



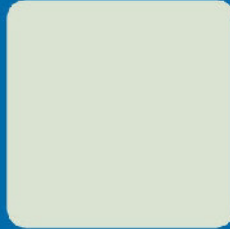
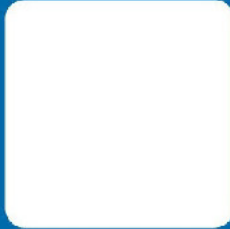
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International Office

# WELCOME GUIDE

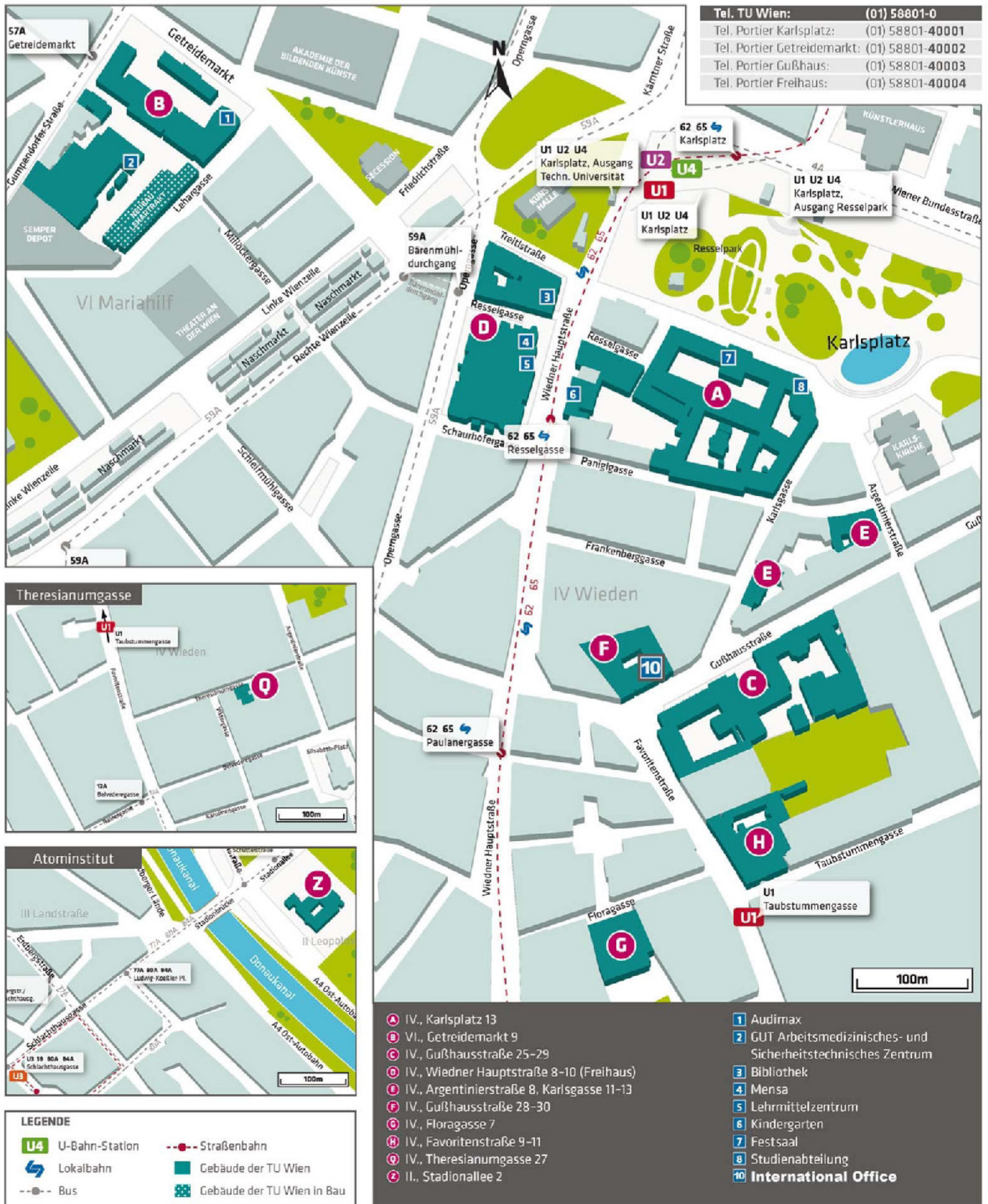
for students in mobility programmes

Welcome to TU Wien!





# Campus Map | TU Wien



A low-angle photograph of a Ferris wheel against a twilight sky with soft clouds. The wheel's structure is silhouetted, and a single red passenger car is visible. The image is partially covered by a blue curved banner at the bottom.

# WELCOME GUIDE

## TECHNISCHE UNIVERSITÄT WIEN INTERNATIONAL OFFICE

Gusshausstrasse 28 / 1<sup>st</sup> floor, A 1040 Wien

### Contact:

T: +43 (0)1 58801 - 41550 / 41552

Email: [exchangein@tuwien.ac.at](mailto:exchangein@tuwien.ac.at)

<http://www.tuwien.ac.at/international>

### Opening hours:

Monday, Thursday: 9:30 a.m. - 11:30 a.m., 1:30 p.m. - 4:30 p.m.

Wednesday: 9:30 a.m. - 11:30 a.m.

### How to reach us:

Metro:           U1 (Station Taubstummengasse)  
                      U2 (Station Karlsplatz)  
                      U4 (Station Karlsplatz)

Tram:            Line 62 (Station Paulanergasse)  
                      Line 65 (Station Paulanergasse)  
                      Line 71 (Station Schwarzenbergplatz)

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DER. PFLEGE. ERWEITERUNG. VEREDLUNG.  
DES. GEWERBSFLEISSES. DER. BÜRGERKÜNSTE. DES. HANDELS.  
FRANZ. DER. ERSTE.

TECHNISCHE HOCHSCHULE

## 1 History of TU Wien

TU Wien is one of the oldest technical universities in the German-speaking realm.

- **1805:** Emperor Franz I of Austria asks the Imperial Commission on Education to prepare a report on the feasibility of creating a technical university in Vienna.
- **1810:** Johann Joseph Prechtel, former headmaster of the Mathematical and Naval Grammar School in Trieste, is charged with drafting the statutes for the future polytechnical institute.
- **1815:** J.J. Prechtel is named first director of the Polytechnical Institute. The new establishment opens with three professors and 47 students.
- **1816:** The cornerstone is laid for the main building at present-day Karlsplatz 13.
- **1817:** Imperial approval of the Statute for the Imperial-Royal Polytechnic Institute in Vienna with three main purposes:
  - Educational establishment with both a commercial and a technical department enjoying academic freedom and the creation of a secondary school with emphasis on science,
  - Museum of Technology,
  - Association for the Advancement of Austrian Industry.
- **1872:** Law changing the Polytechnic Institute into the Imperial-Royal Technische Hochschule Wien and granting the organisation academic freedom.
- **1902:** First doctorates of science awarded.
- **1919:** Women admitted as regular students to the Technische Hochschule.
- **1949:** Decree granting license to award the professional title “Diplom-Ingenieur” (Dipl.-Ing.) to students who pass two state exams.

- **1969:** Law concerning technical studies that transitions from state exams to “diploma exams” and elevates the title “Diplom-Ingenieur” to an academic degree.
- **1975:** University Organisation Act, resulting in the transformation of the Technische Hochschule Wien into Technische Universität Wien.
- **2004:** University Act (UG 2002): Self-government status granted; gradual transition from the five-year Diplom-Ingenieur (Dipl.-Ing.) degree to two degrees, bachelor (3 years) and master (2 years). Restructuring of faculties:
  - Faculty of Architecture and Planning,
  - Faculty of Civil Engineering,
  - Faculty of Mechanical and Industrial Engineering,
  - Faculty of Electrical Engineering and Information Technology,
  - Faculty of Mathematics and Geoinformation,
  - Faculty of Physics,
  - Faculty of Technical Chemistry,
  - Faculty of Informatics.
- **2015:** 200-year-anniversary

## 2 Structure of TU Wien

The TU Wien is divided into eight faculties with a total of 57 institutes responsible for teaching as well as research.

The main bodies responsible for the management of TU Wien are the University Council, the Rectorate - consisting of the rector and vice-rectors - and the academic senate. The Rectorate appoints the deans and deans of studies nominated by the professors; it also appoints the heads of institutes, who collaborate with their colleagues to determine the direction of research and teaching in their respective areas.

During winter semester 2018/19 TU Wien had nearly 28,149 registered students, of whom 8,453 (30%) were from foreign countries.



### 3 Fields of Study

TU Wien offers the following degrees and courses of study:

#### Architecture

##### *Bachelor Studies*

- Architecture

##### *Master Studies*

- Architecture

#### Civil Engineering

##### *Bachelor Studies*

- Civil Engineering

##### *Master Studies*

- Civil Engineering
- Management of Infrastructure

#### Electrical Engineering

##### *Bachelor Studies*

- Electrical Engineering and Information Technology

##### *Master Studies*

- Energy Systems and Automation Technology
- Telecommunications (english)
- Embedded Systems
- Microelectronics and Photonics

#### Computer Sciences

##### *Bachelor Studies*

- Media Informatics and Visual Computing
- Medical Informatics
- Software & Information Engineering
- Computer Engineering

##### *Master Studies*

- Computational Logic (english)
- Logic and Computation
- Visual Computing
- Media and Human-Centered Computing (english)
- Medical Informatics
- Software Engineering & Internet Computing
- Computer Engineering

### Mechanical Engineering

#### *Bachelor Studies*

- Mechanical Engineering

#### *Master Studies*

- Mechanical Engineering

### Interfaculty studies

#### *Bachelor Studies*

- Environmental Engineering

#### *Master Studies*

- Material Sciences
- Biomedical Engineering (english)
- Computational Science and Engineering (english)

### Urban and Regional Planning

#### *Bachelor Studies*

- Spatial Planning

#### *Master Studies*

- Spatial Planning

### Technical Chemistry

#### *Bachelor Studies*

- Technical Chemistry

#### *Master Studies*

- Technical Chemistry
- Chemistry and Technology of Materials

### Technical Mathematics

#### *Bachelor Studies*

- Technical Mathematics
- Statistics and Mathematics in Economics
- Financial and Actuarial Mathematics

#### *Master Studies*

- Technical Mathematics
- Statistics and Mathematics in Economics
- Financial and Actuarial Mathematics
- Mathematical Modelling in Engineering: Theory, Numerics, Applications



### Technical Physics

#### *Bachelor Studies*

- Technical Physics

#### *Master Studies*

- Physical Energy and Measurement Engineering
- Technical Physics

### Chemical and Process Engineering

#### *Bachelor Studies*

- Chemical and Process Engineering

#### *Master Studies*

- Chemical and Process Engineering

### Surveying and Geoinformation

#### *Bachelor Studies*

- Geodesy and Geomatics Engineering

#### *Master Studies*

- Geodesy and Geomatics Engineering
- Cartography (english)

### Business Informatics

#### *Bachelor Studies*

- Business Informatics

#### *Master Studies*

- Business Informatics (english)
- Data Science (english)

### Mechanical Engineering - Economics

#### *Bachelor Studies*

- Mechanical Engineering - Management

#### *Master Studies*

- Mechanical Engineering - Management

The official duration of studies is 6 semesters for a Bachelor's degree, 4 semesters for a Master's degree. Please keep in mind that the average duration of studies is considerably longer, meaning the average number of ECTS-credits actually taken per year is lower (see chapter 8 ECTS in section "Planning in Your Home Country").

Each course of study has a scientific focus and is awarded the degree of Bachelor (BSc) or Diplom-Ingenieur (Dipl.-Ing.; Master level).

Beyond this, doctoral (PhD) degrees include Doctor of Technical Sciences (Dr.techn.), Doctor of Natural Sciences (Dr.rer.nat.), and Doctor of Social and Economic Sciences (Dr.rer.soc.oec.).

## 4 The Austrian National Union of Students ("Österreichische HochschülerInnenschaft")

The Austrian National Union of Students (ÖH) is the official representative body of all students in Austria. It has legal status in Austria and therefore has the right to participate in all decisions concerning student affairs.

The Students' Union at TU Wien (HTU) is divided into "Fachschaften" and "Referate". You may contact "Fachschaften" with questions concerning a certain field of study, while "Referate" deal with all kinds of general problems (e.g. accommodation).

HTU  
Wiedner Hauptstrasse 8-10, Red Section, 1<sup>st</sup> Floor  
1040 Wien  
T: +43 (0)1 58801 49501  
Email: sekretariat@htu.at  
<http://www.htu.at>





Sommerkonzert | Fr. 05.06.2009 | 19:30  
Hof 1



Akademische Bläserphilharmonie Wien



19:25:18  
Kampuz

VERANSTALTUNGEN (1/4)

11:00 - 13:00	VERGLEICH	MS
11:30 - 13:30	KOLLEKTION	MS
12:45 - 13:30	RECHENWISSEN	MS
12:45 - 13:45	FREIZEIT	MS
13:00 - 14:00	WISSEN	MS
13:00 - 13:30	SALON	MS
13:00 - 13:30	SALON	MS
13:45 - 15:00	WISSEN	MS
13:00 - 15:00	WISSEN	MS

WISSENSCHAFTLICHE  
EXZELLENZ ENTWICKELN  
DEVELOPING SCIENTIFIC  
EXCELLENCE







## 1 Applying for Studies at TU Wien

The International Office provides advice and support for international students intending to study at TU Wien in the framework of international mobility programmes (e.g. Erasmus, Joint Study, etc.). Only these students can submit their applications for acceptance online via our Mobility Services Portal. The application is completed by generating the nomination form in PDF format, which has to be signed by the authorized person at the student's home university as well as by the student and sent together with the proof of language competence (see page 14) to the International Office by e-mail. After the approval of the application by the International Office, the acceptance letter will be sent to the student directly.

 Mobility Services Portal: <https://tiss.tuwien.ac.at/mobility>

## 2 Visa

Please refer to the Austrian Consulate or Embassy in your home country for information about entry and residence regulations for citizens of your country. We recommend Non-EU/EEA-citizens to apply at least 3 months before the intended entry to Austria for your visa or residence permit.

If you are an Erasmus student planning to stay for more than 6 months in Austria, you have to apply for residence permit „Sonderfälle unselbstständiger Erwerbstätiger“ ("Special cases of gainful employment") instead of „Aufenthaltbewilligung Studierender“.

 List of embassies: <http://www.bmeia.gv.at>

There is also extensive information about entry requirements on the Austrian Exchange Service (OeAD) website: <http://www.oead.at>.

### 3 Linguistic Requirements

To be accepted for an exchange stay at TU Wien, students are required to submit a proof of language competence according to the language of instruction (German/English).

If you are planning to take courses in **German** language, you have to submit a proof of your language competence, at least **level B1**. Certificates that are accepted: certificate of a language school B1 or higher, ÖSD-Certificate B1 or higher, secondary education diploma in German, Confirmation of your University. However, please consider that excellent German skills at **level B1-B2** are required, to the extent that you can follow lectures and pass exams in German. If you are coming at lower level, we recommend taking one of our German courses (see page 15)!

**Bachelor**-level courses are taught predominantly in German. At **master**-level, it depends on the purpose of stay and courses chosen. Because in some master's courses, lectures are conducted in English.

If you are planning to take courses in **English** language, please upload a proof of your language competence that has to be at least **B1**. Certificates that are accepted: certificate of a language school B1 or higher, secondary education diploma in English, Confirmation of your University.

Some master's studies (for example, Computational Intelligence, Biomedical Engineering, Cartography or Business Informatics) are conducted entirely in English.

You can find the list of courses in the online course catalogue at: <http://tiss.tuwien.ac.at> ("Education"). Open the link "Extended search" in the search bar and choose language "English" to see a summary of courses that are conducted in English.

Within the scope of your projects or studies, English can only be used as working language with the prior approval of your academic adviser.

## 4 German Language Courses

### German Language Courses at TU Wien


<b>Evening German Language Course:</b>	8 weeks
<b>Intensive German Language Courses:</b>	4 weeks, start every month
<b>ECTS:</b>	6 ECTS
<b>Levels:</b>	all levels
<b>Information, course fees, registration:</b>	<a href="http://www.innesvienna.net/german-courses.html">http://www.innesvienna.net/german-courses.html</a>

### Lecture “Technisches Deutsch”

During the semester, you can attend the German language course “Technisches Deutsch” (“Technical German”). It meets for 1 ½ hours every week (3 ECTS). Advanced knowledge of German is required (level B2). As the number of participants is limited, it could be hard to get a free spot.

### Tandem Language Learning

Tandem learning is an arrangement through which two native speakers of different languages meet to study each other’s language together. Tandem learning is also an opportunity to exchange information about each other’s culture. The meetings can be arranged according to the partners’ individual preferences. The International Office can help you to find a tandem partner at TU Wien.

 More information about tandem language learning can be found at:  
<http://www.tuwien.ac.at/international>



## Other German language courses

### **INNES Institute Vienna**

Favoritenstr. 4-6, 1040 Wien

T: +43 (0)1 890 65 85

<http://www.innesvienna.net>

### **ActiLingua Academy**

Wattmanngasse 15, 1130

Wien

T: +43 (0)1 877 67 01

<http://www.actilingua.com>

### **German Courses of the University of Vienna**

Campus der Universität Wien

Alser Strasse 4, Hof 1, 1090 Wien

T: +43 (0)1 4277 24101

<https://sprachenzentrum.univie.ac.at/deutschkurse/>

### **IKI**

#### **Internationales Kulturinstitut**

Opernring 7, 1010 Wien

T: +43 (0)1 586 73 21

<http://www.ikivienna.at>

### **BFI Wien**

Alfred-Dallinger-Platz 1, 1034 Wien,

T: +43 (0)1 811 78 10 100

<http://www.bfi.at>

### **INLINGUA**

Neuer Markt 1, 1010 Wien


T: +43 (0)1 512 22 25

<http://www.inlingua.at>

## 5 Vienna Discovery Programme

The International Office's Vienna Discovery Programme, organised before the beginning of the semester, gives you the opportunity to get to know Vienna and meet other exchange students.

The programme in September / February offers an introduction to your new surroundings. In these days, you take part in excursions, a Vienna sightseeing-tour, a tour of TU Wien campus, an orientation session and most importantly get to know your fellow Erasmus students. You will also go on a full-day excursion to the surroundings of Vienna.

 More information about this program at:

<http://www.tuwien.ac.at/international>

## 6 Health Insurance

All students of TU Wien are required to pay the Student Union fee (about € 20.- per semester), which also includes accident and liability insurance.


Additionally, students from non-EU member states who do not have health insurance may purchase Austrian student health insurance (“Studierendenkrankenversicherung”) for a monthly fee of about € 60.- at:

Wiener Gebietskrankenkasse  
1100 Wien, Wienerbergstr.15-19, 1<sup>st</sup> floor  
T: +43 (0)1 601 22 2700  
<http://www.wgkk.at>

To register, you need the following documents:

- “Meldezettel”,
- Confirmation of registration (“Studienbestätigung”) at TU Wien.

The insurance entitles you to visit doctors that are part of the “Wiener Gebietskrankenkasse” and to receive treatment in public hospitals.

 You can view a full listing of doctors in Vienna here:  
<http://www.aekwien.at>

Students from the EU can use their own insurance card for medical services.


**Important:** Please be sure to pay your premiums on time. If you miss payment in excess of two months, your health insurance coverage will cease automatically. After that, you will have to wait six months until you can obtain insurance again.

**Attention:** If you arrive after the semester begins and have missed the deadline to register at the University, you will not be able to obtain this discounted student insurance. Please be sure to inform yourself of your health insurance options while you are still in your home country.

It is also possible to take out private health insurance, e.g. <https://www.feelsafe.at>, provided by UNIQA.

## 7 Selection of Courses

Before leaving, please inform your ERASMUS coordinator or academic adviser in your home university of the courses you plan to register for at TU Wien. Within the framework of your exchange programme, you may choose courses from different tracks and semesters as long as you have completed the prerequisites or have the equivalent knowledge necessary to register for the course.

 Course offerings at TU Wien can be found at:  
<http://tiss.tuwien.ac.at> ("Education").

In the course catalogue, you can view the following details about each course: a detailed course description, the number of ECTS credits granted, registration deadlines, how to register, class size, location of the lecture hall and other relevant information.

Please note that the course-lists for your semester at TU Wien are released about one or two months before the semester starts only. At the time when you are selecting courses for your learning agreement, you have to work with the current lists. The registration for courses is only possible after you register at the university - means after your arrival in Vienna.

If needed, you can change then the Learning Agreement via the form "During the Mobility (Changes)". To get the form signed please send it to [exchangein@tuwien.ac.at](mailto:exchangein@tuwien.ac.at) or you stop by at the International Office during our opening hours.

### **Structure of Bachelor's and Master's Thesis Work at TU Wien:**

Within the confines of your exchange programme, you may also write your thesis (Bachelor: 10-12 ECTS and Master: 30 ECTS). This requires a minimum of 4-5 months' stay in Vienna. The selection of your thesis topic is carried out in consultation with a professor at TU Wien.

It is very important that you find a supervisor before you arrive in Vienna. Therefore, the basic requirement is to find a supervisor who agrees to work with you on your topic and gives you written confirmation about that. Without such a written confirmation in advance we can't admit you at TU Wien as a mobility student.



## 8 ECTS

ECTS credits are awarded based on the amount of effort required to complete each course. The official workload of a semester is comprised of 30 ECTS credits.

**Note:** Please keep in mind that the average time taken by local students to complete their studies at TU Wien is more than the official length of studies (for Bachelor, 6 semesters and Master, 4 semesters). This means that the average workload is less than 30 ECTS credits.

A workload of 30 credits per semester or 60 credits per year should therefore be considered as more than an average Austrian student would perform during a year.

## 9 Austrian Grading Scale

Austrian Grade	ECTS Grade	Translation
sehr gut (1)	A	very good – outstanding performance
gut (2)	B	good – generally sound work with some minor errors
befriedigend (3)	C	satisfactory – fair but with significant shortcomings
genügend (4)	D/E	sufficient – performance meets the minimum criteria
nicht genügend (5)	F/FX	fail



# ARRIVAL IN VIENNA

## 1 Arrival by airplane

### a) Airport bus (“Vienna Airport Lines”):

Vienna International Airport is situated about 15 kilometres outside the city. One way of getting to the city centre is by taking the bus. A ticket costs € 8.- and may be purchased on the bus.

Vienna Airport > Wien Meidling	Travel time: 30 minutes	Frequency: every 30 minutes
Vienna Airport > Westbahnhof	Travel time: 45 minutes	Frequency: every 30 minutes
Vienna Airport > Wien Schwedenplatz	Travel time: 20 minutes	Frequency: every 30 minutes
Vienna Airport > Wien UNO City	Travel time: 30 minutes	Frequency: every 60 minutes

### b) Regional Railway System (Schnellbahn) S7:

Additionally, a local train runs between the airport and the city centre. Fare: € 4.20.

Vienna Airport > Wien Mitte	Travel time: 25 minutes	Frequency: every 30 minutes, hourly at night
-----------------------------	-------------------------	--

### c) CAT - The City Airport Train:

The City Airport Train runs non-stop between the City Air Terminal (Wien Mitte) and Vienna International Airport. A ticket costs € 14.- in the train, € 12.- at the vending machine and online € 11.- (<http://www.cityairporttrain.com/>).

Wien Mitte > Airport	Travel time: 16 minutes	Frequency: every 30 minutes between 05:38 and 23:08
Airport > Wien Mitte	Travel time: 16 minutes	Frequency: every 30 minutes between 06:05 and 23:35

 More information about connections from and to the airport:  
<http://www.viennaairport.com>



## 2 Arrival by train

### **Hauptbahnhof** (all destinations)

Schedules are available by calling: 05 1717.

 More information about schedules and prices at: <http://www.oebb.at/>

## 3 Accommodation

Should you wish to reserve a room in a student residence via the OeAD-Housing Office, please fill out the registration form at <https://housing.oead.at/en/>. At the end of the online registration, you will be asked to pay an application fee of € 35.- (non-refundable). Note that your application is only valid after you pay the fee. After successfully registering, you will receive a summary of your application details by email. The offer for accommodation will be sent within the next few days. After you have received the offer, you can confirm it by transferring the deposit of € 950.- to the account indicated in the offer.

You will get back the deposit as soon as you moved out of the student residence. A booking fee will be calculated on basis of the period of stay according to the residence contract. You will have to pay it together with the first accommodation fee.


The price of a room in a student residence ranges between € 340.- and € 620.- per month.

If you have any questions, please contact the OeAD Housing Office directly:

OeAD-WohnraumverwaltungsGmbH Wien / The OeAD-Housing Office  
Ebendorferstrasse 7, 1010 Wien  
T: +43 (0)1 53408 800  
F: +43 (0)1 53408 899  
<http://www.housing.oead.at>

If you want to move into your apartment out of office hours, you can either contact the ESN Buddynetwork (see p. 33) or use the paid services of iHouse ([www.ihouse.at](http://www.ihouse.at)). These services include (but are not limited to) a 24-hour shuttle service from the Vienna International Airport, transfer to your guesthouse and handover of the keys to your apartment directly on the spot.

Prices for private accommodations may vary depending on location and room size. Additionally, since landlords generally want to get to know tenants personally, you will have to search for a flat after you arrive in Vienna.

 Information about private accommodations can be found on the following websites:

[www.schwarzesbrett-oeh.at/wohnen](http://www.schwarzesbrett-oeh.at/wohnen), <http://jobwohnen.at>,  
<https://housinganywhere.com/>, [www.wg-gesucht.de](http://www.wg-gesucht.de)

As a temporary option, youth hostels also offer housing:

wombat's CITY HOSTEL VIENNA – The Naschmarkt Rechte Wienzeile 35, 1040 Wien T: +43 (0)1 897 23 36 bookvienna@wombats.eu <a href="http://www.wombats-hostels.com/vienna">http://www.wombats-hostels.com/vienna</a>	
Hostel Ruthensteiner Robert-Hamerling-Gasse 24 1150 Wien T: +43 (0)1 893 42 02	Vienna Westend City Hostel Füergasse 3 1060 Wien T: +43 (0)1 597 67 29
Hostel Seven Vienna Lindengasse 4 1070 Wien T: +43 (0)690812813	Jugendgästehaus Hütteldorf Schloßberggasse 8 1130 Wien T: +43 (0)1 8771501
Jugendgästehaus Brigittenau Adalbert-Stifter-Strasse 73 1200 Wien T: +43 (0)1 332 82 94	Jugendherberge Myrthengasse Myrthengasse 7 1070 Wien T: +43 (0)1 523 63 16

A triple room costs about € 22.- per night per person, a twin bed or single room about € 27.- per person and a bed in a dormitory about € 17.-.

## 4 Registration

Within 3 days of your arrival in Vienna, you need to register at the **“Magistratisches Bezirksamt”**.

You will need the following documents to register:

- valid passport,
- completed “Meldezettel” form, available in your student residence, at each “Magistratisches Bezirksamt” or online at:
- <https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf>

All students who are able to enter without a visa (EU and EWR countries) and who are staying more than 3 months in Austria have to register within 4 months at the “Amt der Wiener Landesregierung”. You will need to pay € 30.- to € 55.- to get your “Aufenthaltsbescheinigung”.

**Attention:** If you do not register within 4 months, you will be fined (about € 200.-).

Amt der Wiener Landesregierung  
Municipal Department 35 (MA 35 – Division EWR/EEA)  
Arndtstraße 65-67, stairwall 1, 1st floor, 1120 Wien  
T: +43 (0)1 4000 3535  
<https://www.wien.gv.at/english/administration/civilstatus/pdf/confirmation-of-registration.pdf>

You will need the following documents to register:

- “Meldezettel”,
- Passport,
- Proof of financial status (for example, your Erasmus contract or an informal confirmation of financial support signed by your parents),
- Proof of health insurance,
- Confirmation of registration at the University (which you have to print out on your own via your student account under "Student Self Service", possible after registration at TU Wien).



## Registration offices ("Magistratische Bezirksämter"):

District	Address	Telephon number
1. Bezirk - Innere Stadt	Wipplingerstraße 8	+43 (0)1 400001000
2. Bezirk - Leopoldstadt	Karmelitergasse 9	+43 (0)1 400002000
3. Bezirk - Landstraße	Karl-Borromäus-Platz 3	+43 (0)1 400003000
4. Bezirk - Wieden	Rechte Wienzeile 105	+43 (0)1 400004000
5. Bezirk - Margareten	Rechte Wienzeile 105	+43 (0)1 400005000
6. Bezirk - Mariahilf	Hermanngasse 24-26	+43 (0)1 400006000
7. Bezirk - Neubau	Hermanngasse 24-26	+43 (0)1 400007000
8. Bezirk - Josefstadt	Wipplingerstraße 8	+43 (0)1 400008000
9. Bezirk - Alsergrund	Alserbachstraße 41	+43 (0)1 400009000
10. Bezirk - Favoriten	Laxenburger Straße 43-45	+43 (0)1 400010000
11. Bezirk - Simmering	Enkplatz 2	+43 (0)1 400011000
12. Bezirk - Meidling	Schönbrunner Straße 259	+43 (0)1 400012000
13. Bezirk - Hietzing	Hietzinger Kai 1-3	+43 (0)1 400013000
14. Bezirk - Penzing	Hietzinger Kai 1-3	+43 (0)1 400014000
15. Bezirk - Fünfhaus	Gasgasse 8-10	+43 (0)1 400015000
16. Bezirk - Ottakring	Richard-Wagner-Platz 19	+43 (0)1 400016000
17. Bezirk - Hernals	Elterleinplatz 14	+43 (0)1 400017000
18. Bezirk - Währing	Martinstraße 100	+43 (0)1 400018000
19. Bezirk - Döbling	Pfarrwiesengasse 23C	+43 (0)1 400018000
20. Bezirk - Brigittenau	Brigittaplatz 10	+43 (0)1 400020000
21. Bezirk - Floridsdorf	Am Spitz 1	+43 (0)1 400021000
22. Bezirk - Donaustadt	Schrödingerplatz 1	+43 (0)1 400022000

# TECHNISCH



## 1 Academic Year

The academic year is divided into 2 terms:

### Winter Semester

Beginning: 1. October

End: 31. January

General admission period: July to September

Extended period: until end of Nov.

### Summer Semester

Beginning: 1. March

End: 30. June

General admission period: January to February

Extended period: until end of April

### Holidays:

Summer Holidays: 01.07. - 30.09.

Christmas Holidays: about 21.12. - 06.01.

Semester Break 01.02. - 28.02.

Easter Holidays: Easter week and the following week

Pentecost Holidays: Whit Saturday until the following Tuesday

### Days Off

National Holiday: 26.10.

All Saint's Day: 01.11. and 02.11.

St. Leopold's Day: 15. 11.

Labour Day: 01.05.

And all Christian holidays

**i** More information on semester schedule, deadlines and holidays:  
<https://www.tuwien.at/en/studies/academic-calendar>



## 2 Orientation Session and Admission

The International Office offers an orientation session before the semester starts where you can register at the university and get information and tips about studying at TU Wien and living in Vienna.

You must attend an orientation session of the International Office before you can register at the Admission Office ("Studienabteilung"). The fixed dates will be announced few weeks before the beginning of the semester on the website.

Please consider that you will need at least 2 days to finish your registration process at TU Wien.

 Schedule: [www.tuwien.ac.at/international](http://www.tuwien.ac.at/international)

If you are prevented from coming to one of orientation sessions, please come directly to the International Office during the opening hours.

You will need for the registration your identity card.

Admission Office ("Studienabteilung")  
Karlsplatz 13  
A 1040 Wien  
T: +43 (0)1 58801 41188  
Email: [studienabteilung@zv.tuwien.ac.at](mailto:studienabteilung@zv.tuwien.ac.at)  
[http://www.tuwien.ac.at/en/services/studienabteilung/admission\\_office](http://www.tuwien.ac.at/en/services/studienabteilung/admission_office)

Opening hours:  
Monday, Tuesday, Thursday and Friday: 10:00 a.m. - 12:00 a.m.  
Wednesday: 2:00 p.m. - 4:00 p.m.

TUCard (=your student ID Card): When you finish your registration at the admission office in person, you will receive your student ID Card. As soon as you see your status as "reported continued" in your student account (3-4 workdays after you paid the students' union fee of about € 20,-), you need to validate your TUCard at one of the designated kiosks.

At this point, your registration is complete. While waiting for your TUCard use your record of studies (= Studienblatt) to show that you are a student of TU Wien. The Studienblatt could be easily generated via your student account under "Student Self Service".

## 3 Examinations and Certificates

Usually examinations are held at the beginning and at the end of each semester – in written or in oral form. Upon consultation with the lecturers individual exams can be held sometimes during the semester. After the exams are corrected and the examiner has entered the results in our online service system, you could download your certificate in your student account under "Student Self Service". Certificates and transcripts of records will not be sent to you automatically!

### Printing the certificates yourself online

You have to access and print all your certificates and transcripts of records online on any PC. To do so, please log in with your matriculation number and your TU Wien password on this homepage: [https://tiss.tuwien.ac.at/student/self\\_service](https://tiss.tuwien.ac.at/student/self_service). Here you can access all of your certificates and transcripts of records in PDF format, which you can easily view, save and print.

All documents are signed digitally and have a "QR-Barcode" as well as a URL where authenticity can be checked without the use of letterhead paper, a signature, or an official stamp.

Furthermore, they will be stored on the servers of TU Wien, which means that you will be able to print your certificates and transcripts of records even after you return to your home country.

If you have been waiting for your certificates for quite a long time, please contact your examiner directly.

## 4 Libraries

### TU Wien Main Library - Universitätsbibliothek der TU Wien (UBTUW)

Resselgasse 4, 1040 Wien

T: +43 (0)1 58801 44001

Email: [info@ub.tuwien.ac.at](mailto:info@ub.tuwien.ac.at)

<http://www.ub.tuwien.ac.at>

Opening hours during the academic year:

Monday - Friday: 9:00 a.m.-10:00 p.m. | Saturday: 10:00 a.m.-5:00 p.m.

| Sunday: 10:00 a.m. – 5:00 p.m.

Different opening hours during holidays!

Library is closed on Holidays.

### **Chemistry and Mechanical Engineering Library (CheMaB)**

Plus-Energie-Hochhaus, Getreidemarkt 9/BA, 1st floor, 1060 Wien

<http://www.ub.tuwien.ac.at/chemab>

Opening hours during the academic year:

Monday - Friday: 9:00 a.m. - 7:30 p.m.

### **Urban Design Library**

Karlsplatz 13, stairwell 3, 4<sup>th</sup> floor, 1040 Wien

[http://www.ub.tuwien.ac.at/abt\\_staedtebau](http://www.ub.tuwien.ac.at/abt_staedtebau)

Opening hours during the academic year:

Tuesday - Thursday: 11:00 a.m. - 1:00 p.m. and 2:00 p.m. - 4:00 p.m.

### **Vienna University Library - Die Universitätsbibliothek (UB)**

Universitätsring 1, 1010 Wien

T: +43 (0)1 4277 15140

Email: [helpdesk.ub@univie.ac.at](mailto:helpdesk.ub@univie.ac.at)

[bibliothek.univie.ac.at](http://bibliothek.univie.ac.at)

Opening hours of the main reading room (“Hauptlesesaal”) during the academic year, except on holidays:

Monday - Friday: 9:00 a.m.-10:00 p.m. | Saturday: 9:00 a.m.-6:00 p.m.

Opening hours of lending services (“Entlehnung”), textbook collection (“Lehrbuchsammlung”), interlibrary loan (“Fernleihe”), serials (“Zeitschriften-saal”), catalogues and reference library (“Sonderleseraum”):

Monday - Friday: 9:00 a.m.-7:00 p.m.

Attention: opening hours during holidays may change!



## **The Austrian National Library - Die Österreichische Nationalbibliothek**

Josefsplatz 1, 1015 Wien

T: +43 (0)1 534 10

Email: [benuetzung@onb.ac.at](mailto:benuetzung@onb.ac.at)

<http://www.onb.ac.at>

Opening hours of the main reading room ("Hauptlesesaal"), except holidays:

Monday - Sunday: 9:00 a.m.-9:00 p.m.

Austria's most important library is the Österreichische Nationalbibliothek. It collects all literature published and printed in Austria as well as publications by Austrian authors and literature about Austria printed abroad. It contains more than 1.8 million volumes. Use of the library costs € 30.00 per annum.

## **Vienna City Libraries - Büchereien der Stadt Wien**

Hauptbücherei Wien - Am Gürtel, 1070 Wien

Urban-Loritz-Platz 2a

Email: [amguertel@buechereien.wien.at](mailto:amguertel@buechereien.wien.at)

<http://www.buechereien.wien.at>

You can also borrow books from the Vienna City Libraries. The charge for students is € 9,- per annum.

Opening hours:

Monday - Friday: 11:00 a.m. - 7:00 p.m.

Saturday: 11:00 a.m. - 5:00 p.m.

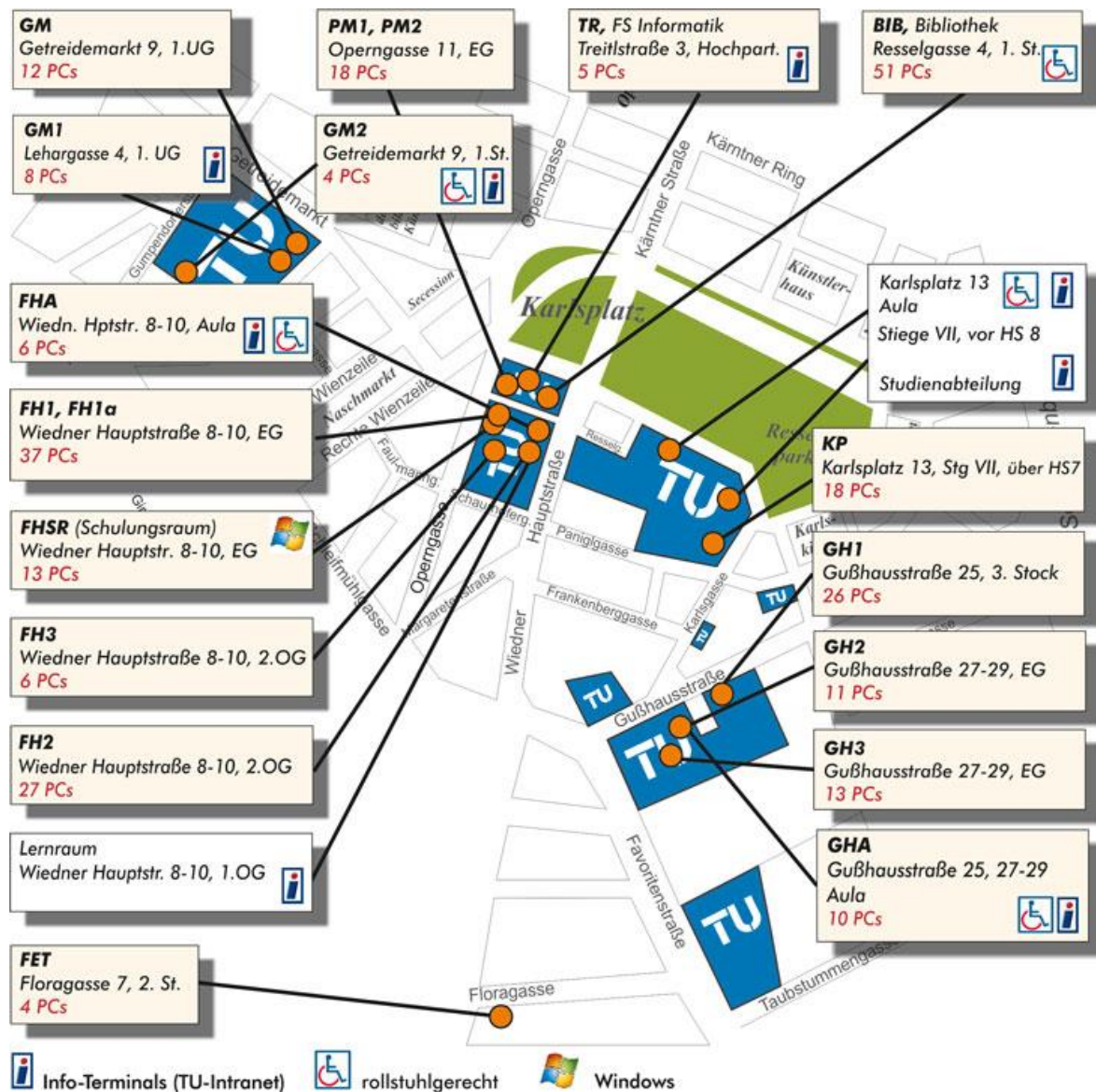
## **5 Computer Facilities**

TU Wien has about 250 computer work stations at different locations. The prerequisite for their use is establishing an account. An account can be created online with your name, matriculation number and your pin code. Students, who do not already have an account, find their Pin-Code on the information sheet they receive when they register at the admission office.

 More information:

<http://www.zid.tuwien.ac.at/student/accounteinrichtung>

## Computer Workstations:



## Internet Room Tutors:

Room FH 1, Monday to Friday 9:00 a.m. to 5:00 p.m. on regular class days.

## 6 Buddynetwork

The Buddynetwork cooperates with the International Office in mentoring TU Wien's incoming students personally. Being a part of the Erasmus Student Network (ESN), the Buddynetwork is an association of volunteering local students who support exchange students in their everyday life.

The Buddynetwork's main purpose is intercultural exchange and providing the experience of Austrian culture for foreign students. It manages the Buddysystem, which facilitates personal connections between incoming and local students. Additionally, the Buddynetwork organises various events throughout the semester: such as "First Contacts" and a Welcome Weekend at the beginning of the semester, parties (which provide a good opportunity to make new friends), cultural tours and trips to surrounding cities. The exact program varies every year depending on the ideas and effort put in by our local and incoming students.

ERASMUS STUDENT NETWORK



Buddynetwork TU Wien



INTERNATIONAL EXCHANGE  
ERASMUS STUDENT NETWORK

### ESN Buddynetwork

HochschülerInnenschaft an der TU Wien  
Wiedner Hauptstrasse 8-10, Red Section, 1<sup>st</sup> floor  
A 1040 Wien

T: +43 (0)1 58801 49501

Email: [office@buddynetwork.at](mailto:office@buddynetwork.at)

[www.buddynetwork.at](http://www.buddynetwork.at)

[www.facebook.com/buddynetworktuwien](https://www.facebook.com/buddynetworktuwien)







## 1 Public Transport

Vienna has a good public transport system, which runs from about 5:30 a.m. until around midnight. One ride into one direction, including connections to other lines, costs about € 2.60.-. The tickets ("Vorverkaufsfahrscheine") can be bought at any tobacco shop. A monthly pass ("Monatskarte") costs about € 51.-.

All students under 26 who are registered at an Austrian university can buy a "Semesterkarte" for about € 150.-. If you are already registered and living in Vienna the "Semesterkarte" costs € 75.00 (upon presentation of "Meldezettel", see page 24).

The "Semesterkarte" is valid Monday through Sunday for five months, that means: from 1 September till 31 January in winter semester and from 1 February till 30 June in summer semester.

During summer holidays (July, August) a special holiday ticket is available for students who were registered during the previous semester. This holiday monthly pass ("Ferien-Monatskarte") costs about € 29.50.

### **For a "Semesterkarte" you can apply at all:**

Vienna Transport Authority ticket offices (Wiener Linien)  
[www.wienerlinien.at](http://www.wienerlinien.at)

You will need your:

- Student ID or record of studies ("Studienblatt"),
- Payment confirmation of the student union fee,
- Meldezettel.

Night busses also run every 30 minutes throughout the night when trains are not in operation. During weekends, also underground-trains run throughout the night.

Taxis are expensive in Vienna.

We urgently discourage you from bringing your own car to Vienna since parking is extremely limited in the city. In all central districts, parking fees apply. Parking passes can be purchased at local tobacco shops.

## 2 Costs of Living

### Average living costs per month

Rent for a room: € 300.- - € 500.-

Food: € 300.-

Public transport: € 50.-

Books, leisure time etc.: € 150.-

Total: € 800.- - € 1000.-

## 3 University Sports Institute of Vienna

University Sports Institute of Vienna (Universitäts-Sportinstitut Wien)

Auf der Schmelz 6a, 1150 Wien

T: +43 (0)1 4277 17001

[www.usi.at](http://www.usi.at)

## 4 Banks


Most banks offer student accounts with discounted rates. To open an account, you will need: Passport, Student ID, "Meldezettel".

Banks near TU Wien:

- **Bank Austria**, Wiedner Hauptstrasse 11, [www.bankaustria.at](http://www.bankaustria.at)
- **Bawag**, Wiedner Hauptstrasse 74, [www.bawag.com](http://www.bawag.com)
- **Erste Bank**, Wiedner Hauptstrasse 20, [www.sparkasse.at](http://www.sparkasse.at)
- **Volksbank**, Wiedner Hauptstraße 50, [www.volksbank.at](http://www.volksbank.at)

## 5 Hospitals and Outpatient Clinics

Allgemeines Krankenhaus der Stadt Wien / Vienna General Hospital  
Währinger Gürtel 18-20  
1090 Vienna  
T: +43 (0)1 404 000

 Directory of all hospitals:  
<http://www.wienkav.at/kav/spital.asp>

## 6 Important Telephone Numbers

EU Emergency Number: 112  
Fire Brigade: 122  
Police: 133  
Ambulance: 144  
Emergency Medical Service: 141  
Poison Control: +43 (0)1 406 43 43

