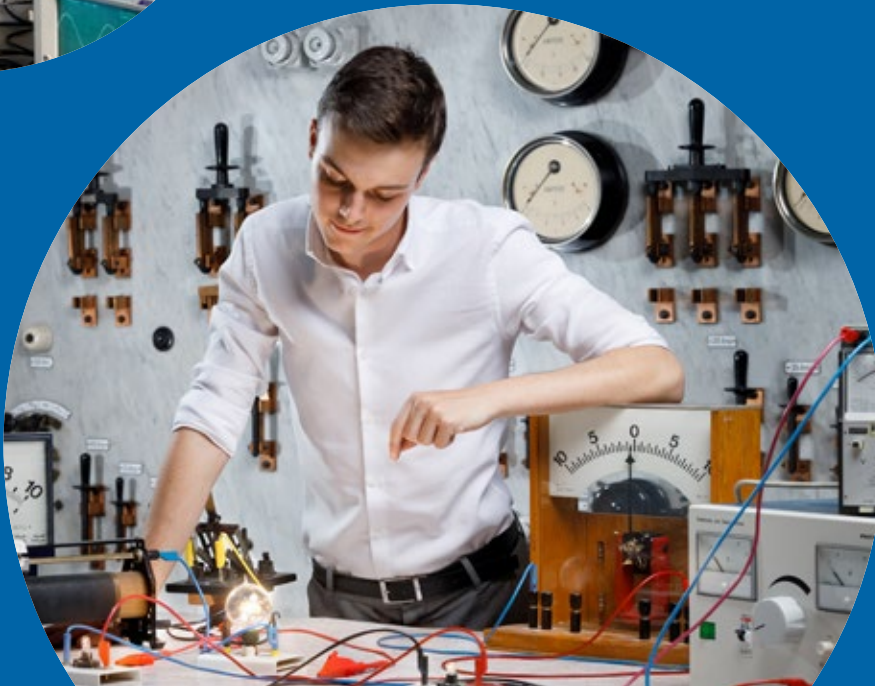
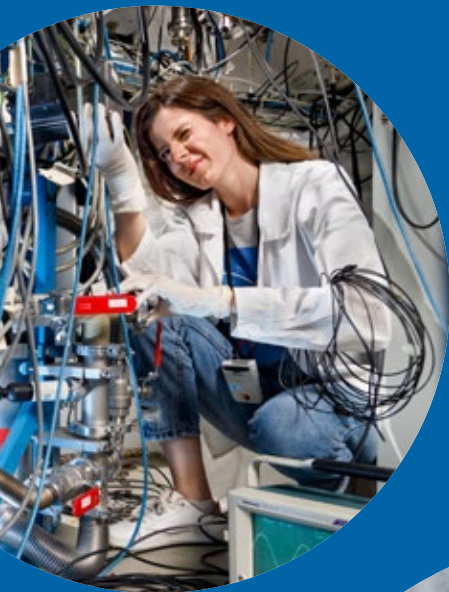




universität
wien

Welcome!



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Welcome! – Guide for new students

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Embarking on university studies means shaping society's future. As a member of the academic community, you contribute through your inputs in the course of your studies, by participating in academic discussions and through the exchange of constructive feedback with lecturers and fellow students.



Welcome to the University of Vienna!

genuinely curious. Since 1365.

I am glad that you are starting a degree programme. You are setting out on an educational journey with the goal of "graduation".

You have chosen the largest and most diverse university in the German-speaking area. That makes you part of a community of around 10,400 employees and 89,000 fellow students from around 130 countries. Make use of this diversity: Learn with and from your fellow students. Contribute your own perspective. Be open, curious and courageous: Ask questions, in lectures as well as in seminars and study groups. Learn how to better solve problems using academic methods.

The first steps in a large university can be particularly challenging. This guide will give you an overview of your degree programme and tell you everything you need to know about contact points and services.

I wish you all the best and great success for the beginning of your studies.

Kind regards,

Christa Schnabl
Vice-Rector for Educational Affairs



Check it out!

Find and write down key data

When?

Registration deadlines for my degree programme

Beginning of the registration period:

End of the registration period:

Orientation event takes place on:

Beginning of the registration period at

University Sport Institute.....

Language Centre

Vienna University Philharmonic

u:book sales promotion

Who?

My StudiesServiceCenter.....

My students' representatives



Tip: Helpful information for students is regularly published at blog.univie.ac.at

Do not forget

.....

.....

.....






The basics

The **StudiesServiceCenters (SSC) and Studies-ServiceUnits (SSS)** will answer questions related to your degree programme. If you have questions related to study law, please talk to your programme's directorate of studies (SPL).


 ssc.univie.ac.at

For further contact points see

 [Studying at the University of Vienna > Study organisation > Studying and living – Who can help me with...?](#)

In the course of your registration process, you will create a **u:account**. Use this account to access the University's IT services.

Your personal u:account e-mail address

( zid.univie.ac.at/e-mail) is the communication channel with the university. You will receive all important information at this address.

Please use your university e-mail address whenever you write to one of the University's service points. Mails sent from other e-mail addresses cannot be answered due to data privacy reasons.

Studying at the University of Vienna

Why study here?

When Duke Rudolf IV, “the Founder“, had the idea to found a university in Vienna in 1365, he envisioned “that every prudent person will grow more judicious, and an unwise one will be shown the path to reason“ (Deed of Foundation of the University of Vienna, 12 March 1365).

What are the tasks of a university today?
And what does that entail for today’s students?

A lively culture of innovation, research and tradition

The University of Vienna is a research university. Its outstanding academics conduct research and teach in the context of international networks and beyond the boundaries of existing research fields. Their mission: finding the right answers to the challenges of the present, asking the right questions for the future and contributing to the further development of the economy, politics and society through research and innovations.

Discovering diversity


The broad range of fields in which researchers are engaged is reflected in the wide variety of degree programmes and courses offered. The benefit for you? An astonishing 170 degree programmes to choose from. In addition to that, extension curricula enable bachelor’s students to take courses outside of their own field. Many master’s programmes have an interdisciplinary orientation. And joint curricula let you study at two or even several universities.

Thanks to this extensive offer, students can choose their perfect academic path. This way, they acquire not only subject-specific knowledge but also research methods and soft skills that will prove their worth in their future careers.

Joining the conversation

Open-mindedness is an important value for the University of Vienna. This also applies to the way we communicate. Competing with arguments and a respectful and appreciative way of communicating and expressing feedback – both as a lecturer and a student – are fundamental principles of studying.

Each semester, the University of Vienna poses its academics a question that is of particular relevance to today’s society. The #SEMESTERQUESTION is the University’s invitation to students to join the debate and ask critical questions. The questions zoom in on the latest trends and what society is concerned about. Research at the University of Vienna is not conducted in the ivory tower.

 univie.ac.at/en/about-us/at-a-glance/semester-question


Building an international network

A third of the University of Vienna’s student body is made up of international students (from about 130 countries). Mobility programmes allow students to study at more than 400 partner universities around the world. And our researchers are just as mobile.

A broad selection of master's programmes



All master's programmes:

 studieren.univie.ac.at/en/degree-programmes/master-programmes



What does it mean to “study at university”?

from Latin *studere* “to strive after, to direct efforts or attention (to)”

Responsibility

As opposed to the nine years of mandatory schooling, studying at university is your own choice. It will require responsibility and discipline: you will not only plan your own schedule and get to know different teaching and learning methods but it will also be your job to motivate yourself to study, meet (many) new people and effectively organise your life as a student.

Participation

To make the most of your studies, it will be important that you actively participate in courses, study groups and conversations with people who think like you – or just the opposite.

Investigation

You can investigate almost anything. And that is exactly what studying at university is all about: delving into something brought up as a research question and reflecting on answers to gain new insights.

Discussion

Contributing your thoughts, asking questions, looking at answers from different perspectives and learning from a lively exchange with others are core components of university studies.

Interest

Being interested in the field you chose and enjoying your studies are also very important. Of course that does not mean that you will only deal with topics you are 100 % excited about. But if you approach your studies with interest and curiosity, you will be off to a good start.

Insight

Studies should and can bring insights – on many different levels: you will not only acquire academic knowledge but also valuable experiences that will help you grow in life.

Research

It is the basis for good academic practice. The more thoroughly you have researched, checked and scrutinised your findings, the more reliable they will be.

Initiative

The more initiative you show in your studies, the further you will get ahead. Initiative is also important to reach professional goals. Recognising and using opportunities as well as being invested in your studies will help you do well at university.

Novelty

“Studere = to strive after“. More specifically, after something new: new knowledge, new research questions, new research methods, new people to talk to. A curious mind will make your studies an exciting stage in your life.

Studying at the University of Vienna is all of the above (and much more). The StudiesService-Centers (SSC) will provide more detailed information regarding specific requirements of individual degree programmes.

 ssc.univie.ac.at/en



Tip: You want to find out more about studying at university? Take a look at the uni:check (in German)!

 unicheck.univie.ac.at



Tips for new students

Also at university, preparation is everything. Of course, this will require time and energy, so see the following information to help you start your journey at university successfully.

Getting serious

Collect information: to plan ahead, you will need to know the structure of your degree programme. Your programme's curriculum will provide you with a good basis. It outlines which modules and courses you have to complete in (which stage of) your studies.

For many programmes, there are "recommended study paths" that will show you an ideal order of courses. Use the curriculum to get an overview of the courses offered in the course directory. Then select and register for the courses you want to take.

(Fake) news and (the lack of) collective wisdom


Bookmark the websites of your StudiesServiceCenter (SSC)/StudiesServiceUnit (SSS) and your students' representatives. These are sources of reliable information.

Do not believe everything that is shared online, in social media, unofficial groups, etc. You will need to be able to tell true from false. If you are not sure about something, contact your SSC/SSS.

Only work with trustworthy information. You can find out more about what studying at university means for example in the orientation courses of your degree programme, blog articles (e.g. "10 things I wish I had known before starting university"), online articles ("Easing into the start of the semester"), guided tours of the University and at unileben – the welcome fair taking place after the start of the semester.

Helping hands throughout your studies

It is a good idea to get to know the service units you will need throughout your studies early on. So, for instance, find out about the services of the Vienna University Library by participating in guided tours and workshops it offers.

In this digital time and age, you need to be a digitally fit student. The Vienna University Computer Center (ZID) offers numerous services, information brochures and instructions at  zid.univie.ac.at/en in addition to hardware and software as well as IT courses.

Going abroad in the course of your studies? The International Office has all the answers you need – with all the facts, you will have a much easier time organising your semester abroad.

Study, study, study

Acquiring knowledge is an important part of studying. The Center for Teaching and Learning has several service offers to help you study and write an academic thesis (e.g. STEOP mentoring or writing workshops).

The Psychological Counselling Service will be happy to help you with learning difficulties of any kind and offer advice for problems you encounter in the course of your studies. You might also benefit from honing your learning skills, e.g. in speed-reading or time management workshops.

Studying – of course, but safely!

The University is a large community. Students, academics and administrative staff meet on site and digitally. Contact points in case of problems, tips for mutual exchange and advice on successful cooperation provide support in everyday university life.

 studieren.univie.ac.at/en/studying-safely



Do you have a life besides studying?

Take a look at studieren.univie.ac.at/en for tips to strike the right balance between studying and living. You will find helpful links on student discounts, scholarships, accommodation search and the offers of the University's Language Centre and the University Sport Institute. The community website provides a good overview of the University's various communities.

studieren.univie.ac.at/community

With all of this information, you are all set to kick off your first semester. So off you go!

"Learning is a highly individual process and means something else for everyone. Learning techniques help you structure and optimise the way you study." Find out more at

blog.univie.ac.at/en/tag/learning-strategies

"This semester, I had the opportunity to participate in the mentoring programme to become a mentor. This was a great chance for me to share my knowledge with new students and help them get started at university."

Michaela is studying Theatre, Film and Media Studies and participating in the mentoring programme.

blog.univie.ac.at/en/sharing-knowledge



Step by step into your first semester

To get off to a good start and be able to focus on your courses, there is one thing you should not take lightly from day one: organising your studies. This means knowing your deadlines, taking and scheduling enough time and not putting things off until the last moment.

Read on for a concise description of the steps following admission to your degree programme.

Once you have settled all the paperwork with the Admission Office, you have to pay the **tuition fees/Students' Union fee** to complete the admission process. If you have already paid the fees, check the payment status on u:space.

 uspace.univie.ac.at > [Financial matters](#)

After paying the tuition fees/Students' Union fee (the University has received the payment, which you can verify through the payment status in u:space), you can **order your u:card**. The u:card will be your student ID and library card at the University of Vienna.

As a first step when scheduling your classes, read your degree programme's **curriculum and particularly the recommended study path**. Here you can find a roadmap through your degree programme. You can find the link to your curriculum for instance in the degree programme profiles.


 studieren.univie.ac.at/en/degree-programmes

Next, select the courses you want to take from the offer of available courses and register for them. The programme's **orientation course (OV)** and, in the case of bachelor's and diploma programmes, the mandatory courses of the **introductory and orientation period (STEOP)** are particularly important.

With your roadmap in mind, head on to the **u:find course directory**. It lists all courses offered in the respective semester with the relevant data: from contents to times to registration modalities.

 ufind.univie.ac.at/en

In many degree programmes, the record of exams in u:space is directly linked to u:find. Click the respective module in u:space to quickly access the related courses in u:find.

Do not forget to take a look at the websites of your degree programme's **StudiesServiceCenter (SSC)/StudiesServiceUnit (SSS)** or directorate of studies (SPL), your **students' representatives** and your **department**. This is where you will find programme-specific information on how to organise your studies and tips for new students.  ssc.univie.ac.at/en

"We often procrastinate because all tasks on our to-do list are vying for attention at the same time. As a result, we often do not start any of them." Read on at


 blog.univie.ac.at/en/tag/self-management-and-time-management

To make sure you have all the important facts, read the articles
“Introductory and orientation period (STEOP)” and **“Semester planning”**.

 studieren.univie.ac.at/en/study-organisation

By now, your u:card should have arrived in the mail. Validate it at a u:card terminal and sign the back. If you lose the u:card, you can order a new one (for a fee). Otherwise, simply update it every semester at a u:card terminal.

 ucard.univie.ac.at/en

You can also deposit money to the card to use it to print, scan and copy at u:print devices ( zid.univie.ac.at/en/uprint).

To avoid any hassle on your first day of university, you should find out in advance **where courses** will take place: in the case of on-site courses, go to the building where they will take place and find the respective rooms. For digital (or hybrid) courses, check out the virtual room of the respective e-learning tool via Moodle in advance. You can find the location of a course in the respective course information in u:find. There, you will also find links to the location in Google Maps and to the Moodle e-learning platform.

You can also already start honing your methodical skills. To this end, you can **participate in (digital) guided tours** to get to know the buildings. **Workshops**, e.g. on research methods offered by the Vienna University Library, are also a good idea.

And just as important: also make a plan for your **life while studying**. Many students want to earn some money while they are still at university. Now is a good time to look for a part-time job. Also schedule some time for leisure activities. Sign up for a **sports course at the University Sport Institute (USI)** offered at a favourable student rate, a **language course at the Language Centre** or join the **choir or orchestra of the University of Vienna**.

 studieren.univie.ac.at/community



“The rehearsals provide an opportunity to find balance to studying and I have gotten around quite a bit with a variety of projects. What I appreciate the most is that you get to know many different and interesting people.”

Marlene plays the violin in the University's orchestra

 blog.univie.ac.at/en/i-have-learned-a-lot-for-life

Teacher education programmes

Fostering curiosity and enthusiasm among learners

You have made up your mind to become a teacher? This means that you will be taking on a great share of responsibility for future generations by imparting knowledge, methods and values to pupils aged 10 to 18. You will offer guidance to pupils and their parents in different life situations. And together with your colleagues, you will shape schools as places of learning.

A varied teaching and learning offer will prepare you and around 11,000 further students in this field for this job. To this end, the University of Vienna, the University College of Teacher Education of Christian Churches Vienna/Krems, the University College of Teacher Education in Lower Austria, the University College of Teacher Education in Vienna and the University College for Agrarian and Environmental Pedagogy have formed the North-East Schools' Group.

In the course of your studies, you will be trained in two teaching subjects and their specific didactics. A solid academic education and work placements in schools will prepare you for your future job as a teacher.

To add further teaching subjects to your portfolio, you can enrol in complementary degree programmes. You can do so while you are still enrolled in the original teacher education programme or after having completed it. There is also a broad continuous education offer that will help you to stay up-to-date in your field.

If you are a student in a teacher education programme, check out the teacher education study guide.

 lehramt-nordost.at/lehramtskompass
(in German)

Curious about the programme? Go to:

 lehramt-nordost.at/en



Milestones after starting your studies

Exams: Important for planning your studies

Planning exams: The introductory and orientation period (STEOP) is the first stage of the bachelor's programme. **STEOP** exams are a **prerequisite** to complete further courses and exams in your degree programme. Our **tip:** Focus on these exams. Keep the first examination date in mind!

Failed?! This can happen in your studies. Do not be sad for too long and do not get discouraged. Make use of the possibility to **view your examination documents** to see what you could improve. Your examiners will tell you how you can prepare better. You can **take any exam** during your studies **up to four times**. The very last examination in your studies can even be taken five times. If you get a negative assessment on your last attempt, you are excluded from the respective degree programme at the University of Vienna.

The following blog provides **tips and tricks** to avoid this situation:

 blog.univie.ac.at/en

Minimum/standard duration of a degree programme and minimum number of credits to be obtained: A bachelor's programme comprises 180 ECTS credits (teacher education: 240 ECTS credits). Full-time students are expected to obtain **60 ECTS credits within one academic year** (1,500 working hours).

What is new is that you have to obtain **at least 16 ECTS credits within four semesters**. If you successfully complete the STEOP already in the first semester, there is no need to worry. If you do not manage to obtain the minimum number of credits, you are excluded from the respective degree programme for two academic years. You can view the current number of ECTS credits obtained in **u:space**.

Saving time through the recognition of exams: Have you already taken exams at another educational institution (university, university of applied sciences, university college of teacher education)? Then you have the option of applying for the recognition of these exams. Obtain information on the website of your SSC. You can apply for recognition of exams that you have completed before starting your current degree programme within two semesters after starting your degree programme.

My milestones

My STEOP examination dates.

My objective for the first semester ECTS credits

Exams completed in previous degree programmes? ☐ Yes, submitted for recognition.

Center for Teaching and Learning (CTL)

Support starting during STEOP until graduation

A degree programme poses many challenges: completing the STEOP, studying huge amounts of material, writing your first academic paper, conducting independent research for the first time, writing the bachelor's thesis and maybe completing a master's programme. You are not alone: The **Center for Teaching and Learning** (CTL – ctl.univie.ac.at) provides helpful support for each of these challenges. Student employees provide help to fellow students to find solutions on their own and share their implicit knowledge of studying, strategies and tools for successful studies. They provide advice, invite you to reflect on your strengths and facilitate networking with other students.

Support during the first semester

The first semester means arriving in and finding your way around a new world, its language and its rules, which you might not (yet) understand. You will face new challenges, have to acquire strategies to deal with them and pass the STEOP examination.

Orientation and networking through STEOP mentoring

The STEOP mentoring offers

- support in finding your way around the University;
- insider tips about studying;
- networking opportunities;
- information and sharing of experiences about the STEOP examinations;
- input on academic reading and writing.



Tip: Obtain information about the STEOP mentoring offer for your degree programme. If your degree programme does not offer STEOP mentoring, feel free to participate in the interdisciplinary STEOP mentoring.

ctl.univie.ac.at/steop-mentoring

Studying together at the study camp

In the “**study camp**”, students develop strategies for more creative and efficient studying together with experienced STEOP and writing assistants. Address your study habits and develop new study techniques together with other students.

 ctl.univie.ac.at/lerncamp

STEOP completed ... what now?

The next major challenge is usually **writing your first academic paper**. Do you have questions about academic language, text production, dealing with literature, revision, structuring texts, argumentation or other aspects of academic writing?

Participate in the writing mentoring offer to

- acquire knowledge and strategies relating to academic writing;
- ask questions that you might not want to ask your teachers;
- get feedback on short text passages;
- enjoy a friendly and collegial atmosphere.

 ctl.univie.ac.at/schreibmentoring

Curious?

All **further offers** of the CTL for students are available at:

 ctl.univie.ac.at/angebote-fuer-studierende



Tip: The CTL Peer Point on the top floor of the NIG is your first point of contact if you have questions or need information about study competences.

 ctl.univie.ac.at/peer-point

University terms

The ABC of terminology is where you will find the explanations of all the terms you will keep encountering throughout your studies.

 studieren.univie.ac.at/en/abc-of-terminology

The following is a selection of terms particularly relevant for first-semester students.

Bachelor/Master/PhD

After graduating from a secondary school, you can enrol in a bachelor's programme at the University of Vienna. A master's programme is next, after which you can complete a PhD (Doctor of Philosophy) or doctoral programme. Law and Catholic Theology are diploma programmes. You enrol in them right after school. The academic degree obtained upon their completion is "Magister".

Curriculum


The curriculum informs you about the content and structure of a degree programme. This means it is the roadmap through your studies.

ECTS credits

ECTS credits describe the average workload required to achieve learning outcomes (e.g. of a course). One ECTS credit corresponds to a workload of 25 full hours (per 60 minutes). Course participation as well as the preparation and follow-up of a course, the duration of the exam and studying time are considered as part of the workload. ECTS stands for European Credit Transfer and Accumulation System. ECTS credits facilitate a comparison of academic achievements at different European universities.

Extension curricula (EC)

Most bachelor's (and diploma) programmes require you to complete not only compulsory and elective courses within your own degree programme but also extension curricula (EC). An extension curriculum is a pre-defined group of modules comprising up to 30 ECTS credits. Most ECs have 15 ECTS credits. ECs allow you to gain insights in a different discipline and put a focus on a given area in your studies (which might later on give you a competitive edge in job applications). By completing given ECs, it is possible to graduate from a related or unrelated master's programme without a degree in the respective bachelor's programme. Upon completion of the STEOP, you can, with only few restrictions, select an EC you are interested in. You must fully complete an EC for it to count towards a given module in your degree programme.

 studieren.univie.ac.at/en/extension-curricula-and-alternative-extensions

Modules

In bachelor's and diploma programmes, students have to obtain a least 16 ECTS credits by the end of the fourth semester. Otherwise, the admission to the degree programme expires. Re-admission to the same degree programme is only possible after two academic years. All degree programmes are divided into modules. And these modules are further divided into courses in which the module's teaching contents are covered. The bachelor's programmes' STEOP is an example of a module.



Moodle

Moodle is the e-learning platform used at the University of Vienna. Lecturers use it to share learning materials and implement digital learning formats. Students can access and upload assignments and communicate with fellow students. You can check on u:find, the University of Vienna's course directory, whether courses use Moodle or not.

Student ID number

When being admitted to an Austrian university for the first time, students receive a student ID number. Student ID numbers are unique so that they can be used to unambiguously identify every student. A student's data and exam results are tied to this number. You will get your student ID number when you first enrol at university. It will be used in u:space, on your u:card and in your study documents (e.g. the confirmation of enrolment).

Austrian National Union of Students (ÖH)

The Austrian National Union of Students (ÖH) is the official advocacy group of students in political matters that advises (prospective) students and answers their questions about everyday student life.

ÖH receives the Students' Union fee payable every semester. By paying this fee, you become eligible to vote in ÖH elections and obtain accident and liability insurance for study-related incidents (such as an accident in a laboratory course).

Orientation course (OV)

The various (bachelor's) programmes' orientation courses offered at the start of the degree programme help new students find their way around and provide important information on the next steps (such as how to register for courses and exams).

Rectorate

The Rectorate consists of the Rector and Vice-Rectors and, together with the Senate and the University Board, forms the governing body of the University of Vienna. In a way, the Rectorate is the University's principal's office.

StudiesServiceCenter/StudiesServiceUnit (SSC/SSS)

The SSC and SSS are the places where you go for all organisational and administrative matters related to your degree programme. Among other things, these service units compile the information on courses and exams found in the course directory.

Directorate of studies (SPL)

The SPL is responsible for a degree programme's course offer and questions related to study law.

Introductory and orientation period (STEOP)

The introductory and orientation period (STEOP) is a chance for students to get an insight into their bachelor's or diploma programme in their first semester and find out whether or not it fulfils their personal expectations.

Vienna University Library (UB)

The Vienna University Library and its special libraries offer an extensive portfolio of print and e-resources to students and academics.

u:account/u:find/u:space

The University of Vienna's most important digital services you will need to organise your studies all start with a "u" – like university.

Vienna University Computer Center (ZID)

The Vienna University Computer Center (ZID) provides the required IT infrastructure for the University of Vienna. It offers a wide range of IT services for the areas of studying, teaching, research and administration. Useful services for your studies include affordable software and hardware, IT courses and computer rooms.

Tip: Some terms are no longer used at the University. If you still come across such a term, the (German) blog entry "Once upon a time..." might come in handy.

 blog.univie.ac.at/es-war-einmal
(in German)

What is academic research?

Researchers at the University of Vienna offer their views.

Prof. Oliver Rathkolb on the nature of academic research



“In today’s age characterised by the extreme pace of globalisation, in which an increasing number of clearly documented and empirically researched facts are called into question while conspiracy theories take up more and more space in the online world, a critical and academic mindset is a prerequisite for the survival of parliamentary democracy.

Just as in democratic decision-making processes, also in research, the positions one holds must be backed up with a comprehensive set of arguments and empirical evidence. At the same time, it is crucial to respect substantiated views held by others and to incorporate them into decision-making processes. One of the advantages of an academic approach is the readiness to, time and again, critically reflect on one’s own positions, theories and practice.”

Prof. Bettina Perthold on academic research and the law

“Knowledge and its teaching are free.”

“This sentence from the Basic Law on the General Rights of Nationals guaranteed the right to do research and publish and share its results already in 1867. Today, this freedom is protected by Austria’s Federal Constitutional Law. It safeguards the freedom of both academic research and teaching. The state must not – at least not deliberately – curb these freedoms.

The freedom of knowledge and its teaching plays a crucial role for universities, the existence of which is also protected by the Constitution. Lawmakers are obliged to organise universities in a way that free research is possible.

The freedom of research and teaching is, however, not unlimited. For one thing, fundamental rights (e.g. the right to life or personality rights) must not be violated, and for another, general laws must be adhered to. This means that lecturers must abide by safety rules (e.g. with regard to fire safety) when they teach. But also general laws must not unduly encroach on the freedom of science: whenever there is a conflict, the freedom of science and public interest must be assessed and balanced. In the end, it is up to the Austrian Constitutional Court to rule on the lawfulness of the results of such an assessment.”



Prof. Thilo Hofmann on academic research and sustainability

“Science is about curiosity, creativity, the excitement of discovery. Many researchers are motivated by the goal to improve living conditions on this planet and to contribute to a better future.

As a society, we are facing tremendous challenges: from a decline in biodiversity, climate change, more sustainable production methods of healthier foodstuffs for a globally growing population, anthropogenic changes in global material flows to the contamination of air, soil, water bodies and oceans. The University of Vienna is doing research on all of these topics; for a better tomorrow.

Today, we are no longer doing research in the ivory tower. Scientific endeavours are realised in a close exchange with all spheres of society. Going beyond excellence within the various disciplines, the University fosters inter- and transdisciplinary collaboration. This means that the various research disciplines closely cooperate with actors from the business community, politics and a wide variety of social groups. All of that is what science is about.”



“At the beginning of their studies, many students are confronted with the fact that academic writing is implicitly considered a prerequisite. Most of you will know the dreaded sensation of staring at a blank page at the beginning of a writing assignment.” Read on at

 blog.univie.ac.at/en/tag/writers-block

“A paper in the scope of a bachelor’s or master’s thesis requires planning, time management and a detailed examination of the writing project. After all, academic writing is a form of professional writing.” Read on at

 blog.univie.ac.at/en/tag/self-management-and-time-management



Prof. Fares Kayali **on academic research and digitalisation**

“One of the immediate consequences of the coronavirus pandemic was a significant push in digitalisation in the educational sector in 2020. When the crisis caused by the virus put the fundamentals of our personal, social and economic lives in question, the inadequacies of our established educational practices became strikingly clear. It also revealed an urgent need to radically rethink which goals, skills and competences a modern educational system must impart. The coronavirus pandemic has also shown in which way digitalisation can contribute to creating settings for learners in which they can make new experiences. Particularly approaches to self-regulated and self-determined learning have been further developed.

If digitalisation catches us off-guard, pupils with special needs – for instance due to language barriers or a mental or physical impairment – will quickly become outsiders in the schooling system. Potentially without us even noticing. For this reason, we need a broad and inclusive approach to determining which competences will be required in distance learning for one thing and for the digitalisation of teaching in general for another thing.

At the University of Vienna, such competences are taught in various programmes, for instance in extension curricula. Students acquire a critical and transdisciplinary view of digitalisation that encompasses numerous perspectives. They gain knowledge on legal, ethical, technical, educational, psychosocial and societal aspects of digitalisation and, in this process, turn into digitally savvy students.”

LV = Lehrveranstaltung (course)

An overview of frequently used
(German) abbreviations

VO =
Vorlesung
(lecture)

FS =
Forschungs-
seminar
(research
seminar)

GR =
Guided
Reading

VU =
Vorlesung mit
Übung (lecture
with exercises)

RV =
Ringvorlesung
(lecture series)

SK =
Sprachkurs
(language
course)

SE =
seminar

OV =
Orientierungs-
veranstaltung
(orientation
course)

KU =
Kurs
(course)

UE =
Übung
(exercise)

LU =
Laborübung
(lab work)

PS =
Proseminar
(introductory
seminar)

*SP =
Schulpraktikum
(practical
training
in schools)*

*TR =
training*

*WS =
Workshop*

*EX =
Exkursion
(excursion)*

*KO =
Konversatorium
(conver-
satorium)*

*PR =
Praktikum
(practical
course)*

*LP =
Laborpraktikum
(practical course
in lab)*

*RE =
Repetitorium
(revision
course)*



**You have not found the abbreviation
you were looking for?**

For explanations regarding the course types and
their abbreviations (which are, e.g. used in u:find),
see your degree programme's curriculum.

u:space

The portal for your degree programme

u:space is the portal for organising your studies at the University of Vienna. It is a hub from which you can access all of the services you will need in the course of your degree programme. Use your u:account user details to register.

In u:space, you will find all services you will need in the course of your (future) studies. This will help you keep track of organisational matters related to your studies.

 uspace.univie.ac.at/en

Handle the following administrative tasks via u:space:

- apply for admission to a degree programme
- pay your tuition fee/Students' Union fee
- order your u:card
- register for courses and exams
- viewing your grades in the examination results
- download your study documents (transcript of records, confirmation of enrolment, student record sheet, etc.)
- change your personal data
- Keeping an eye on your study progress through the record of exams
- and much more.



u:find

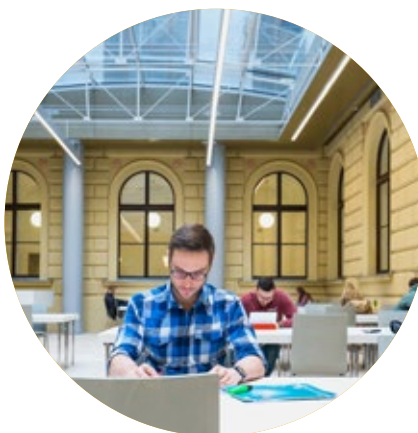
Course and staff directory

On u:find, you can find all courses offered at the University of Vienna (organised according to semesters and directorates of studies), as well as the contact information of all university departments, units and employees. u:find will help you organise your studies:

- search for courses, exams, people or organisations
- check course and exam dates
- register for courses and exams (you will be forwarded to u:space)
- export course and exam dates to your online calendar (iCal)
- look at building plans of the University of Vienna via Google Maps
- creating a personal list of courses and exams to facilitate scheduling (log-in to u:find required)
- and much more.

Everybody, not just students, can use u:find to access information on the courses and exams offered at the University of Vienna. If you feel overwhelmed by the extensive offer, go to “Help” for some useful tips on searching u:find.

 ufind.univie.ac.at/en



Tip: Select a degree programme in the course directory and click the green “More details” button in the upper left-hand corner to see the course details.

IT services of the Vienna University Computer Center (ZID)

You need a personal **u:account** to use most of the IT services of the University of Vienna. It consists of:

- the **u:account UserID** (for example: doejohn99) and
- the **u:account password** you selected.

Once you have completed the admission process, your u:account will give you access to **IT services** of the University of Vienna including the following:

- **Wi-Fi** is available in all of the University's buildings via eduroam. Details and log-in instructions: zid.univie.ac.at/en/wi-fi
- Students get their personal **e-mail address** including a mailbox:
zid.univie.ac.at/en/e-mail

The University will send important information to this e-mail address. Make sure to use this e-mail address when sending a message to one of the University's service units (such as the Studies-ServiceCenter), staff members or lecturers. For data protection reasons, only e-mails from this address can be answered.

- Students can obtain Microsoft 365 Apps or the upgrade version Microsoft Windows 10 Education free of charge. You can purchase **software relevant to your studies** at reduced rates:
zid.univie.ac.at/en/software-for-students
- Students can print, copy and scan at the **u:print** devices. Information and locations:
zid.univie.ac.at/en/uprint
- **u:book offers** you the opportunity to purchase high-quality laptops, tablets, convertible tablets/ laptops and accessories at attractive prices:
ubook.at/en

- The computer workstations in the **computer rooms** can be used free of charge for study-related or academic work:
zid.univie.ac.at/en/computer-rooms
- On **u:cloud**, the ZID offers storage space in the cloud of the University of Vienna. Data stored on u:cloud can be accessed from everywhere with every device.
zid.univie.ac.at/en/ucloud
- Students can take **IT courses** for a small fee. The ZID course offer ranges from courses on Office programmes and special research software to IT security.
zid.univie.ac.at/en/it-courses
- The video conferencing system Zoom allows you to hold meetings and share your screen or slides, to use a virtual whiteboard and even carry out polls.
zid.univie.ac.at/zoom
- The **ZID Helpdesk** supports members of the University of Vienna in solving university-specific IT problems:
zid.univie.ac.at/en



Tips: At the start of your studies, you will encounter new platforms and tools. These blog articles will help you figure out the digital services available at the University of Vienna:
blog.univie.ac.at/tag/digitales-studieren (in German)

The eduroam Wi-Fi network is also open to users of other educational institutions. Use your University of Vienna Wi-Fi access data to log on.
zid.univie.ac.at/en/wi-fi

Moodle

Our e-learning platform

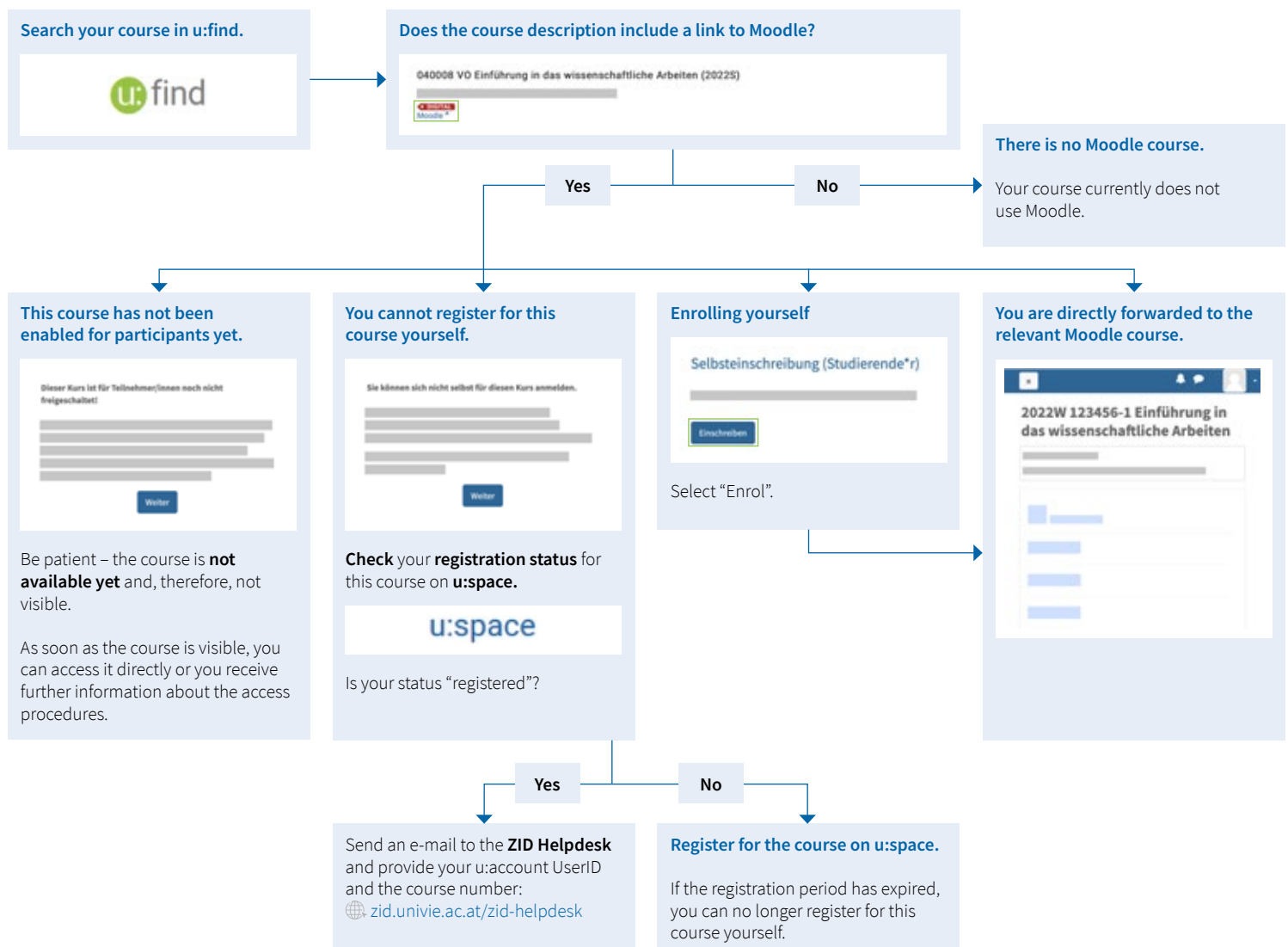
The e-learning platform of the University of Vienna is called Moodle: It is available to members of the University for studies and teaching. Students need an active u:account to access Moodle.

You can find all the courses also on Moodle, where:

- lecturers can share course materials and recorded sessions with students;
- students can participate in activities such as polls, exercises and tests;
- students and lecturers can interact via video, audio, chats and forums.

 moodle.univie.ac.at

How can I access a Moodle course?





Getting to know the University

unileben – welcome to the new semester!

Every year in early October, the University of Vienna hosts **unileben** – a welcome event for all students.

It is a fair that presents all things related to everyday student life where particularly first-semester students can get useful hints and information on getting started at university in free guided tours, workshops and presentations. Exhibitors such as financial-aid bodies, cultural institutions and job exchanges come prepared with a variety of special offers for students. You can find the **unileben** fair's programme and workshop registration online by mid-September at the latest.

 unileben.univie.ac.at
(in German)

Event calendar of the University of Vienna

No matter what time of year, you will not regret checking out the University's event calendar. Every year, more than 1,600 events (including lectures, readings and exhibitions) taking place in addition to the courses taught are posted here. The events offer insights into an eclectic mix of research and knowledge fields.

 kalender.univie.ac.at

“Uni Wien Guides” app

The University of Vienna is not only a place of studying, teaching and research but also a place brimming with art, culture and many fascinating stories. The “Uni Wien Guides” app takes you on a virtual tour offering plenty of background information. You can download “Uni Wien Guides” as a native app for Android and iOS from your app store to your mobile device or stream the contents about the Main Building and the Campus of the University of Vienna via the WebApp.

 event.univie.ac.at/en/tours/self-guided-tours

Graduation ceremonies

It might seem like a long way from now, but one day you will graduate from university. The University of Vienna organises graduation ceremonies at which bachelor's, master's and doctoral students can celebrate this memorable moment with family and friends. You can attend such celebrations as a guest to see the welcome new graduates receive as they join these ranks and draw motivation for your own studies.

 event.univie.ac.at/en/ceremonies-and-celebrations



Student Space

*ECTS
break*



*Where
there's an
Enzi...*





*Hang loose
in the
arcades.*



*Botanical
Garden – the
green oasis of
the University*



Student Spaces at a glance

Student Spaces are areas devoted to studying, communication and recreation. They provide space for students in manifold ways.

- + Main Building, Universitätsring 1
Deck chairs and benches in the Arcaded Courtyard
Communication zones and parent-child room on the basement floor in the basement
- + Neues Institutsgebäude (NIG), Universitätsstraße 7, 1010 Wien
Student Spaces on the 7th floor
- + Campus of the University of Vienna, Spitalgasse
2 Enzi (seating/lounging areas) and green spaces
Lecture hall centre
- + Währinger Strasse 29
Place for studying and communication
- + Währinger Strasse 38-42
Student centre at the Faculty of Chemistry
- + Botanical Garden of the University of Vienna Rennweg 14

 studying.univie.ac.at/student-space

Vienna University Library

Books and plenty beyond

The **Vienna University Library and Archive Services** comprise the Vienna University Library with the Main Library and around 40 special libraries as well as the archive of the University of Vienna.

Its more than 7.6 million books (2.9 million of which can be found in the Main Library), the most recent issues of 5,900 print journals, over 560 licensed databases, some 1.3 million licensed e-books and about 120,000 licensed e-journals (as of 2021) make the Vienna University Library the academic information centre for the members of the University of Vienna and the general public.

Students benefit from this extensive offer throughout their studies. Course literature, the textbook collection, possibilities for researching literature for presentations and extensive resources for writing academic theses are important for academic success from the beginning of your studies onwards. Students can use all of these services free of charge.

Printed collection

Use the **u:search** search engine to find and, for the Main Library, order books. Library staff will collect the books from the closed stacks so that you can pick them up. In the Main Library, you can also read a book in the large reading room instead of taking it out. When a book you ordered is ready to collect, the library will let you know by e-mail.

Most special libraries are organised as open-shelf libraries: you do not need to order books but can get them from the shelves yourself. You can then use the books on site or (with few exceptions) take them out. You need your u:card to borrow books. It is valid at all locations of the Vienna University Library.

 usearch.univie.ac.at



Tips: In addition to literature research, you can also use the reading rooms of the Main Library and the special libraries to study. The various locations have regulations for use you need to abide by (e.g. on bags or clothing that needs to be left in lockers, beverages, etc.).

In the textbook collection, you will find introductory works for a large variety of disciplines. There are many copies of the various works.

The literature service of the Vienna University Library digitises print material as well as electronic resources from the holdings of the Library for blind and visually impaired persons to ensure that they are better accessible for these library users.





Electronic resources

 bibliothek.univie.ac.at/en/eressourcen.html

E-journals, e-books and databases licensed by the Vienna University Library are available via the Library's website. As soon as students of the University of Vienna have registered at the Library's authentication service u:access, they can access the Library's electronic resources from anywhere in the world around the clock.

 bibliothek.univie.ac.at/uaccess.html

Research support services

The Vienna University Library supports university members in conducting their research in manifold ways: from research documentation to advice on publications and long-term storage of research data and results. These services can be particularly useful for students in the final phase of a degree programme or pursuing a PhD/doctorate.

 bibliothek.univie.ac.at/forschungsunterstuetzung/en

Archive

The Vienna University Archive handles the maintenance, indexing and provision of university-related files (such as student and personnel files). Staff members also conduct research on the history of the University of Vienna. Also students can use the Archive to do research.

 bibliothek.univie.ac.at/archiv/en

The collections at the University of Vienna

The Vienna University Library and Archive Services coordinate the tasks of the more than 100 research and teaching collections at the various departments. Collections including a medicinal and poisonous plants garden, the Department of Geography map collection and the video archive of the Centre for Translation Studies are also available for research (e.g. projects in the framework of research seminars).

 bibliothek.univie.ac.at/sammlungen/en

Training

The Vienna University Library provides training in literature search methods, the use of e-resources, copyright and plagiarism at regular intervals.

 bibliothek.univie.ac.at/en/schulungen.html

<https://bibliothek.univie.ac.at/en/schulungen.html> The staff in the various libraries will be happy to answer your questions. You can also contact the various service departments and the help desk of the Main Library via phone or e-mail.

 bibliothek.univie.ac.at/en

Special libraries

 bibliothek.univie.ac.at/en/bibliotheken.html



Tip: Make use of the workshops on effective literature search and how to use the services of the libraries to acquire useful knowledge acquisition skills and have a much easier time writing seminar essays and theses!

The Austrian National Union of Students at the University of Vienna (abbreviated ÖH Uni Wien) is the official advocacy group of students at Austria's largest university. It represents students' interests in talks with the Rectorate, lobbies for improved study conditions and offers a variety of consultation services to students encountering some kind of obstacle in the course of their studies. What is more, the Students' Union representatives expressly interpret their mandate as a political one. This means that they are committed to actively shaping society, both in and outside of university. For this reason, ÖH Uni Wien is not only concerned with university politics but is also active in initiatives aiming to fundamentally change general societal structures.

How does the Students' Union work?

ÖH Uni Wien works on several levels:

The **students' representatives (StV)** deal with the issues of students in the various degree programmes and actively lobby for improvements in the various university bodies. Students can address their questions regarding their degree programme to them. They can also contact them to find out how to become an active member of ÖH Uni Wien.

Student representatives for faculties or centres (FV/ZV) are made up by ÖH Uni Wien members of the various degree programmes and represent students' interests at dean's offices.

The **university representation (UV)** includes representatives of other universities as well. This body that acts in the interest of all students in Austria is elected by students every two years. Every semester, two UV meetings in which resolutions are discussed and adopted are held. For their daily work, UV members at the University of Vienna are located at the Campus: more than 60 members advise and represent students in 16 so-called offices.

Location of ÖH Uni Wien








 Campus of the University of Vienna, 1090 Vienna, Spitalgasse 2, courtyard 1, door 1.10

Consultation centre

At the consultation centre, students can get advice on a broad range of topics related to studying. This service point is a good place to go to first if you are looking for general information on university studies.

 oeh@oeh.univie.ac.at

For more specialised topics, consult the various offices of ÖH Uni Wien:

- **Education and politics office**
 bipol@oeh.univie.ac.at
- **Social policy office**
 sozialreferat@oeh.univie.ac.at
- **Office for anti-racist work**
 ausl.ref@oeh.univie.ac.at
- **Sustainability and international affairs office**
 oeokoref@oeh.univie.ac.at
- **Accessibility office**
 barrierefreiheit@oeh.univie.ac.at
- **Women's office**
 frauenreferat@oeh.univie.ac.at
- **Queer office**
 queerreferat@oeh.univie.ac.at

Current consultation hours

 oeh.univie.ac.at/vertretung/referate






The Students' Union also offers the following services:

- legal consultation
- consultation for senior citizens
- tax consultation
- housing consultation
- civilian service consultation.

Current consultation hours

 oeh.univie.ac.at/beratungsangebot
(in German)

For **detailed information**, talk to ÖH Uni Wien members at their Campus location or check out their information channels.

 [/oeh_uniwien](https://twitter.com/oeh_uniwien)
 [/oehuniwien](https://facebook.com/oehuniwien)
 [/oeh_uniwien](https://instagram.com/oeh_uniwien)
 oeh@oeh.univie.ac.at
 oeh.univie.ac.at

Mentally and also physically fit

University Sport Institute (USI)



The University Sport Institute (USI) of the University of Vienna offers a wide range of sport and fitness courses. All students can join regardless of their degree programme.

A varied offer of more than 160 sports activities, among them mindfulness or core training, mountain biking and Zumba, is the University of Vienna's contribution to keeping students fit. And what is even better: the more than 1,200 courses are not only a great opportunity to get to know other students, they are sponsored and thus very affordable. In addition to the regular sports programme, there are a number of sports highlights at USI. The offer in a nutshell:

- **weekly sports courses throughout the semester**
- **university championships**
- **continuing education and training courses**
- **skiing and snowboarding camps in Austria's most competitive ski resorts**
- **summer camps from July to September in Dienten am Hochkönig (Salzburg).**


For information on the various offers, courses and registration, click

 usi.at/en



"The University of Vienna's American football team, the so-called Emperors, has accompanied me since the beginning of my studies. This way, the 'Emps' have made my student years the best time of my life."

Erik plays for the Emperors, the University of Vienna's American football team.

 blog.univie.ac.at/en/how-to-achieve-outstanding-athletic-and-academic-performance



Tip: Be quick: the USI courses are very popular and places fill up fast. Therefore, register for the course of your choice right at the beginning of the registration period.

Learning beyond borders – languages and a semester abroad

Language Centre

University
of Vienna
service

Top-level language courses

Are you already dreaming of spending a semester abroad with Erasmus+ or of doing an internship or accepting a job offer in a foreign country? It is never too early to work on your foreign language skills and get certificates to prove them. German, English, French, Italian, Russian and Spanish are only 6 out of 39 languages that all persons over the age of 15 can study at the Language Centre of the University of Vienna.

Language course levels are based on the Common European Framework of Reference for Languages (CEFR A1–C2). In addition to general language courses, there are also courses with a focus on special terminology for your studies or certain professions.




The Language Centre of the University of Vienna is also a test centre for German (ÖSD, Austrian language diploma) and all foreign languages offered (language-competence certificates). In addition, the Language Centre offers preparation courses for standardised exams in English (Cambridge, IELTS) and for the Latin supplementary exam.

Closely affiliated with the University of Vienna, the Language Centre offers courses based on demanding curricula. They are taught by highly-skilled lecturers and subject to quality-assurance checks by the University. The Language Centre also strives to offer the best framework conditions to students acquiring a foreign language.

Advantages for students of the University of Vienna:

- 25 % discount on regular course fees
- 50 % discount for students of the University of Vienna who are federal-aid recipients
- statement of ECTS credits on course completion certificates (the respective directorate of studies will decide whether credits will be recognised, for instance for alternative extensions)
- interactive groups at times convenient for students: one to two evening classes per week, intensive courses when classes are in recess
- course or language-competence certificates that vouch for your language skills at work or for a stay abroad.

For the complete programme of courses perfectly suited for your studies, job or simply for fun, see:

 sprachenzentrum.univie.ac.at/en
 [/sprachenzentrum.univie](https://www.facebook.com/sprachenzentrum.univie)
 [#sprachenwien](https://www.instagram.com/sprachenwien)



Discover the world with Erasmus+ and similar programmes

University
of Vienna
service

Experiences you will benefit from for a lifetime

A stay abroad during your studies is the best opportunity to get to know new countries, (knowledge) cultures, languages and people. On top of that, it offers:

- **personal advantages** – confidence, independence, self-reliance
- **academic advantages** – new approaches, novel perspectives, a broadened horizon
- **career advantages** – language skills, network, employability.

The International Office supports all students of the University of Vienna who want to apply for a stay abroad with a mobility programme. The choice of the best suited mobility programme will depend on several factors: Which languages do you speak? Which country are you interested in? In which stage of your studies are you? Do you want to go abroad to study, work or do research?

Numerous opportunities are available to students, such as:

- a **semester abroad** at one of more than 300 partner universities as part of the **Erasmus+** mobility scheme
- a **semester outside of Europe** through the **non-EU student exchange programme**
- an international **Erasmus+ internship** in an EU member state
- an international research stay while you are working on your thesis through **KWA** (a short-term grant abroad).

Check out the various information channels of the International Office for details on the programmes and information events.

 international.univie.ac.at/en

 [/international.univie](https://www.facebook.com/international.univie)



Financing your studies

Federal aid for students

Types of aid

The federal aid for students is the most important federal student-support measure. It supports students in financing their studies. To be eligible, students must, among other things, demonstrate financial need and satisfactory academic progress. Recipients of federal financial aid for students can also apply for further aids, such as a grant for a semester abroad or travel allowance.

Good to know

You can apply for federal aid for students from 20 September to 15 December for the winter semester and from 20 February to 15 May for the summer semester. The quickest way is to apply online. Click the following link to apply online:

 stipendium.at/english

For the application, you will need a mobile phone signature:


 handy-signatur.at

The Austrian Study Grant Authority will send letters to your free electronic inbox called “My inbox”. Use your mobile phone signature to log in:

 oesterreich.gv.at
(in German)

After having submitted an online application, you will only need to apply once when you start your studies. A renewed application will only be necessary when your situation changes (e.g. new degree programme, changes in your family or income situation).



Tips: If you are not sure whether or not you are eligible, apply anyway. It could pay off.  stipendium.at/english

The University of Vienna also offers grants, for instance a merit grant.

The platform grants.at provides an overview of scholarships and grants available in Austria.

 grants.at/en

External
offer

Family allowance

Family allowance is a key pillar of the Austrian federal support system for families. It is administered by the federal state.


This direct transfer payment is intended to reimburse parents for the costs incurred through their duty to care for their children.

In principle, a parent is eligible for family allowance until the child turns 18 years old. Family allowance for a child 18 years or older is granted if the child is completing a professional education. This applies to students who have been admitted to a degree programme.

For detailed information on eligibility requirements and rules, see the website on the topic of family allowance.

The following eligibility criteria are particularly important:

- There is an age limit for eligibility (see the website of the federal ministry).
- You must provide evidence of your progress in your studies (completion of courses). This particularly applies to first-year students.
- There are restrictions on how many times you can change your major without losing eligibility for family allowance benefits.
- The number of semesters a student takes to complete a degree programme has an influence on eligibility.
- The student's income also plays a role.

 www.bmfj.gv.at/familie/finanzielle-unterstuetzungen/familienbeihilfe0.html

External
offer

Fields of study and professions – embarking on career planning

Uniport – careers service

University
of Vienna
service

Uniport helps students and graduates find their way in the professional world

The varied offers of the careers service of the University of Vienna help students and graduates at the start of their careers. Through one-on-one consultations, group workshops and networking events, they can familiarise themselves with the world of work, meet the right people and score the jobs they want.

Whether you are just starting your studies or have almost graduated, whether you have plenty of work experience or not, Uniport staff members will be happy to answer your career questions and offer guidance as you take your first career steps.








Making the best use of the careers service

- Coaching for job applications and CV check: uniport.at/coaching (in German)
- Workshops and webinars: uniport.at/beratung/workshops-webinare (in German)
- Networking events: uniport.at/termine (in German)
- Information newsletter: uniport.at/newsletter (in German)

A link to the labour market

As a careers service for young graduates of all faculties, Uniport strives to build a link between the University's knowledge and competences, on the one hand, and society and the professional world, on the other hand. Collaborations with companies and organisations from all industries are a key component in this endeavour, building bridges in both directions.

Uniport – careers service

-  Campus, courtyard 1.17, Spitalgasse 2, 1090 Vienna
-  +43-1-4277-10070
-  office@uniport.at
-  uniport.at (in German)
-  [/uniport.karriere](https://www.facebook.com/uniport.karriere)
-  [/uniport_karriereservice](https://www.instagram.com/uniport_karriereservice)
-  [/company/uniport-karriereservice-universität-wien-gmbh](https://www.linkedin.com/company/uniport-karriereservice-universität-wien-gmbh)



Alumni Association of the University of Vienna

Think about tomorrow already today

The Alumni Association of the University of Vienna connects all graduates and enables professional and personal networking. Students are welcome to join and make use of the varied programme already during their studies.

University
of Vienna
service

Plan your career start with alma mentoring

Experienced graduates support students just starting out on the job market. Experiences shared also encompass special topics such as working abroad, freelancing or founding a company. More than 300 highly committed mentors are registered on the mentoring platform.

 mentoring.univie.ac.at/en

Or become a freelancer with the help of u:start?

If you are considering self-employment after graduation, there is no way around u:start: In workshops and seminars, ideas for start-ups are evaluated and turned into business plans.

 alumni.ac.at/portal/berufkarriere/ustart (in German)

Find out what other graduates are doing: univie magazine

More than 40,000 graduates read three issues of univie magazine every year. It not only keeps them up to date with what other graduates are doing but also provides a variety of perspectives on current social developments.

 alumni.ac.at/univie-magazin (in German)


For more information, see

 alumni.ac.at (in German)

 [/alumni.uni.wien](https://www.facebook.com/alumni.uni.wien)

 [/alumni_uni_wien](https://twitter.com/alumni_uni_wien)

 [/alumni.uni.wien](https://www.instagram.com/alumni.uni.wien)

 [/company/alumni-uni-wien](https://www.linkedin.com/company/alumni-uni-wien)



Postgraduate Center

Continuing education at the University of Vienna

In addition to bachelor's, diploma, master's and doctoral programmes, the University of Vienna offers a broad range of continuous education courses in the following fields:

- **education & social care**
- **health & natural sciences**
- **international affairs & business**
- **communication & media**
- **law.**

Interested parties who have already obtained a first degree can choose from **more than 70 university continuing education and training programmes, master's programmes and certificate courses.** Interdisciplinary events series in which the links between academia, the business community and society are explored are also part of the portfolio of offers.

The Postgraduate Center stands for academic quality according to the highest international standards. It also excels through its strong focus on practice and interdisciplinary orientation. Most programmes are part-time so that participants can complete them in addition to a job or another degree programme.

Individual continuing education consultation

The Postgraduate Center is your go-to address at the University of Vienna if you are interested in trends and developments in continuing education. Staff members will be happy to counsel you on the continuing education path most suitable for you, providing information on admission requirements, aids and financing as well as professional perspectives.

Make an appointment for a personal consultation by phone (☎ [+43-1-4277-10800](tel:+43-1-4277-10800)) or e-mail (✉ info@postgraduatecenter.at).

You can also visit the Service Center during opening hours without an appointment.

Campus of the University of Vienna

- 📍 1090 Vienna, Spitalgasse 2, courtyard 1.14.1
- 🌐 postgraduatecenter.at
- 📘 [/postgraduatecenter](https://www.facebook.com/postgraduatecenter)
- 🐦 [/postgraduatevie](https://twitter.com/postgraduatevie)
- 📺 [/PostgraduateVienna](https://www.youtube.com/channel/UCPostgraduateVienna)
- 📺 [/companies/universitaetwien-postgraduatecenter](https://www.youtube.com/channel/UCcompaniesuniversitaetwien-postgraduatecenter)
- 🌐 [/company/postgraduatecenter](https://www.linkedin.com/company/postgraduatecenter)

University
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CommUNity:

One university – many faces

Be part of the #univie community

Social media channels

News related to studying, research and services at the University of Vienna

-  [instagram.com/univienne](https://www.instagram.com/univienne)
-  [facebook.com/univienne](https://www.facebook.com/univienne)
-  twitter.com/univienne
-  [youtube.com/univienne](https://www.youtube.com/univienne)
-  A rich collection of stories about people who shape the University of Vienna. Blog with us: blog.univie.ac.at/en

 socialmedia.univie.ac.at




Tip: Many degree programmes offer **tutorials for first-semester students**. Do not miss these tutorials: you will not only get helpful information on your programme's contents and how to best organise it but will also meet other students enrolled in the same programme.

“Social interactions with your fellow students can improve your learning performance: working in groups allows you to identify gaps in your knowledge and increase your motivation.” Find out more at

 blog.univie.ac.at/en/tag/communication

“When I think of my own insecurity in the first months of my studies, being able to dispel one or the other doubt is an extremely fulfilling task.”

Rebekka is studying Business Analytics and Business Administration and working as a tutor for introductory and orientation period (STEOP) courses.

 blog.univie.ac.at/en/positive-developments-for-the-university-of-the-future



Accessible studying

Information and support for students with disabilities

The share of students with disabilities at the University of Vienna is 12 %, whereby the types and range of impairments vary widely. Most impairments, such as chronic or mental conditions, will go unnoticed by others. There are, however, special offers or provisions for students who encounter short- or long-term obstacles due to a disability. There is not a set approach of applying certain measures or adapting framework conditions at the University of Vienna. Factors such as the individual degree of impairment, specific requirements of the degree programme, certain obstacles experienced in the everyday life of the student, locations and the stage of the studies the student is in all play a role in determining the most suitable approach to take. To make sure adequate measures are taken right from the start, the University's Accessible Studying Team offers individual advice and information on the various offers and available options, including:

- events for first-semester students
- adapted exam, teaching and learning methods; adapted framework conditions
- individual study support (ISU)
- the room information tool provides information about the accessibility of rooms and the available equipment at the locations of the University of Vienna
- newsletter
- tuition fee waiver/refund
- leave of absence
- special aids

- contacts for free psychological counselling
- literature service for blind and visually impaired people
- computer workstations with adjustable desks and chairs and special soft- and hardware
- technical support means
- curriculum modifications
- and much more.


Advice, information and support on accessible studying

 studieren.univie.ac.at/en/accessible-studies



“After a year of interruption, I resumed my studies and completed my degree programme. Pain, infections and medical treatments four times a week slowed me down but they did not prevent me from striving for my goal. My family and the Accessible Studying Team took my fears and my professors were supportive by allowing me to compensate for my absence in the form of additional written assignments.”

Nora, a student of the teacher education programme, shares her perspective as a student with a chronic illness.

 blog.univie.ac.at/en/hold-on-to-your-dreams

Psychological Counselling Service

Demands in your studies and private life can be overwhelming. Many of us feel overwhelmed from time to time. Students seek support because they

- want to improve their work and learning methods;
- have problems related to exams, motivation or focus;
- find it difficult to adjust to the new situation at the beginning of their studies;
- cannot decide which degree programme to choose;
- experience troubles after switching, discontinuing or completing a degree programme;
- are experiencing a crisis in their studies;
- have personal problems that are affecting their study progress or everyday student life;
- want to improve their communicative and social competences.

The Psychological Counselling Service is organised by the Federal Ministry of Education, Science and Research. Psychologists provide psychological and psychotherapeutic counselling to students in a confidential way and free of charge.

Who can seek counselling?

- Students of universities and universities of applied sciences
- Prospective students seeking advice on studying and choosing a degree programme.

 studierendenberatung.at/en



Equal treatment for all

Advice and support regarding equal treatment

University
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The University of Vienna is committed to an active equal opportunities and anti-discrimination policy to ensure equal opportunities, a non-discriminatory studying and working environment and fair treatment for all university members.

The **Equal Opportunities Working Group** advises and supports all members of the University of Vienna in countering discrimination based on:

- **gender**
- **ethnicity**
- **religion**
- **belief**
- **age**
- **sexual orientation.**

This includes taking suitable measures to combat sexual harassment and create work and study environments in which nobody experiences discrimination.

You can contact the Working Group if you are affected yourself or if you have witnessed an incident. All reports will be treated strictly confidentially.

Further responsibilities of the Working Group

- counselling on equal opportunities, the advancement of women and anti-discrimination for all university members
- monitoring personnel matters
- participating in and monitoring habilitation procedures
- lodging complaints with the Arbitration Committee
- compiling annual activity reports which are submitted to the University Board and the Rectorate.

Contact

Office of the Equal Opportunities Working Party

- 📍 1010 Vienna, Universitätsring 1
- ☎ +43-1-4277-20501
- ✉ gleichbehandlung@univie.ac.at
- 🌐 gleichbehandlung.univie.ac.at



*“Dear team of the
Equal Opportunities
Working Party, thank you
for your competent advice.
My concern was taken
seriously and treated
confidentially.”*

Student, anonymous

Students and quality assurance

Student feedback on degree programmes, teaching and services as well as their active participation in quality assurance processes are important contributions to the further development of the University of Vienna and its programmes.

University
of Vienna
service

Quality assurance measures give an insight into the experiences of graduates from more than 100 bachelor's, master's and doctoral programmes:

Students' views on completed degree programmes:

 qs.univie.ac.at/en/analyses/graduate-surveys

Career entry profiles in the Austrian labour market:


 qs.univie.ac.at/en/analyses/graduate-tracking

Students can also contribute to quality assurance measures for their degree programmes:

- course evaluation at the end of the semester: feedback to lecturers and directorates of studies
- development of curricula: participation in curricular working groups
- evaluation of faculties: report prepared by students and interviews with the reviewers
- appointment of new professors: participation in appointment committees.

 qs.univie.ac.at/en/evaluation

Unit for Quality Assurance

 1010 Vienna, Universitätsstrasse 5

 +43-1-18001

 evaluation@univie.ac.at

 qs.univie.ac.at/en



60 locations – one shared spirit

The University of Vienna is the largest educational and research institution in Austria. University members do research, teach and study at more than 60 locations. There is also room to lean back and relax, for instance in the cool shadow of the Arcaded Courtyard of the Main Building or at the Campus. By using the University's rooms in a responsible and considerate way that also saves resources, we can contribute to the smooth functioning of this large institution.

Review this important information on how to keep yourself and all students, staff members and visitors to the University safe.

Rules

House Rules

 satzung.univie.ac.at/en/house-rules

Campus of the University of Vienna: Courtyard rules


 campus.univie.ac.at

Fire Safety Regulations and General Laboratory and Workshop Regulations

 rrm.univie.ac.at/en/downloads

Safety and emergencies

The Security Service Team is available around the clock to provide assistance in case of accidents, emergencies, dangerous situations, etc.


 +43-1-4277-777

Threat management

Violence, threats or stalking of any kind will not be tolerated at the University of Vienna.

Find out more at:

 univie.ac.at/ueber-uns/weitere-informationen/bedrohungsmanagement (in German)

 bedrohungsmanagement@univie.ac.at

Fire safety

Safety installations, fire extinguishers and fire alarm systems are clearly labelled. Only use them in emergencies. Do not use them at random and refrain from disabling or removing them.

Keep escape and evacuation routes free.

In the event of an alarm or if a building has to be evacuated, follow the marked escape routes and the instructions of safety personnel.

Conduct in case of an alarm or fire

Keep calm and act deliberately.

1. Report the alarm/fire.
2. Get to safety.
3. Help others (extinguish fire, provide first aid).

Emergency numbers

Fire brigade	122
Police	133
Ambulance	144
EU emergency number	112
Out-of-hours medical consultations	141
Crisis hotline	142
Emergency hotline for women	+43-1-71719
Mental health crisis hotline	+43-1-31330
Hotline for crime victims	0800-112112



Tip: Further contact points, tips and information about studying safely is available at:

 studieren.univie.ac.at/en/studying-safely

Inside the University's buildings:

Please don't!



Smoking is prohibited.



It is prohibited to handle flames or flammable liquids.



Access restrictions: keep away from the marked hazard zones.



Animals are not allowed inside. Exceptions apply to guide and other service dogs.



Be quiet.



Sports equipment may not be used inside the buildings.



It is prohibited to wear, carry or bring weapons of any kind to the University.

Go ahead!



The only thing that is smoking here are our brains.



Drinking enough water will keep you fit and alert.



Use the University's study spaces & Student Spaces.



You can bring along your lucky charm.



Science-based, respectful & appreciative discussions are expressly wanted.



Please train your mind as much as you want here.




A razor-sharp mind is the only weapon allowed.



Locations – knowledge needs space

Locations with porters and opening hours

 univie.ac.at/ueber-uns/standorte-plaene/portierinnen-oeffnungszeiten (in German)

- A** **Universitätsring 1**
1010 Vienna
- B** **Universitätsstrasse 7 (NIG)**
1010 Vienna
- C** **Schottenbastei 10–16 (Juridicum)**
1010 Vienna
- D** **Rennweg 12**
1030 Vienna
- E** **Campus-Vienna-Biocenter 5 University of Vienna Biology Building (UBB),**
Djerassiplatz 1, 1030 Vienna
- Dr.-Bohr-Gasse 9**
1030 Vienna
- F** **Campus – Spitalgasse 2**
1090 Vienna
- G** **Währinger Strasse 29**
1090 Vienna
- H** **Währinger Strasse 38–42**
1090 Vienna
- Boltzmangasse 5**
1090 Vienna

- I** **Oskar-Morgenstern-Platz 1**
1090 Vienna
- J** **Kolingasse 14–16**
1090 Vienna
- K** **UZA II**
Josef-Holaubek-Platz 2,
1090 Vienna
- L** **Augasse 2–6 (Ausweichquartier)**
1090 Vienna
- M** **Franz-Klein-Gasse 1**
1190 Vienna
- Gymnasiumstrasse 50**
1190 Vienna

You can find an overview of all locations of the University of Vienna at:

 univie.ac.at/ueber-uns/standorte-plaene/alle-standorte



Tip: The room information tool provides information about the accessibility of rooms and the available equipment at the locations of the University of Vienna uspace.univie.ac.at > room information (log-in required)

 uspace.univie.ac.at

For the location of a course/exam, see the details in [u:find](#).

 ufind.univie.ac.at/en



M

U

Spittelau

L

U

Nußdorfer
Straße

K

Friedensbrücke U

U

Währinger Straße
Volksoper

Rossauer Lände U

H

U

Michelbeuern – AKH

G

U

Alser Straße

F

I

Schottenring U



Votivkirche

C

Schottentor U

Josefstädter
Straße

U



Rathaus U

Herrengasse

U



Stephansdom

U

Schwedenplatz U

Donaukanal

U

Stubentor

U

Thaliastraße



Volksgarten U

MuseumsQuartier U

U

Burggasse-
Stadthalle

Karlsplatz

U

Karlsplatz

Stadtspark U

U

Neubaugasse



Naschmarkt

U

Kettenbrückengasse

U

U

Pilgramgasse

U

Gumpendorfer Straße

U

Margaretengürtel

U

Südtiroler Platz

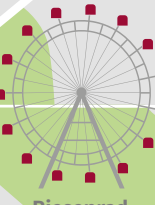


Hauptbahnhof

Botanischer
Garten

Schloss
Belvedere

E



Riesenrad



Get connected!

socialmedia.univie.ac.at

