jointly established degree programmes. As a student of a NAWI Graz degree programme you will take courses at both universities. You have access to the online systems of both universities: TUGRAZonline and UNIGRAZonline. However, one of them is your home university – that is the one where you are enrolled. The home university is where you notify the continuation of studies each semester; it issues confirmations of registration for the continuation of studies, records as well as certificates for completed courses and awards the degree at the end of your studies. However, for the whole duration of your studies, you are a member of both universities.

**TIP:** If your home university is Graz University of Technology, the dean's offices of Graz University of Technology are responsible for your enquiries regarding administrative procedures, recognition, scholarships etc.



From school to university

B8

## Where is TU Graz?

TU Graz has three campus sites: Alte Technik, Neue Technik and Campus Inffeldgasse.

Here you can find maps of the three sites:

> [tu4u.tugraz.at/en/campus-map](https://tu4u.tugraz.at/en/campus-map)

In joint degree programmes, the courses are held partly at the other partner university:

- > NAWI Graz degree programmes: Neue Technik, Inffeldgasse and the University of Graz.
- > Degree programme in Electrical Engineering and Audio Engineering: Neue Technik, Inffeldgasse and University of Music and Performing Arts Graz.
- > Teacher Education Programmes: Depending on the teaching subject, Inffeldgasse, Neue Technik, University of Graz, University College of Teacher Education Graz and possibly other institutions.



From school to university

## What functions does my student ID card have?

B9

The TU Graz card is the official ID card for students at TU Graz, which is in chip card format and is issued by the Registrar's Office in the course of enrolment.

Students use the TU Graz card

- > As a **student ID card**, e.g. to avail of student discounts (cinema, swimming pools, art and cultural activities).
- > As an **ID for examinations** at TU Graz – it has the student's name, matriculation number and date of birth.
- > To **open doors** on the campus where the students have access rights, e.g. learning centres (24-hour access), group rooms and laboratories.
- > As a **library card** for the University Library.

You have to renew your student ID card every semester after paying your students' union fee and, if applicable, your tuition fees. You can do this at the TU Graz card terminals at the following locations:

- > Rechbauerstraße 12, ground floor, at the students' union (HTU)
- > Rechbauerstraße 12, 1st floor, in front of the Registrar's Office
- > Kopernikusgasse 24, ground floor
- > Inffeldgasse 25D, ground floor

**B10**

# How can I prepare for university even before it starts?

You can use a number of free resources to prepare for studying at TU Graz, at or even before you start your studies.

These include MOOCs, 'massive open online courses,' which you can take before your first semester begins. You can sign up for them on iMooX

> [imoox.at](https://imoox.at) Especially in foundational subjects such as Mathematics or Informatics, the start to your studies will be much easier with targeted preparation. We recommend using the following resources:

## Math-Compass – be ready for your studies

- > Online at > [imoox.at](https://imoox.at) (in German)
- > Duration: 8 week course before beginning your studies, but can already be taken in spring or summer before you start attending university. Each of the 8 lectures consists at least of one or more input-videos (max. 15 minutes), an exercise video, an interactive exercise (MathWorks) and a quiz with five questions to test your own knowledge.
- > The lectures cover material that is relevant at the beginning of your studies and repeat the most important topics from school mathematics: fractions, equations, functions, differentiation, integral calculus, vector arithmetic and matrices.

## SOS-MOOC: Self-Organized Studying

- > Online at > [imoox.at](https://imoox.at) (in German)
- > The online course comprises six modules that will be activated simultaneously in September. You can complete them in any order and at any time.
- > The content is aimed specifically at first-year students and will help you to start your studies well prepared.



## From school to university

You will learn about contact points, rights and obligations, the topic of diversity at the university, time management, learning and motivation techniques, the basics of academic work and, of course, the extensive networking opportunities you have during your studies.

### Mathe-Fit ('Fit for Maths')

- > Online on > [mooc.at](https://mooc.tugraz.at) (in German) and course in September at TU Graz (in German)
- > Duration: 7 week course in September and optional participation in the courses (VO and UE) of the same name at TU Graz in the final two weeks in September.
- > The course is intended to revise and refresh of basic mathematical knowledge from the upper and lower school. The online course prepares students for the associated courses. With the MOOC certificate and the positive completion of a short VO exam, you will receive a certificate. It is possible to use this achievement within the framework of the freely selectable course (free subject) for your studies.

### Informatics-Fit:

- > Online on > [mooc.at](https://mooc.tugraz.at) (in German) and as course in September at TU Graz.
- > Duration: 3 week online course in September and optional participation in the courses (VO and UE) at TU Graz in September.
- > The course aims to provide a broader picture of computer science (as a science) and to explain how computers work in more detail. The content is taught with the help of videos and interactive exercises. The online course consists of six lessons, with two lessons unlocked each week. Parallel to this, an accompanying online tutorial is offered weekly for all course participants. This year, for the first time, there will be a face-to-face tutorial unit for programming beginners. The MOOC certificate is a prerequisite for the positive completion of both courses.
- > Registration via > [online.tugraz.at](https://online.tugraz.at) is required for participation in the courses.

## From school to university

### Digital skills for first-year students

- > Online on > [imoox.at](https://imoox.at)
- > Duration: 6 weeks course in winter semester
- > Through videos, further materials and links as well as questions for self-examination, you will expand your knowledge and skills in the area of digital competencies. The MOOC is also offered as a course at TU Graz and is particularly suitable as a free elective at the beginning of your studies. Register for the lecture at > [online.tugraz.at](https://online.tugraz.at)

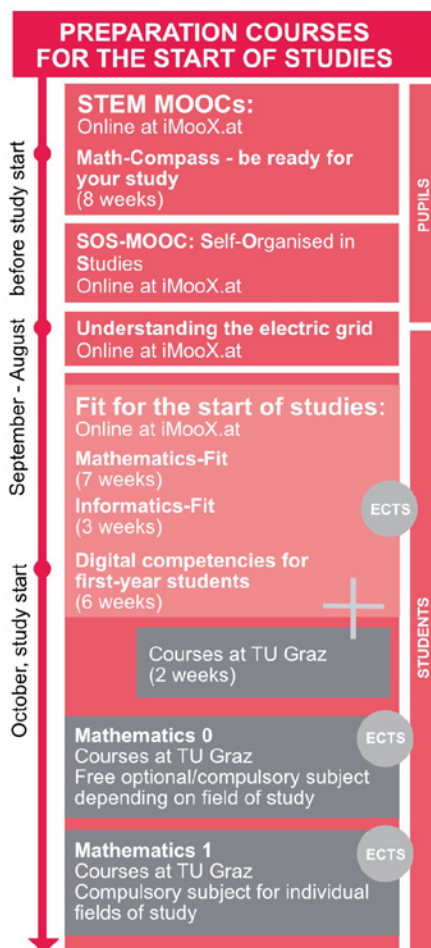
### Digital skills for first-year students

- > Online on > [imoox.at](https://imoox.at)
- > Duration: 4 weeks
- > In this MOOC, basic knowledge of electrical power engineering is comprehensively taught. Electricity is not only dealt with in terms of its physical properties, but also essential areas of power generation and power supply such as power plants, power grids and blackouts are discussed. The connections between the individual topics round off the overall understanding. The course is therefore also ideally suited for laypersons to gain a sound insight into the world of energy supply.

### Mathematics 0 and Mathematics 1

- > Courses at TU Graz (in German)
- > Courses take place in October from the beginning of the semester.
- > Register for the lectures on > [online.tugraz.at](https://online.tugraz.at)
- > Mathematics 0 and Mathematics 1 are courses partly to revise mathematical knowledge and partly to introduce students to more advanced topics. In some degree programmes the courses are required courses of the curriculum and are therefore compulsory to complete.

## From school to university



Where to get information and advice

## C1

### Introductory events for bachelor's students

TU Graz holds **Welcome Days** before the beginning of the winter semester: > [tugraz.at/go/welcome-days-en](https://tugraz.at/go/welcome-days-en)

At the Welcome Days you can learn about how your degree programme is organized and pick up important tips on how to plan your studies.

The **International Welcome Days** provide students in English-language Master and Doctoral programmes with an introduction into everyday life as a TU Graz student:

> [tugraz.at/go/welcome-international](https://tugraz.at/go/welcome-international)

Also, there will be an **orientation workshop for first-semester students**, hosted by students in higher semesters who can give you lot of help getting started (it is organized by the students' representatives for your degree programme).

Of course, you can already begin to make contacts with other students at these events. Some of the degree programmes also include **orientation courses** ('Introduction to your degree programme' or similar), which you are required to take in your first semester.



Where to get information and advice

## Online portals

C2

### > **online.tugraz.at** TUGRAZonline

This is the information management system of TU Graz. Your entire student life cycle is handled in TUGRAZonline, e.g. course registration, exam registration, etc. You will use it to register for courses.

**TIP:** Watch the videos 'Opening a TUGRAZonline account-step by step' and 'Registering for courses':

> [tugraz.at/go/welcome-days-en](https://tugraz.at/go/welcome-days-en)

**TIP:** You will also find the application 'Student Dashboard' in TUGRAZonline. Your personal Student Dashboard gives you a clear overview of your academic achievements > [stud-dash.tugraz.at](https://stud-dash.tugraz.at)

### > **tc.tugraz.at** TU Graz TeachCenter

This is the learning and teaching platform of TU Graz. Many courses are accompanied by an online TeachCenter course.

**TIP:** In some TC courses, you'll find Learners Corner - a graphical interface that shows you course milestones and helps you plan your performance.

### > **tube.tugraz.at** TUBE

Video portal of TU Graz with video recordings of lectures and other courses

### > **tu4u.tugraz.at/en/students** TU4U; TU Graz intranet (information and services, forms and contacts)

### > **tugraz.at/go/followus** Follow TU Graz (Social Media, newsletters):

Here you can find an overview of the social media channels and newsletters as well as stories and podcasts of TU Graz.

### > **facebook.com/HTUGraz** and **instagram.com/HTUGraz**

Follow HTU. Fanpages of the Austrian Students' Union at TU Graz

### > **facebook.com/studytugraz** and **instagram.com/studytugraz**

Study at TU Graz. This page provides regular updates on current events, deadlines and organizational matters.

### > There are also **Facebook groups** on individual courses which allow you to get in touch with other students taking each course.

Where to get information and advice

## C3

# Apps for getting organized your daily study routine

### STUDO-APP:

**We have a campus-wide licence for you to use the full version of Studo:** > [studo.co](https://studo.co)

The app helps you organize your days as a student and offers many useful features, including a synchronized calendar (including a class timetable), access to the curriculum, navigation of rooms and access to your university mail account.

### TU Graz Search:

You can use the TU Graz search app to find people, lecture halls, rooms and courses.

TU Graz Search in the Play-Store



TU Graz Search in the Apple-Store



### Youni

NAWI Graz students can also use the app “Youni”. It bundles selected services, such as QR check-in for exams, appointments, courses and exams from Moodle. Youni is currently in test mode.

UniGrazMobile in the Play-Store



UniGrazMobile in the Apple-Store



Where to get information and advice

## Students' Representation

C4

Students' interests are represented by the Austrian Students' Union at TU Graz (HTU) (in German) > [htugraz.at](https://htugraz.at)

For every degree course there is a students' representative committee. You can find the contacts here (in German): > [htugraz.at/studienvertretungen](https://htugraz.at/studienvertretungen)

**TIP:** If you are interested, you too can become an active member of your programme's representative committee.

**TIP:** By paying the Austrian Students' Union fee you enjoy accident and liability insurance that covers damages that may occur during your studies > [oeh.ac.at/versicherung](https://oeh.ac.at/versicherung) (in German)



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## Where to get information and advice

### C5

## Who you can ask for help – and advice

### What to do if..

- > ..you haven't received a pin code to activate your student account?
- > ..you have forgotten your password for TUGRAZonline?
- > ..you want to register, close a study programme or take a leave of absence?
- > ..you have questions about the TU Graz card (e.g. loss, damage) or about the tuition fee?

■ Please contact the **Registrar's Office**

[www.tugraz.at/go/registrars-office](http://www.tugraz.at/go/registrars-office) or [study@tugraz.at](mailto:study@tugraz.at)

- > ..you would like to have recognition of courses and achievements?
- > ..you have questions about your study plan or about the orientation phase (STEOP)?

■ Contact the **Deans Office of your faculty**

<https://tu4u.tugraz.at/en/students/service-departments>

- > ..you have questions about your degree programme, your choice of degree programme or a change of degree programme?
- > ..you have questions about social issues (grants, insurance, housing, etc.)?
- > ..you have questions about study law?

■ Contact the **die HTU (TU Graz Student Union)**

[www.htugraz.at](http://www.htugraz.at) (in German)

- > ..you are an international student and have questions about visa, entry and residence formalities, living in Graz, networking and integration?

■ Contact the **International Office - Welcome Center**

[welcomecenter@tugraz.at](mailto:welcomecenter@tugraz.at)

**TIP:** If you would like to contact the **Vice Rector for Academic Affairs**, please write to > [vr-lehre@tugraz.at](mailto:vr-lehre@tugraz.at)



Where to get information and advice

## Accessible Learning

C6

TU Graz offers a range of supports for students with disabilities or chronic illness. The **Accessible Learning Service** will be happy to help you:

> [tugraz.at/go/accessible-learning](https://tugraz.at/go/accessible-learning)

## IT-Infrastructure and E-Learning

C7

Support for all the IT services of TU Graz that you will use, such as TUGRAZonline, 2-Factor Authentication and e-mail for students, is available from **TU Graz IT Services** > [it-support@tugraz.at](mailto:it-support@tugraz.at)

Support for the learning and teaching platform TU Graz TeachCenter > [tc.tugraz.at](https://tc.tugraz.at), the video portal TUBE > [tube.tugraz.at](https://tube.tugraz.at) and any other e-learning questions is provided by the organisational unit **Educational Technology** > [elarning@tugraz.at](mailto:elarning@tugraz.at)

For questions regarding video conferencing systems (BBB, Webex) please contact > [videokonferenz@tugraz.at](mailto:videokonferenz@tugraz.at) directly.

## Courses

### D1 What is a course?

Teaching at the university is organized into units called courses (Lehrveranstaltung, LV).

University courses are equivalent in some ways to the different subjects you had at school such as Maths or German. Every course is different, based on the course type and the teacher. You will take different courses each semester. Usually, a course will be held at the same time(s) each week for the whole semester. Sometimes courses are 'blocked', i.e. held in a smaller number of longer sessions. You can find the dates and location of a course in [TUGRAZonline](#) in the respective course description or in your appointment calendar (if you have already registered for the course).

### D2 What types of course are there at TU Graz?

There are different types of courses at TU Graz: Lectures (VO), exercises (UE), design exercises (KU), laboratory courses (LU), projects (PT), lectures with integrated exercises (VU), conservatory (CV), seminars (SE), seminar projects (SP), excursions (EX), field exercises (FU), orientation courses (OL), and exclusive tutorials (PV).

The most important difference is between ordinary lectures and the other types of courses, which have continual assessment. The differences are explained in more detail in the following questions and answers.

# What is a lecture?

D3

A lecture (VO) is a course in which the teaching staff presents a subject and its methods as a talk. Lectures are concluded with an examination on all the material covered, regardless of student attendance.

Three dates for the examination are offered in each semester. If you fail the examination, you can repeat it a maximum of three times (in Teacher Education Programmes) or four times (all other degree programmes). Although there is no absolute requirement to attend the lectures, it is strongly recommended to do so. It is a valuable preparation for the examination. You cannot rely on being tested only on material that is contained in the textbook or the handout of the teaching staff. Unless announced otherwise, the examination will cover all the material that is presented in the actual lectures. You have to register for the examination in TUGRAZonline. You can register for the examination even if you were never registered for the lecture course. Please only register for the lecture course if you will really attend. Otherwise large lecture theatres are reserved which then remain almost empty. However, you can only access the documents for the lecture course in TU Graz TeachCenter > [tc.tugraz.at](https://tc.tugraz.at) if you are registered for the course.

**TIP:** You can get advice on study law every first Tuesday of the month at the online "Sprechstunde Studienrecht" (Consultation hour on study law) from 9 - 10:00 a.m. without prior appointment.



## D4

## What are courses with continual assessment?

All the other course types – apart from the ordinary lecture – have continual assessment. This means that you are assessed on your active participation in the course.

Instead of a single examination, you will be assessed on at least two tasks – which may be oral examinations, written tests, practical work, writing seminar papers, giving presentations, doing homework or collaborate – per semester. In addition, attendance is compulsory in these courses. However, the lecturers can waive this requirement in certain cases for individual course units.

If you do not pass a course with immanent examinations, you have to take it again as a whole. This repetition is possible three times (teacher training programme) or four times (all other programmes). Except in the case of exercises (UE), design exercises (KU) and lectures with integrated exercises (VU) - here, partial performances (e.g. examinations, tests, oral examinations, presentations, etc.), the negative assessment or non-performance of which (except for dropped examinations as defined in § 27) in any case leads to a negative overall assessment or which make up a contribution of at least 40 percent of the assessment to the overall assessment, must be repeated. These must be submitted once in an appropriate form within four weeks after the end of the course by students who would otherwise be assessed negatively.

In the case of courses with an immanent examination character, the demonstrable acceptance of the first partial assignment (announced by the course instructor in the course description and in the first course unit) is equivalent to taking the examination. If the student does not perform the further partial performances without an important reason (e.g. medical certificate), this is considered as an examination failure and the examination is to be assessed negatively.

## Courses

# How do I register for courses?

D5

You have to register for courses at your own initiative in TUGRAZonline.

Use the video **'Registering for classes'** as a guide:

> [tugraz.at/go/welcome-days-en](https://tugraz.at/go/welcome-days-en)

The times and locations of the courses in your curriculum are shown in the application "courses" in TUGRAZonline. All the courses at TU Graz are listed there; if you then select your degree programme, only the courses being offered in your programme in the relevant winter or summer semester will be shown. Most courses are held once per year; some are held every semester and a few are offered only once every two years (this only applies to courses with very few participants, which means it is rare in bachelor's degree programmes). In each course entry in TUGRAZonline you can find the learning goals, the teaching staff, the type of assessment, the language of instruction, the times of classes, times of examinations and possibly documents related to the course. You can also see when the course will be open for registration.

**TIP:** In the application "My Degree Programme" you get an overview of your study plan and the assigned achievements and courses.

**TIP:** If the form, dates, methods or assessment criteria of the course or examination announced before the start of the semester change during the semester for compelling reasons, the changes will be announced immediately. If you no longer wish to take part under the changed conditions, you can withdraw from the course or examination. In this case, the withdrawing will not count towards the maximum number of times you can take the examination. Please note, however, that you have to withdraw in a timely manner as soon as you become aware of the change (see > [the statutes of Graz University of Technology](#)). If, e.g., you are informed about the change of the form (e.g. on-site examination is changed to online examination) and you still take the examination, you can no longer invoke this right afterwards.

## Courses

### D6

## How can NAWI Graz students register for courses and examinations?

*As a student of a NAWI Graz degree programme – Physics, Chemistry, Mathematics, Geosciences, Environmental System Sciences / Natural Sciences-Technology and Molecular Biology – you can use the inter-university registration feature in TUGRAZonline.*

In order to do this, you need to have active accounts in both online systems: [TUGRAZonline](#) (TU Graz) and [UNIGRAZonline](#) (Uni Graz).

Use the applications „Inter-university Login“ (linking of the online systems) and „inter-university examination registration“ (setting in the examination registration) in [TUGRAZonline](#).

### D7

## Where can I find information on individual courses?

General information on individual courses and documents related to the courses are available

- > In the course description in TUGRAZonline,
- > in person from the teaching staff in classes (especially at the first class of a course),
- > in the course in the TU Graz TeachCenter (this is usually only accessible after you have registered for the course in TUGRAZonline), or
- > on the website of the relevant institute.

## Courses

# Is there a timetable or calendar?

D8

In TUGRAZonline you will find the application 'Calendar'.

There you can see the times of all courses and examinations that you have registered for. You can also subscribe to this calendar to e.g. display it on your smartphone and add your personal appointments. It is possible that changes on short notice do not appear there – so always keep an eye on the real TUGRAZonline calendar.

**TIP:** Use the app Studo to organize your time > [studo.co](https://studo.co)

# Where are my courses being held?

D9

Courses are held in lecture halls, seminar rooms, laboratories, online, and in the case of excursions and field exercises, even outside the TU Graz campuses.

You can find out where each course will be held in the point 'Scheduled Dates' in the course description or – if you have already registered for the course – in your calendar. There is a link to a map that will help you to find the room.

**D10**

## How often and at what time are courses held?

A course may be held at different times of the day and either on a weekly basis for the whole semester, or 'blocked' as all-day sessions on one or more days. There may be quite long gaps between classes on any one day. You can find the dates and location in the course description in TUGRAZonline or in your calendar (if you have already registered for the course).

When people talk about a "two-hour lecture" they usually mean a lecture of two 45-minute units per week for the whole semester – i.e. for 15 weeks. If this lecture is 'blocked', it could be completed in one week taking up the whole morning from Monday to Friday, that is, in 5 blocks of 6 units each. However, it is rare to compress a course into a single week like this.

No classes are held on Sundays, but Saturdays can be used for examinations and in exceptional cases, course units can also be held on Saturdays. No classes are held on public holidays and during holiday season and semester breaks: Christmas, spring break, Easter and summer vacations, Sundays and bank holidays. But it can be used for courses in exceptional circumstances, for example when extra repeats of laboratory exercises are offered in summer due to limited laboratory capacity.

**TIP:** You can generally plan your semester yourself in order to be able to combine your studies or participation in the courses offered with immanent examinations with a job or other obligations.



## Courses

# Do I have to attend courses?

**D11**

You must be present in courses with immanent examinations, unless the lecturer releases you from the attendance requirement for individual course units.

Attendance is usually documented by means of a signature list. There is no attendance requirement for lectures.

# What language are courses held in?

**D12**

The general language of instruction in a bachelor's degree programme is German. A few courses are given in English.

You can check the language of instruction in the course description in TUGRAZonline. If you take an examination in English, the assessment is not based on your language competence but on your understanding of the subject matter.

## Courses

# D13 How should I behave in class?

The teaching staff want students to show an interest in the course, participate actively and ask questions. It is in your own interest to take notes. You will make the most of a course if you are well prepared and listen carefully. Talking with your classmates, eating or other disruptive behaviour during class will not be tolerated.



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## Courses

# How are the ECTS credits related to the amount of work needed for a course?

## D14

You are awarded ECTS credits when you complete courses successfully. The bachelor's degree programmes are structured so that the standard full-time work rate is 60 ECTS credits for an academic year. ECTS (European Credit Transfer System) is an internationally recognised system for evaluating the workload of courses/studies (see chapter B4).

One ECTS credit corresponds in Austria to a workload of about 25 hours for a student - including class time, autonomous study time, preparation and follow-up work. This estimated workload should be true as an average of what students need to do in order to reach the learning goals of their courses. If you are of the opinion that a course involves too many or too few ECTS credits, you can report this to your students' representatives.

Example: For a lecture course with 3 semester hours (i.e. 3 units of 45 minutes each, every week for 15 weeks) and 5 ECTS credits, you should expect to put in more than one day of work per week throughout the semester. If you attend the lectures, that is only about 2 hours per week. If you then spend 5 hours a day over the last 3 weeks of the semester preparing for the examination, that will feel like a large workload. But in reality, averaged over the semester, it is close to the effort described by 5 ECTS.

The example shows how the degree programmes at TU Graz are designed for full-time students. 60 ECTS for an academic year corresponds to an average workload of about 32 hours per week – assuming you continue studying on holidays and semester breaks.

**D15**

## What is the STEOP?

The Orientation Period (STEOP) is a set of required courses that you must take at the beginning of your bachelor's degree programme. They are designed to provide you with an overview of your degree programme. The STEOP must be completed before you complete any other courses and examinations.

The curriculum states which courses belong to the STEOP. The curriculum may also specify that other courses may be taken before finally completing the STEOP, up to a maximum of 22 ECTS credits.

If a student fails the last repeat of a STEOP examination, their enrolment in the degree programme expires (they are exmatriculated).

**TIP:** If you have already attended courses at other universities before starting your studies at Graz University of Technology, which you would like to have recognised for your studies at Graz University of Technology, apply for recognition within the first two semesters.

## Examinations

# What types and methods of examinations are there?

**E1**

Examinations are the most important means of verifying whether you have acquired the knowledge and achieved the learning goals that are defined in your degree programme. At the beginning of your studies you will sit most examinations in large lecture halls along with hundreds of other students, which will be a change from school.

The assessment of your performance in courses can be done by using written, oral or combined written and oral examinations. Oral examinations are examinations in which the examination questions must be answered orally. Written examinations are examinations in which the examination questions must be answered in writing.

In courses with continual assessment, your final grades can come from a wide variety of activities: participation in group work, home exercises, interim tests, etc. In these courses you do not only have to take an exam once, but at least two partial performances.

In the case of group work, your grade may depend on the contribution of the other group members – so if you are allowed to form your own team, choose thoughtful who to work with.

Details on the examination methods/types of your respective examination will be provided at the beginning of the course. You can find useful information in advance in the course description in TUGRAZonline (see also chapter D7).

### E2

## How do I register for examinations?

You have to register on TUGRAZonline for lecture examinations. The application “My Exam Dates” for registering and deregistering for examinations is available in TUGRAZonline. For examination dates for which only waiting list places are currently available, the field “register automatically until” appears in the application. Use this function to automatically move up to a fixed place as soon as a place becomes free. You can search for all examination dates of Graz University of Technology in the TUGRAZonline application “Exam Dates”.

Examinations for courses with continual assessment may or may not need you to register in TUGRAZonline – your course teaching staff will tell you.

If the registration function offers you a place on the waiting list, you should definitely assume that you will get a place in the examination. Many places only become available 48 hours before the examination. If you don't get a place then, you have the right to sit the examination within 2 months. Don't worry that the studying won't pay off.

**TIP:** When registering for exams, you can specify how long before an exam date you would like to be automatically registered for that date. To do this, edit the field “Automatic registration until”.



## Examinations

# Can I cancel an examination?

E3

You can cancel your registration for a lecture examination in TUGRAZonline up to 48 hours before the examination, whereby the deadline is extended by weekends and public holidays. You do not have to state a reason. Please note that if you fail to show up for an examination without cancelling, the examiner can block you from taking the examination for eight weeks or at the next examination date. If you can provide a credible important reason for missing the examination (e.g. a doctor's letter), this block will be lifted.

When you register for examinations, please think of your fellow students: many examinations have a limited number of places. If you register and then cancel on short notice, you may prevent someone else from taking the examination. Please cancel your registration as soon as you decide not to attend, in order to ensure that everyone who wants to take the examination has the chance of doing so.



## Examinations

### E4

## How often do examinations take place and when?

**The Universities Act requires examinations for ordinary lecture courses to be held three times per semester.**

Think carefully about when to take the examination. It doesn't always have to be at the end of the semester.

Some courses with continual assessment (UE, KU, VU etc.) are held every semester; others only once in each academic year.

Pay attention to the fact that examinations and deadlines for submitting work are often not well coordinated, so that there are times – especially towards the end of the semester – when a lot of examinations are concentrated in a very short period. The times of different examinations may even clash. If a clash affects a large number of students and you bring this to the attention of the course instructor soon enough, it may be possible to change the date of an examination or a deadline for a piece of work. Please ask the course instructor at the end of a class. You can also ask your students' representatives for help with scheduling problems.

### E5

## How should I prepare for examinations?

**Prepare for every examination seriously.**

Start studying in good time and even earlier if there is a lot of material to be covered. Use all the documents and learning materials that are provided in the TU Graz TeachCenter course > [tc.tugraz.at](https://tc.tugraz.at) You can often improve your motivation by studying with friends. Get active, make contacts and find people to study with.

**TIP:** In some courses the teaching staff offer question-and-answer sessions before the examination. Make use of this opportunity.



## Examinations

# What should be considered for online examinations?

**E6**

**Start with the technical preparations for online examinations in good time.**

If the examination is conducted online, it is best to ask the course administration in advance in which form and with which programs the examination will be held (e.g. Webex, TeachCenter Exam, KnowledgeCheckR etc). Make sure that you have the necessary equipment (e.g. computer, camera), a stable internet connection and an undisturbed room available on the day of the examination.

In the case of some online examinations, certain measures may be taken to supervise the examination. For example, in order to establish the identity and to ensure the independent performance of the examination, the use of the camera and even a camera pan through the room is permissible with the greatest possible consideration for privacy. The privacy policy, which you should read when registering for the examination, provides information on how your data is processed in these cases and what alternative examination methods are available to you.

# Are there places where I can go to study?

**E7**

**All 3 campuses of TU Graz have learning centres, libraries and drawing studios where you can study and prepare for examinations.**

Also, studying with friends can be productive and helpful. Here are some links to more information on these spaces:

- > *Overview of all study spaces of TU Graz* > [lernorte.tugraz.at](https://lernorte.tugraz.at) (in German)
- > Computer study rooms and learning centres
  - > [tu4u.tugraz.at/go/computer-work-spaces](https://tu4u.tugraz.at/go/computer-work-spaces)
- > Libraries > [tugraz.at/go/library](https://tugraz.at/go/library)
- > Drawing studios > [tugraz.at/go/drawing-studios](https://tugraz.at/go/drawing-studios)

## E8

## What's the best way to approach written examinations?

Most of your examinations will be written, with some variation between degree programmes. Here are some tips that should be useful for any written examinations in any subject:

- > If you do not answer the examination examples, you will get zero marks for it, which will put you on the road to failing the examination (Grade 5, 'unsatisfactory'). Always try to give at least part of the answer even if you cannot solve the whole problem.
- > Examinations rarely require only the final result; most of the time, the examiners expect you to show your reasoning. Always provide a concise explanation of how you arrived at the result. That helps the examiners to assess whether you have understood the principle of the exercise correctly, which is especially relevant if your final result is wrong because of a mistake in your calculations.
- > If the question asks for a short answer, don't give a long one. If you spend too long on an answer, you risk running out of time before you have finished all the questions.
- > If you are allowed to consult documents (e.g. a handout) in an examination (this is quite common for example in mathematics), it may be the case that all the marks are dependent on getting a correct answer. If there is time, double-check your calculations.
- > Express yourself clearly in your answers and write legibly.
- > Read the questions carefully. Especially if you have prepared by doing sample questions, you should not assume that the question in front of you is exactly the same as the ones you have practiced. Be on the lookout for differences. Show that you have not just learned all the questions and answers off by heart. If you are nervous, you can easily overlook

## Examinations

some detail of the question. Try to read every question very carefully and, if possible, several times. It might help to mark key words in the question to help yourself understand it correctly.

- > Make sure to follow the formal requirements of each examination. Use the right paper, write in the right colour, mark each page with the correct information (e.g. your name and matriculation number) and make sure what aids you are allowed to use in the examination.
- > You have the right to inspect the assessment documents within six months of the announcement of the examination grade. Use it! This way you can find out what mistakes you made, and learn from them.
- > If it is an option, choose an oral examination instead of a written one. An oral examination often gives you a better chance to show that you understand the material than a written one, in which a small mistake in calculations can cost you a lot of marks. In a written examination, the examiner is not able to prompt you to think again.

## What grades does the university use?

E9

The passing grades of examinations and courses are 'excellent' (1), 'good' (2), 'satisfactory' (3) and 'sufficient' (4). The failing grade is 'unsatisfactory' (5). Instead of these number grades, some courses (e.g. excursions) are graded as either 'successfully completed' or 'unsuccessfully completed'. There is also the assessment 'U invalid due to deception'.

## Examinations

### E10

## Can I repeat examinations?

Failed examinations can be repeated a total of four times (three times in Teacher Education Programmes). In other words you can sit an examination a total of five times. Students of Teacher Education Programmes in education can sit an examination a maximum of four times.

You should take every examination seriously and prepare yourself well. If you fail the last repeat of the examination for a compulsory course, your enrolment in the degree programme expires (you will be exmatriculated). There is also an additional repeat option for the very last examination in the program. If the last repetition of the last examination in the study program is assessed negatively, you are entitled to repeat it an additional time.

It is also possible to repeat examinations that you have already passed – for up to 12 months or until the end of the degree programme or the stage of the programme. The important thing to know is that the grade from the latest repeat counts, whether it is better or worse than before.

### E11

## Are there consequences for cheating in examinations, for example when using unauthorized aids?

**Copying from other examination candidates is absolutely unacceptable behaviour at university.**

If you are found to be cheating in an examination, your examination papers will be taken away immediately and you will be given the grade 'unsatisfactory' (5). The same applies for bringing in notes, using smartphones, smartwatches or any other form of cheating. But it could also lead to further consequences. For example, if you cheat on a written examination, the course instructor may require you to take an oral examination the next time.

## Examinations

# What are ‘examinations before a committee’?

## E12

**An examination before a committee is an examination assessed by a committee of at least three examiners.**

In lecture examinations, the fourth and fifth times you sit the examination you must be examined by committee. Students can also request a committee examination for the third time they sit the examination.

The format of the examination (oral, written or oral and written combined) remains the same unless the course instructor decides to use a different format for committee examinations; this must be announced in the course description in TUGRAZonline and in the first class of the course.

# How should I handle examination nerves?

## E13

A certain level of nervous excitement before or during examinations is normal and can even help you to do your best. However, if you experience nervousness to the point where it impairs your ability to function, you should consult the **Psychological Counselling Centres for Students** > [studierendenberatung.at/en](https://studierendenberatung.at/en) The counselling team can help you manage your nervousness around examinations. If you wish, you can obtain free, confidential psychological help and advice with personal and academic problems.

## Examinations

### E14

## Can examination results from school count in my degree programme?

The Dean's Office of your faculty is the best contact point to ask whether any of your school examinations can be counted and replace university examinations. The possibilities for recognizing examination results you already have will be explained in detail in your introductory lectures. Recognition of examinations is the responsibility of your Dean of Studies. You can find the Dean of Studies for your degree programme at TUGRAZonline > [online.tugraz.at/tug\\_online/pl/ui/\\$ctx/wborg.display?PORGNR=34986](https://online.tugraz.at/tug_online/pl/ui/$ctx/wborg.display?PORGNR=34986)



## The work environment at the university

# What principles of conduct are especially important at TU Graz?

F1

Students and teaching staff at TU Graz give their ideas of what makes for excellent teaching and a good working environment in this video

> [tugraz.at/go/exzellente-lehre-video](https://tugraz.at/go/exzellente-lehre-video)

At TU Graz, we want students and staff to treat each other and people from outside the university in a way that is polite, trustworthy, sincere, fair and respectful. Every person should be respected in their individuality. The work environment should be free from intimidation, force, harassment and discrimination. Please do what you can to make this reality.

All members of TU Graz are required to obey the principles of good scientific practice and to refrain from scientific misconduct such as the use of forbidden aids, plagiarism and ghostwriting. (Statute part plagiarism)

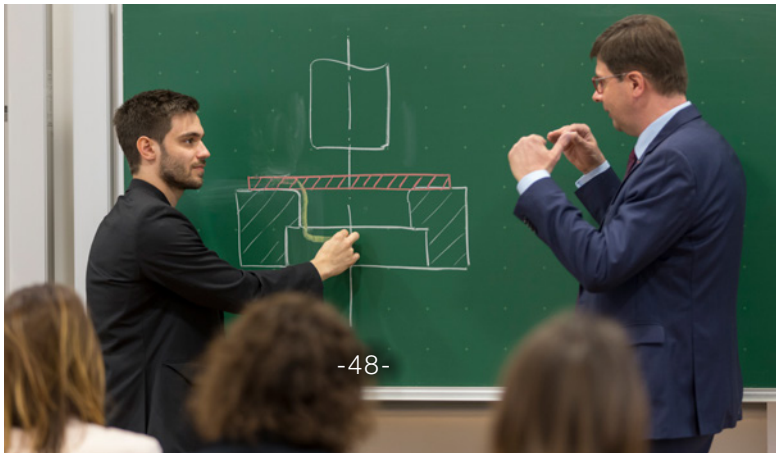
> [www.tugraz.at/en/tu-graz/university/organisational-basis](https://www.tugraz.at/en/tu-graz/university/organisational-basis)

## F2

## What do teachers at TU Graz expect from new students?

**Teachers expect students to take responsibility and initiative in their work, for example:**

- > Asking questions is welcome – provided you have looked in the course description on TUGRAZonline and in the course documents (or in any relevant newsgroup) and not found an answer.
- > You should come properly prepared to every class of a course with continual assessment (exercises, seminars, laboratory exercises). Depending on the course, the necessary preparation is different – it might be doing homework, or reading a chapter in the lecture notes, or studying for a test.
- > Teachers expect you to prepare thoroughly for examinations, that is, that you have studied the material for the examination sufficiently. Test how well prepared you are by solving past examination questions, sample examination papers or exercises from the lecture notes while using only the aids that are allowed in the examination.
- > Come to examinations you have registered for. Teachers expect you to attend examinations or to cancel in good time.





## The work environment at the university

### How can I contact my teaching staff at the university?

F3

The teaching staff usually tell you the best way to get in touch with them at the beginning of the course – for example if you can contact them by e-mail or how you should use their office hour.

What all of them have in common is that they want you to communicate with them in a respectful tone. Some teachers will be available to talk to students at the end of classes. But it's best to ask your questions in class, so that your fellow students can benefit from them.

**TIP:** Check the information in the course description in TUGRAZonline first, and ask fellow students, before contacting teachers with questions.

### How can I give effective feedback on courses?

F4

You can give feedback on many courses in TUGRAZonline (course evaluation). The system uses anonymous questionnaires for this purpose.

Anonymity is meant to ensure that students give honest feedback and that teaching staff accept constructive criticism from students without being able to link it to performance in examinations. It is important to use this opportunity and to give feedback with a sense of responsibility for the quality of teaching. If only a few students give feedback, the results will not be representative. A good culture of feedback is essential for the further development of teaching at TU Graz.

## The work environment at the university

### F4

- > Use the opportunity to give feedback and help to assure and improve the quality of teaching!
- > Do not only give feedback if you have a strongly positive or negative opinion but also if your overall evaluation is somewhere in the middle.
- > If teachers have not provided an evaluation period for their courses, remind them and ask them to do it.

The evaluation results are used, for example, as one of the criteria for the prize for excellence in teaching: > [tugraz.at/go/teaching-excellence](https://tugraz.at/go/teaching-excellence)  
If a certain number of students give negative evaluations and provide specific criticism of a course in their comments, there is also a well-defined process with meetings with the course instructor and to work out corrective actions for problems. The dean of studies and the students' representative are also involved in this process.

### F5

## How can I give constructive feedback?

**Teaching at TU Graz depends on a good culture of feedback. Ideally, you should use the opportunity to give feedback whenever it is possible.**

You give a fair evaluation of the course and name the things that impressed you positively and negatively. Only on this basis can the course evaluation be a useful basis for improvements.

It is very important to express yourself constructively. Don't abuse the

## The work environment at the university

### F5

anonymity of the course evaluation to vent your frustration in accusations or abusive language. Keep your criticisms specific and put them in a form that will help improve aspects of the course. Everyone benefits when the communication is respectful.

In addition, you may have the opportunity to give your feedback in a student focus group: In such moderated focus groups, an outsider discusses with students of a course, without the presence of the teaching staff, their experiences. The feedback gained is then summarized and discussed completely anonymously with the teaching staff.

## How else can I contribute to the further development of TU Graz?

### F6

Student surveys are conducted regularly at TU Graz. These surveys are especially important to get an overall impression of the situation of our students and we encourage you to participate there. Such a survey of first-year students (or every two years of all students) takes place annually in May/June.

You would also like to support the research of your fellow students? Subscribe to a mailing list at [mlist.tugraz.at/mailman/listinfo/student.survey](mailto:mlist.tugraz.at/mailman/listinfo/student.survey), where students can call for participation in surveys for their theses.

## Students' rights and obligations

### G

## What rights and obligations do students have?

Your rights and obligations as a student are defined in the Universities Act, the part of the TU Graz Statute on Legal Regulations for Academic Affairs and the curriculum of your degree programme.

You can get advice on legal questions from your students' representatives and the students' union HTU Graz.

### **As a student you have the following rights in particular:**

- > You have the right to attend courses and to take examinations.
- > You can request a different format of examination.
- > You can request to have your examination carried out by different examiners.
- > You have the right to have your written examination corrected without delay and within four weeks at most. In the case of an oral examination, you will find out the result immediately afterwards.
- > You can inspect the assessment documents, make copies of them and request a written justification for a negative examination result.
- > You can repeat examinations four times or in education degree programmes, three times.
- > If you have registered for any examination, have been put on the waiting list and are not given a place in the examination session, you have the right to a place for the next examination date or to be examined within the next two months at most.

## Students' rights and obligations

### As a student you have the following duties in particular:

- > Inform TU Graz of any changes of your name or address by updating the data in the application „Current / Home Address“ in TUGRAZonline.
- > Give TU Graz notice of the continuation of your studies each semester by paying your students' union fee and if applicable, your tuition fees.
- > Register and cancel your registrations for examinations within the deadlines.
- > Observe the principles of good scientific practice and do not engage in scientific or academic misconduct such as the use of unauthorized aids, copying other students' work, plagiarism or ghostwriting. Statute part plagiarism > [www.tugraz.at/en/tu-graz/university/organisational-basis](http://www.tugraz.at/en/tu-graz/university/organisational-basis)



# H1 Where can I live?

In Graz, there are a number of student halls of residence. You can find them and look for free places at:

> [studium.at/studentenheime/steiermark/graz](https://studium.at/studentenheime/steiermark/graz) (in German)

Living in a hall of residence at the beginning of your studies has the advantage of bringing you into contact with other students.

Sharing apartments is another possibility; the Austrian Students' Union has published an information brochure covering topics such as tenants' rights, repairs and maintenance costs, and on how to find an apartment:

> [oeh.ac.at/content/studieren-und-wohnen](https://oeh.ac.at/content/studieren-und-wohnen) (in German)

**TIP:** If you live close to the university, you can get to your classes more easily.



## Practical tips on student life

# What technical equipment do I need for my studies (e.g. computer)?

## H2

Since many courses and examinations are held wholly or partly digitally, we recommend:

- > a good and above all stable internet connection with cable or WLAN for streaming and videoconferences,
- > notebook or PC incl. webcam and
- > headphones in good quality as well as
- > current standard browser, e. g. Firefox, Chrome, Safari or Edge.

Generally, commercially available devices are sufficient. A limited number of computers are also available for students at the campus locations of Graz University of Technology.

**TIP:** Laptops can be bought at reduced prices twice a year at the beginning of the semester through the u:book scheme: > [ubook.tugraz.at](https://ubook.tugraz.at)

**TIP:** There are a number of software products that are available to you free of charge or at favourable conditions > [tu4u.tugraz.at/studierende/it-services-fuer-studierende/studium/strategische-software-fuer-studierende](https://tu4u.tugraz.at/studierende/it-services-fuer-studierende/studium/strategische-software-fuer-studierende) (in German)

# How can I pay for my studies at TU Graz?

## H3

Students who are in financial need can apply for assistance under certain conditions. It is best to inquire about suitable assistance offers in good time.

You can find information on topics such as tuition fees, students' union fees, grants, benefits and insurance on the following pages:

> [tugraz.at/go/financial-matters](https://tugraz.at/go/financial-matters)

## H4

### Where can I find student restaurants?

There are 'Mensa' student restaurants at the Neue Technik and at the Inffeldgasse campus.

**TIP:** Get a Mensa stamp on your TU Graz card at the welfare office of the students' union HTU in order to qualify for discounts at the Mensa restaurants. For information see:

> [soziales.htu.tugraz.at/beihilfen/mensabeihilfe](https://soziales.htu.tugraz.at/beihilfen/mensabeihilfe) (in German)

## H5

### What about public transport in Graz?

Students (up to the age of 26) are eligible for a discount for Graz public transport in the form of a semester ticket (Top Ticket for students). If you meet certain conditions, you can apply for a mobility voucher which gives you an additional discount on the ticket. Details here:

> [holding-graz.at/en/ticket/top-ticket-for-students](https://holding-graz.at/en/ticket/top-ticket-for-students)

Besides public transport, the network of cycling routes in Graz is well developed.

**TIP:** Cycling is the most efficient way of getting around between the TU Graz locations.



## Practical tips on student life

# What can I do besides studying?

## H6

**TIP:** Don't forget to broaden your horizons while studying. You can gather valuable experience in the following activities:

- > Working on placement in a company,
- > Working as a student assistant at an institute of TU Graz,
- > Getting involved in your students' representative committee or in the HTU [htugraz.at/en/your-htu/in-a-nutshell](https://htugraz.at/en/your-htu/in-a-nutshell)
- > Studying abroad for a semester [tugraz.at/go/study-abroad](https://tugraz.at/go/study-abroad)
- > Joining a TU Graz student team [tugraz.at/go/student-teams](https://tugraz.at/go/student-teams)
- > Taking a language course [tugraz.at/go/learning-languages](https://tugraz.at/go/learning-languages)
- > Taking sports courses at USI [sportinstitut.uni-graz.at](https://sportinstitut.uni-graz.at) (in German), or
- > Exploring FabLab [fablab.tugraz.at](https://fablab.tugraz.at), E-Lab [e-lab.at](https://e-lab.at) (in German), Phi-Lab [philab.physikgraz.at](https://philab.physikgraz.at) (in German) or the HTU Makerspace [makerspace.htu.tugraz.at](https://makerspace.htu.tugraz.at) (in German).

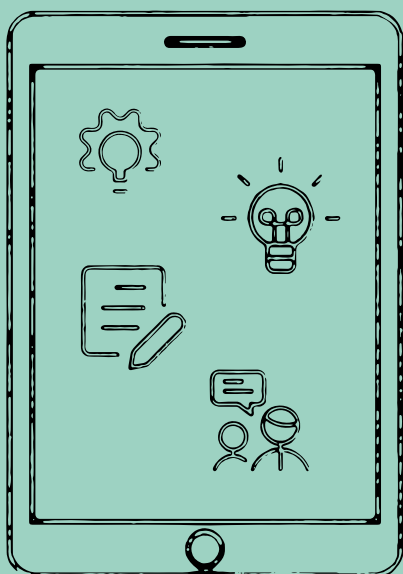
All of these things can give you experiences and soft skills that will be useful in your future professional life, as valuable abilities that you have developed at your own initiative. You can obtain a certificate for selected courses, which are grouped into topic-specific „tracks“. The „Key Competencies Certificate“ is available in the areas of Entrepreneurship – Entrepreneurial acting and thinking, STS - Science, Technology and Society, Gender and Diversity Management and Languages. You can find further information at TU4U.

> [tu4u.tugraz.at/en/students/my-current-study-programme/key-competencies-certificate](https://tu4u.tugraz.at/en/students/my-current-study-programme/key-competencies-certificate)

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**DIGITAL COMPETENCES  
FOR  
FIRST-YEAR STUDENTS**

**MOOC** (online course)  
from 16/10/2023  
Free of charge on iMooX.at

**SEMINAR** from 17/10/2023  
Free elective, 1 EC

# DIGITAL COMPETENCES

## FOR FIRST-YEAR STUDENTS

This course is designed to introduce students at the beginning of their studies to the digital world of Graz University of Technology and is based on the Digital Competence Framework for Austria (DigComp 2.2 AT). Which tools do I need in my studies? Which strategies can help me cope with my studies in the digital world of Graz University of Technology? With this MOOC you can get an overview of what you have already mastered and where you might still need to catch up.

### Who is the MOOC for?

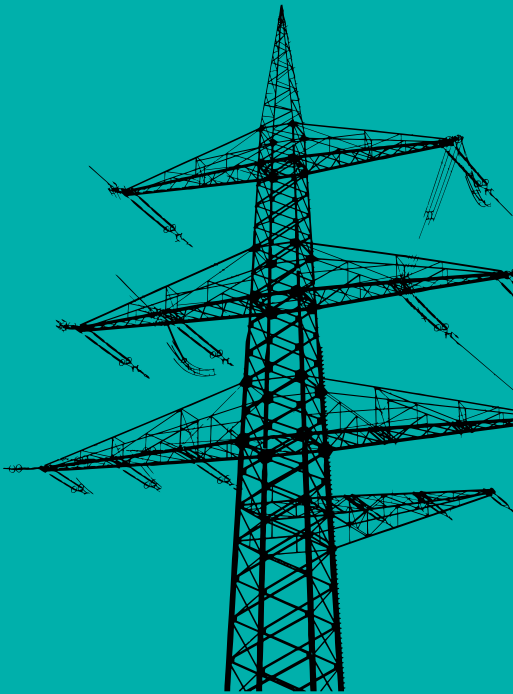
- First-year students at TU Graz who want to prepare themselves for their studies in the best possible way
- All those who are already studying at TU Graz and need a little refresher on their digital competences

### Do you want to collect EC in addition to this free MOOC?

- Register for the course "Digitale Kompetenzen für Studienanfänger:innen" in TUGRAZonline.
- Enrol in the course on iMooX.at with your TU Graz account (Login with eduID) and successfully complete the course.  
Please note: This course is only available in German.
- Attend the seminar in October 2023 at TU Graz, take the final exam and pass it.



<https://imoox.at/course/DigiStudiWS23>



# UNDERSTANDING THE ELECTRIC GRID

**Online course (MOOC)**

**From 15/08/2023**

**Free of charge on iMooX.at**

# UNDERSTANDING

# THE

# ELECTRIC GRID

This MOOC teaches comprehensive basic knowledge of electrical power engineering. Electricity is not only dealt with in terms of its physical properties, but also essential areas of power generation and power supply such as power plants, power grids and blackouts are discussed. Connections between the individual topics help with the overall understanding.

## Who is the MOOC for?

- Laypeople, prospective students and first-year students who would like to gain basic knowledge of electrical power engineering or refresh their knowledge before starting their studies
- All those who want to learn more about blackouts
- All those who would like to get a profound insight into the world of energy supply

## How to register for the course:

- Log in with your TU Graz account (Login with eduID) on iMooX.at.
- Enrol in the course.
- This course is an online self-study course, so you are free to choose when and where you study.



<https://imoox.at/course/energy0>

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# 2023

## GET FIT IN

## COMPUTER SCIENCE

**MOOC** available from 11/09/2023  
free of charge on iMooX.at

**LECTURE** 706.161  
free elective, 1.5 EC

**EXERCISE** 706.160  
free elective, 0.5 EC







<https://moox.at/course/info/fit23>

# GET FIT IN COMPUTER SCIENCE

What is computer science? It is impossible to cover the diversity of problems in computer science in an introductory course. Nevertheless, we have tried and would like to introduce you to the most important basic concepts and ideas of computer science in an exciting way in the MOOC.

## Who is the MOOC for?

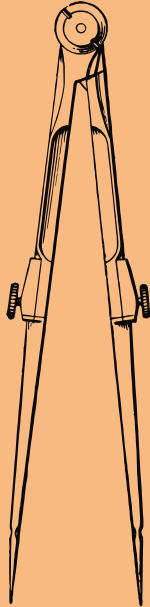
- Students and first-year students of all fields of study
- All those who are beginning scientific/technical studies
- All those who have not been able to get a proper picture of computer science and/or have taken their final school exam at a less technically-oriented school

## This is how you collect your first EC:

- Enrol in the course on iMooX.at and complete it by 01/10/2023. Choose the "Login with eduID" on iMooX.  
Please note: This course is only available in German.
- Register in TUGRAZonline by 12/09/2023 for the courses 706.161 "Informatik-Fit, VO" and/or 706.160 "Informatik-Fit, UE".
- One day after registration you can access the course material in the TU Graz TeachCenter.
- Lecture (VO): Register in TUGRAZonline by 03/10/2023 for the lecture exam and pass it successfully.
- Exercise (UE): Complete the weekly exercises in the TU Graz TeachCenter.

The first online tutorial takes place on 13/09/2023, where you will find out everything about the procedure of the two courses. You will find the link to the online room in the TeachCenter course. In addition, there will be three online tutorials and a question and answer session for the lecture exam. You can find the dates in TUGRAZonline.





# 2023

## FIT FOR

## MATH

**MOOC** available from 01/08/2023  
free of charge on iMooX.at

**LECTURE** 502.999

18/09-25/09/2023  
free elective, 1.5 EC

**EXERCISE** 505.998

19/09-26/09/2023  
free elective

# FIT FOR MATH

The Fit for Math course prepares you optimally for the mathematical challenges at the beginning of your studies at Graz University of Technology. Get an advantage and make sure your transition into university life goes smoothly!

## Who is the MOOC for?

- Anyone who considers beginning scientific or technical studies
- Anyone looking for a compact summary of the most important topics in school mathematics
- Anyone who would like to brush up on their math skills

## This is how you collect your first EC:

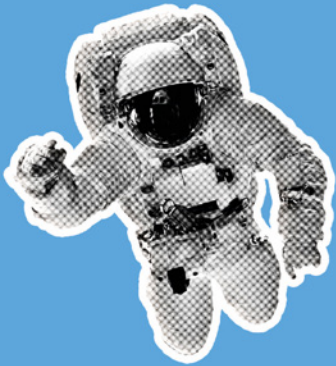
- Register for the course "Mathe-Fit" in TUGRAZonline.
- Enrol in the course on iMooX.at with your TU Graz account (Login with eduID) and successfully complete the course.  
Please note: This course is only available in German.
- Attend the lecture in September 2023 at Graz University of Technology.
- Take the final exam and pass.
- In addition, parallel to the lecture, the exercise units can be attended.  
To positively complete the exercise, participate in at least five of the six exercise units.



<https://imoox.at/course/mathefit23>



# SELF-ORGANISED STUDYING



**Online course (MOOC)**  
for first-year students  
available from 11/09/2023  
free of charge on iMooX.at





You are just before or at the beginning of your studies and sometimes want to call for help? Are you wondering how university works at all? In the online course "Self-Organised Studying" you will receive information, tips and tricks for starting your studies. Regardless of whether you have just graduated from high school or have been working for a while, we will help you with your transition to university.

This course is an addition to the Welcome Days and the First-Year Tutorials.

### Who is the MOOC for?

- First-year students of all fields of study at Graz University of Technology and beyond
- All those who are thinking about starting a degree at Graz University of Technology
- Students of higher semesters who want to review important basic information and improve soft skills such as time management

### How to register for the course:

- Log in with your TU Graz account (Login with eduID) on iMooX.at.
- Enrol in the course.
- The course is an online self-study course, so you are free to choose when and where you study.

Good luck with your studies!



Issued by:  
TU Graz, Higher Education and Programme Development  
Lessingstraße 32/II  
Rechbauerstraße 12 (Post address)  
8010 Graz  
vr-lehre@tugraz.at  
Print: RehaDruck, Graz

> [www.tugraz.at/en](http://www.tugraz.at/en)

May 2023



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