

# Guide

## for Incoming Exchange Students

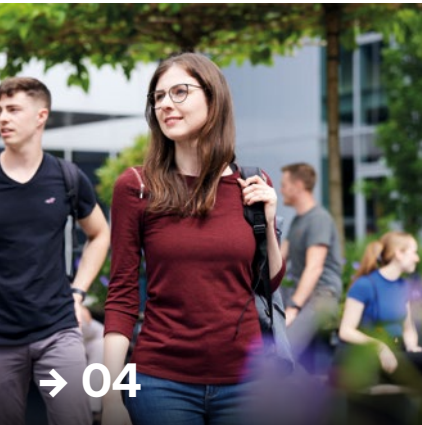


# Discover Wels Campus.

## Wels

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Austria → ●●●●



# Reach Higher

## The University of Applied Sciences Upper Austria (FH Upper Austria)

The University of Applied Sciences Upper Austria is the largest university of applied sciences in Austria and is an integral part of the tertiary education system. The organisation is defined by the requirements of regional employment and research needs. Four locations in Upper Austria's central area offer innovative and interdisciplinary academic degrees, each with a different focus.

- School of Informatics, Communications and Media – Hagenberg Campus
- School of Medical Engineering and Applied Social Sciences – Linz Campus
- School of Business and Management – Steyr Campus
- School of Engineering – Wels Campus

Universities of Applied Sciences – in German 'Fachhochschulen' (FH) – follow a fundamentally different concept compared to traditional universities. The aim of Austria's Universities of Applied Sciences is to provide a more practice-oriented education to complement the range of courses offered by traditional universities. Education is founded on academic, research-based principles; Universities of Applied Sciences are required to carry out applied research and development, which are integrated into the curricula. Students are involved in R&D projects at an early stage of their studies.

Keeping in line with the Bologna Declaration, the transition to the Bachelor/Master system at the University of Applied Sciences Upper Austria has already been completed in all degree programs. The transition does not only serve to improve international comparability and recognition, but also leads to a greater degree of flexibility for the students.

## Austria

Austria is a beautiful country with a great cultural heritage, located in the heart of Europe. It is the home of Mozart, Klimt, Freud, and 'The Sound of Music'. Austria's snow-capped mountains, crystal clear lakes and rivers and historic cities like Vienna and Salzburg attract tourists from all over the world. The economy is very much export-orientated and the standard of living is high. The national language is German, but most people speak some English.

## Upper Austria

The state of Upper Austria is located in the northern part of Austria and combines natural beauty with a thriving economy. Upper Austria is one of Europe's leading regions in education, technology and employment; in fact, about 25% of Austria's total exports originate here.



# Life as an International Student in Austria

Congratulations on your decision to embark on one of life's great adventures: a period of residence and study abroad. We hope that your stay here will be a wonderful and unforgettable experience!

International exchange students worldwide usually experience different phases of adjustment during their stay abroad.

At first you will probably see everything through the eyes of a tourist. Everything is new and exotic. After this stage you get down to the business of living your everyday life, which for some people is accompanied by a sense of disorientation or culture shock. This is a natural phenomenon when someone is in completely unfamiliar and new surroundings.

If this affects you, please do not hesitate to speak to one of the staff involved in internationalization. We have been through this ourselves and will be happy to listen and talk with you about it. Bear in mind that this is a phase that will pass and in the meantime try to keep an open mind and seek contact with other people.

## General information about Wels

The former Celtic settlement Wilabis became the city of Ovilava under the Romans. A range of beautiful buildings show the town's 2 000 years of rich cultural history – e.g. the historic market place with its colourful town houses and romantic arcade or the medieval towers.

Located in the heart of Upper Austria, Wels today is a busy centre for trade and industry, right between Munich and Vienna, Prague and Salzburg. With a population of 60 000 and located 25 kilometres west of Linz (the capital of Upper Austria), Wels is a dynamic business location based on high-tech industries (mainly SMEs), many of which operate worldwide.

Several Trade Fairs over the year are attended by companies from all over the world. In addition to its strong industrial infrastructure, Wels also offers a wide range of leisure facilities (municipal zoo, the medieval market, the openair film festival or the nearby thermal baths) and is near the Alps with their beautiful lakes and mountains.

The university campus which is situated in the centre of Wels spreads its vibrant, lively atmosphere about the city which offers a high quality of living, a rich cultural program and an attractive gastronomy to its residents, students and guests.

For further information on the attractions of Wels and Upper Austria, please see the brochures enclosed with our Welcome Pack and the Wels Tourist Information website:



→ [stadtmaking-wels.at](http://stadtmaking-wels.at)

## Wels Campus

The academic programs in Wels are divided into four main fields:

- Sustainable Engineering & Materials
- Clean Energy & Sustainable Building
- Agriculture, Environment & Food
- Sustainable Innovation, Design & Economy

Our academic programs include a range of genuine mechatronical programs as well as study courses which combine engineering with business studies. A third group of programs focuses on environmental aspects.

All our programs are designed to provide graduates with a comprehensive university education that enables them to succeed on the labour market. The contents of our programs directly reflect the increasing demand of industry for engineers with cutting-edge and as practiceoriented knowledge.

## The structure of our degree programs

The Bachelor's degree programs (three years, 180 ECTS) require a professional internship during which students work in companies or research institutes in Austria or abroad.

The Master's degree programs (two years, 120 ECTS) offer specialisation in specific fields with emphasis on strategic thinking and problemsolving skills.

# Final degree awarded

- 1 General university entrance qualification or Pre-entry course for university
- 2 Bachelor (6 Semesters)
- 3 Master (4 Semesters)
- 4 Eligible for Doctoral study program at a university

# Our degree programs

## Agriculture, Environment & Food

### **Agricultural Technology and Management (B)**

Intelligent robot technology, smartphones and satellite control enable us to use our resources for agricultural production efficiently. Efficient product marketing, yield optimisation, animal health, food quality and sustainability form the focus of this study program. Graduates therefore combine technical and economic knowledge that qualifies them to make agricultural companies as well as those in the food and agricultural technology sectors better able to compete internationally.

### **Bio- and Environmental Technology (B | M)**

This program deals with the development and operation of components and plants in Bio- and Environmental Process Engineering as well as the planning and design, operation and optimisation of biotechnological production in the pharmaceutical, agricultural and food industries. Further topics are corporate environmental management, waste management, waste recycling and sales and marketing of environmentally friendly and biotechnological plants and systems.

### **Food Technology and Nutrition (B | M)**

Graduates will manage, secure, develop and improve the production of food. They will also be active in research and development of new foods, consulting, quality assurance and control across the food production industry.

### **Green Science (B)**

Green Science tackles global challenges such as climate change, sustainability, circular economy, waste management, soil erosion and industrial pollution.

## International Foundation Program

Applicants who lack entrance requirements for selected study programs can acquire the necessary additional qualifications, tailored for studies at the University of Applied Sciences Upper Austria.

## Sustainable Engineering & Materials

### **Automation Engineering (B | M)**

Students learn how to work in the field of automated plant and process technology with machines, manufacturing and production systems which are automated by use of appropriate measuring, control and regulation technologies. They are primarily concerned with optimising the operation and productivity of machines, systems and plants by the integration of digital communication, computers, robots and handling technologies.

### **Leightweight Constructions and Composite Materials (B | M)**

This program educates processing specialists with a basic understanding regarding the process chain raw materials, product development and design for polymer composites and lightweight materials.

### **Mechatronics and Business (B | M)**

Management The inter-disciplinary field of mechatronics requires personnel who are flexible and trained in social skills as well as having a good understanding of technology, economics and management. The MSc program offers employees the opportunity to upgrade their qualifications to the academic degree of MSc and thus improve their managerial career prospects.

### **Materials and Process Engineering (B | M)**

Engineering A sound knowledge of materials and the various ways of processing them determines the design, function and durability of products. Intensive research and development is undertaken to make new materials and methods of processing them possible. The MSc offers specialisation in 'plastics processing' and 'metals'.

### **Mechanical Engineering (B | M)**

Developing light weight structures in automotive or aerospace systems requires the application of innovative design and computation methods. Graduates are able to develop and optimise mechanical systems and components using modern methods, such as simulation, 3D design, bionics etc. Numerical experimental testing are increasingly used in the fields of machine and plant construction, aviation and space flight and the steel and plastics processing industries.

### **Process Engineering and Production (B)**

Every type of chemical production involves process engineering. Graduates of this program are able to develop and operate plants and processes in this field.

### Smart Engineering (B)

The international friendly study option offers the opportunity to acquire a cutting edge engineering degree and German language skills and the possibility to enter the European high tech job market.

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### Automotive Mechatronics and Management (M)

Rapid developments in vehicle engineering have led to a merging of the fields of Mechanics, Electronics and Informatics. In this context specific expertise in the mechatronic disciplines, combined with social- and business economics competences, will be central requirements of future employees and managers in the automotive industry.

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### Plant Construction (M)

The MSc in Plant Engineering offers graduates of technical BSc or Diploma degree programs a higher qualification and specialisation in this field. A number of internationally successful construction companies based in Upper Austria supported the development of this course.

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### Robotic Systems Engineering (M)

Robotic Systems Engineering offers an optimal education in the areas of the latest software algorithms and technologies for the implementation of complex automation tasks with robots. Holistic engineering approaches are taught, which digitally support man, machine, software and hardware from the first idea to the running operation.

## Sustainable Innovation, Design & Economy

### Innovation, Product, Engineering & Management (B)

Highly qualified employees with a sound knowledge of tools and approaches for the design, development and implementation of innovative products and services are an essential part of any business. The systematic development of ideas to drive forward the innovation and development process is the main focus of this course.

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### Innovation and Product Management (M)

Intensifying global competition means that innovation is becoming increasingly important for international companies. The sustainable development of product innovations can only be secured by combining marketing, design and technology with strategic thinking. Students can specialize on Product Concept Design or Development Process Engineering. A double degree with Università della Calabria is offered at Master level.

### Product Design and Technical (B)

Communication The aim is to give students of this program on the one hand a comprehensive education in product design and on the other competences in the field of Technical Communication and Documentation.

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### Sustainable Solutions (B)

Sustainability experts examine value-added processes in companies, i.e. the path from the development of a product to marketing and recycling. They find and develop opportunities for improvement. In doing so, they have no reservations whatsoever about business administration, technology or aspects of society as a whole, but really unfold in the intersection of the disciplines. This makes them sought-after designers of a sustainable future.

## Clean Energy & Sustainable Building

### Applied Energy Engineering (B I M)

This course produces graduates who are qualified to develop and apply new energy technologies, helping ensure that energy is used sensibly and efficiently to save resources and the environment while considering the needs of business, industry and society. A double degree with INSA Strasbourg is offered at Master level.

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### Civil Engineering (B I M)

Civil engineers know everything about buildings – from planning to construction, renovation to demolition. Civil engineers are in demand: they plan and design buildings and coordinate construction teams. This BSc in Civil Engineering will teach students to improve their skills and knowledge in the field of building automation, and to optimize new and existing buildings.

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### Electrical Engineering (B I M)

This English-taught program is focused on the design and production of devices for modern electrical power supply and power applications. This covers components for smart grids, renewable energy utilisation and electrical mobility.

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### Sustainable Energy Systems (M)

This international program combines an education in energy systems with special respect to sustainable energy resources, energy efficiency, continuous replacement of traditional energy systems by sustainable and energy efficient systems and the management of (international) energy-related projects.



# Internationalization

The International Office is in charge of international relations between Wels Campus and our partner institutions around the world. We maintain contacts to partner universities on almost all continents. Our International Office realises exchanges of students as well as academic staff.

Moreover, the International Office provides services for incoming as well as outgoing exchange students and staff. It is also responsible for acquisition and administration of bilateral agreements with our partner universities and it is involved in 'internationalization at home'

## Grading system

The Austrian education system works with 5 grades:

<b>Austrian Grade</b>	<b>Equivalent</b>
sehr gut (1)	excellent
gut (2)	good
befriedigend (3)	satisfactory
genügend (4)	sufficient
nicht genügend (5)	insufficient

Usually 50% of available points have to be obtained to pass an exam, but professors can define their own assessment criteria.

## ECTS

ECTS ('European Credit Transfer System') credits are a numerical value (between 1 and 60) allocated to course units to denote the student workload required to complete them. They reflect a quantity of work required by each course unit in relation to the total quantity of work necessary to complete a full year of academic study at the institution.

That includes lectures, practical work, seminars, tutorials, fieldwork and private study as well as assessment activities. The ECTS is thus based on a full student workload and not limited to contact hours only. The basic allocation of academic credits in ECTS is 60 credits for a full year of study, 30 credits for a semester.

Credits are awarded only when the course has been completed and all required examinations have been passed. In other words, students do not get ECTS credits simply for attending classes or spending time abroad, but must fulfil the assessment requirements of the host institution to demonstrate that they satisfy the specified learning objectives for the course unit.

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### Contact International Office Wels

Phone: +43 5 0804 43140  
international@fh-wels.at  
fh-ooe.at/campus-wels/international  
fh-ooe.at/incomings

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# Academic information

Although the primary language of instruction at Wels Campus is German, as part of our commitment to internationalization an increasing number of courses are offered in English. Courses in German are available to foreign exchange students with sufficient command of the German language. Examination for incoming exchange students is usually held in English. Students are strongly advised to take part in the German language course that is offered to facilitate their participation in the courses. A catalogue of courses currently taught in English is available online at [→ fh-ooe.at/courses](http://fh-ooe.at/courses)

## Types of classes

### → Block Instruction

In many cases, particularly in subjects which are taught as a lecture combined with a laboratory, instruction does not take place weekly, but is instead delivered in blocks of more intensive instruction (e.g. one block every two weeks or even one block per term). Blocked laboratories are often following blocked lectures.

### → Excursions

Some courses occasionally include excursions, and attendance is generally obligatory. Transportation is either arranged by the university or individually by the students.

### → Project Work

These are not theoretical projects but 'real' work – with all the responsibilities that go along with it and have therefore proven popular with our exchange students in recent semesters.

Students work on problems relevant to the particular company they are working for in teams of four to six on an allocated weekday throughout the semester. They are supervised and guided by a faculty member but most of the time they work on their own. Finally, the teams have to present their results to both their supervising faculty member and the company.

The main aim of these projects is to train students in teamwork. Teamwork and team spirit are key elements of Wels Campus philosophy – students learn to work together rather than competing with one another.

## German language courses

We offer German language courses at various levels and with different scopes throughout the semester.

## Academic calendar

The University of Applied Sciences Upper Austria has an academic year divided into two semesters.

### Winter Semester

→ Beginning of October to mid-February

### Summer Semester

→ Beginning of March to mid-July

### Examination Period

→ Throughout the semester to mid-February (winter semester)

→ Throughout the semester to mid-July (summer semester)

### Breaks

→ Christmas (2 weeks), February (1 to 4 weeks),

→ Easter (1 week), summer holidays in July/

→ August/September (9 – 12 weeks).

### Public Holidays

#### 1 January

→ New Year's Day – Neujahrstag

#### 6 January

→ Epiphany – Hl. Drei Könige

#### 1 May

→ Labour Day – Tag der Arbeit

#### 26 October

→ Austrian National Holiday – Nationalfeiertag

#### 1 November

→ All Saints' Day – Allerheiligen

#### 8 December

→ Immaculate Conception – Maria Empfängnis

The following church holidays are also public holidays in Austria:

→ Ascension Day

Christi Himmelfahrt

→ Whitsuntide

Pfingsten

→ Corpus Christi

Fronleichnam

→ Assumption Maria

Himmelfahrt

→ Easter Monday

Ostermontag

# Survival German for student life

This short glossary of German terms related to life at Wels Campus should help you in your orientation as a student here.

<b>Bibliothek</b>	library
<b>Endnote</b>	final mark/grade
<b>Fachbereich</b>	department
<b>Fachbereichs-leiter*in (FBL)</b>	head of department
<b>Hauptberuflich Lehrende*r (HBL)</b>	full-time professor
<b>Hörsaal (HS)</b>	lecture hall
<b>EDV-Raum</b>	IT room
<b>Integrierte LVA (ILV)</b>	combination of lecture and practice class
<b>Jahrgangssprecher*in</b>	class representative
<b>Klausur</b>	written exam
<b>Labor</b>	laboratory
<b>Laborübung</b>	laboratory tutorial
<b>Lehrveranstaltung (LVA)</b>	course
<b>Mensa</b>	university cafeteria
<b>Mündliche Prüfung</b>	oral exam
<b>Nebenberuflich Lehrende*r (NBL)</b>	part-time lecturer
<b>Note</b>	mark / grade
<b>ÖH</b>	student union in Austria
<b>Prüfung</b>	exam
<b>Sekretariat</b>	administration office
<b>Seminarraum (SR)</b>	seminar room
<b>Studiengang (STG)</b>	degree program
<b>Studiengangs-leiter*in (STGL)</b>	head of studies
<b>Stundenplan</b>	schedule
<b>Studienplan</b>	curriculum
<b>Übung (UE)</b>	practical class
<b>Vorlesung (VO)</b>	lecture



## Personalised schedule

Due to our policy of keeping groups small, every student has a personalised schedule. Timetables (as well as grades) are available in our online student information system 'Levis'. For exchange students, there is a meeting at the beginning of each semester during which you get assistance in setting up your schedule.

## Attendance policy

Students are expected to attend and participate fully in all lectures, seminars and projects in which they have chosen to take part. In many cases, attendance and participation during class contribute to the final grade of a course. Attendance lists may be kept by the faculty members. If students miss seminars, practice classes or laboratories, they have to make up for it by submitting an extra assignment or participating in another class instead.

## Examinations

Main examinations usually take place in January/ February and June/July (e.g. at the end of each semester) but also throughout the semester. Sessions for resits (called 'Sammeltermine') take place throughout the academic year at regular intervals. Students decide on a date and time of examination together with the professor and inform the degree program administrator accordingly. Exchange students are strongly encouraged to take the first exam date, as the other dates might be scheduled only after their departure.

Students are automatically registered for the first exam date. If they do not wish to take it, they have to de-register in Levis. The lectures are generally assessed by final course examination. The academic achievement for tutorials, seminars, projects, integrated courses, laboratory and behaviour training is assessed continuously during the course.

# Services and facilities



## Buddy system

A few weeks before you arrive to Wels you will come in contact with a buddy. Your buddy is a fellow student who can help with all kind of practical things and to get adjusted to Austria and Wels. The buddies are helping the international students on a voluntarily basis.



## Info terminal

When you enter Wels Campus through the main entrance you will find an INFO TERMINAL on the left side. You can operate the terminal by using the touch screen. If the terminal operates in German, you can change the language by touching the button 'Zurück zur Willkommen-Seite' and then select 'English' and the main menu will appear. The INFO TERMINAL provides you with information regarding: the search of people, rooms, train and bus schedules and the FH webpage.



## IT Information

Wireless internet is available in the main buildings of the university. In order to use this service, you first need to register with the IT system.

### Login Procedure

Before you can log in for the first time, you need to register with the campus IT system. After registration you will receive your student ID. In order to log in to your personal account, you have to enter your user name and password. The user name is a combination of the letter 'S' and your 10-digit registration number (mentioned on your student ID card).

→ Example: S1500444123

### Web Mail System

Each student is provided with a personalised e-mail address. It is 'firstname.lastname@students.fh-wels.at'.

→ Example: john.miller@students.fh-wels.at

In order to log in to the web mail system, you have to start the browser first and then link to <http://webmail.fh-wels.at>.



## Welcome week

Before the official start of the semester International Office organises an Welcome Week for international students. During this week students are given the most important information about Wels Campus and the 'FH system'. The exact dates of Welcome Week are published at:

→ [fh-ooe.at/en/wels-campus/international/incomings](http://fh-ooe.at/en/wels-campus/international/incomings)



## Student ID card

At the beginning of the semester you will get your student ID card which contains your student number. The ID card also works as a key to the rooms where students have free access.

These are:

- student working rooms,
- the computer labs as well as
- other labs in which you might be working
- throughout the semester.



## Library

Your student ID card enables you to borrow books from the library at Wels Campus. The library staff can help you to use the library, but you can also use the library terminal for withdrawal.

The terminal language can be changed to English. You can keep your books for 4 weeks free of charge. During this period, you can contact the library for extension of your withdrawal. Please mind that the library will charge a fee if you hand in your books too late. If a book is currently not available, the librarian can put you on a waiting list and will contact you as soon as the book is available again.

Wels Campus is a member of a library network, so you can also have books from other Austrian or foreign libraries sent to Wels. And, of course, there is also online access for our students to a broad variety of online databases of books and scientific articles. Please contact the librarians for further details.



Surrounded by stunning alpine scenery, Upper Austria's crystal-clear lakes beckon to dive right in.  
→ [salzkammergut.at/en/](https://salzkammergut.at/en/)



## Events / free time activities



Wels Campus organises a varied program of events ranging from sports events and the campus beer brewing parties to more formal events such as guest lectures.

Our FH beers are brewed as student projects and sold throughout the town. 'InsBIERation', 'Sündenbock' and all our other beers form an important part of every event as well as around Wels Campus. Our beers have won several prizes in national and international brewing competitions.

The robotics team of Wels Campus is very active and regularly win national and international competitions. Since 2012 students also compete in the so-called Solar Car Challenge at Wels Campus, a race of toy cars driven by solar power and engineered and constructed by the students themselves! Regularly on Thursdays, the student union ÖH organises student parties on or off-campus – especially the 'Mensafeste' should not be missed!



Information about current ÖH events can be found here.

## Reductions for students

Austria is a very student-friendly environment, many businesses grant price reductions to students. Upon entering sightseeing spots, events, concerts, balls or even parties, just ask whether reduction is given and you have to identify yourself as a student by showing your student ID card.



**More information on student reductions in Linz can be found here.**

World-class slopes and great snow make Upper Austria a favorite winter sports destination.  
→ [skisport.com/HiWu/en](https://skisport.com/HiWu/en)



## Sports & leisure

Of course there's more to student life in Wels than just studying – there are plenty of leisure time activities to pursue here as well. Especially those interested in sports can find a variety of suitable facilities in and around the town. Sports like soccer, volleyball, climbing or jogging are very popular among Austrian students, so it is quite easy to find company when engaging in these activities.



**Further details on the sports program in Wels.**



Enjoy breathtaking vistas hiking through the lush green of magical meadows and dazzling mountains.  
→ [upperaustria.com/en/activities/hiking.html](https://upperaustria.com/en/activities/hiking.html)

In summer, Wels boasts several public swimming pools (some have indoor pools that are also open during winter) where entrance fees are quite low for students. Within walking distance you can reach the 'Welldorado' which is located near the fairground 'Messezentrum'.

→ [wels.at/welldorado/index.html](https://wels.at/welldorado/index.html)

(Entrance fee reduction with valid student ID, age limit: 27)

The sports team of the University of Applied Sciences Upper Austria offers a wide variety of different sports activities. Further details at

→ [sportsteam.fh-ooe.at](https://sportsteam.fh-ooe.at)

Tennis enthusiasts can choose between several indoor or outdoor courts. Tennis centres with indoor courts often offer squash courts as well. Soccer enjoys a similarly high degree of popularity and can be played on several grounds (indoor and outdoor) in and around the town.

In 2009 an indoor climbing hall with more than 1000m<sup>2</sup> of climbing area was opened and special courses for students are offered.

→ [kletterhallewels.at](https://kletterhallewels.at)

Since Wels is located on the edge of the Alps, hiking and mountain biking can also be done in the city's immediate vicinity. In winter the mountains offer wonderful slopes for skiing and snowboarding. Famous winter resorts such as Windischgarsten and Hinterstoder, where world championship races take place, can be reached within an hour by car, as well as with public transportation.

# Dos and don'ts

Austria is a German speaking country and most Austrians receive a good general education in English from primary school onwards. However, some of the older people don't speak any foreign languages. In tourist areas many people do in fact speak English but elsewhere most shop assistants and waiters speak very little English if any. Especially the older generation may consider it arrogant to expect everyone to speak English. Showing respect for Austrian culture by learning a few key words of German can help make everyday communication run more smoothly.

<b>Bitte</b>	please
<b>Danke</b>	thank you
<b>Entschuldigung</b>	excuse me/pardon me
<b>Guten Morgen</b>	good morning
<b>Grüß Gott</b>	hello (formal)
<b>Guten Abend</b>	good evening
<b>Auf Wiedersehen</b>	goodbye



When entering shops, especially smaller ones, but even larger ones, greet the salesperson. A 'Guten Tag' or 'Grüß Gott' is simply expected of well-mannered people. This even applies to outdoor markets. In Austria it is traditional that academic degrees and some professional qualifications are used as titles. Especially in academic environments many Austrians are quite sensitive about this and feel insulted if not addressed by their titles. Although many of the academic staff at Wels Campus prefer to be addressed simply as 'Herr A' or 'Frau B', this is not the norm. Whenever you are in a company, doing some project work however, always pay attention to the company culture. When in doubt, it is always better to use the title than to omit it. If it is not common in the company to use titles you will be told so. Whenever talking to staff of a traditional university never forget to use their title.

Austrians usually take their shoes off as soon as they enter someone's home. Most of the time the host responds by telling you not to do so; it is however better to take them off nevertheless as the host's request to leave them on might be just politeness. If other guests are present the easiest way is to do as they do to get it right.

Austrian waiters generally expect tips. This applies not only in restaurants but also in cafés and pubs. It is not customary to leave the tip on the table when leaving but to inform the waiter when paying what he should keep. For example, if the bill comes to € 9.20, you should round it up and tell him 'make it 10'. In good restaurants Austrians tip 10% for particularly good service.

When invited to someone's home for a party or a meal it is always wise to bring along a little present. Austrians usually bring along a bottle of wine, sweets, flowers ...

Under Austrian law it is required to separate your waste for recycling. Special bins are provided for glass, metal, plastic packaging, organic waste, recyclable paper and remaining non-recyclable waste. Additionally, all packaging materials have to be cleaned before being thrown away.

# Essential information

## Travelling to Austria

### EU Citizens

For students from EU countries and Switzerland, a valid passport is sufficient.

### Non-EU Citizens

Non-EU citizens have to contact the local Austrian Consulate in their home country for details regarding current visa regulations for Austria. In order to enter Austria and to live here for more than six months, you have to apply for a residence permit.

For stays shorter than six months an application for a visa type D is sufficient, but the duration of the visa cannot be prolonged. Detailed information as well as a list of required documents can be found at

→ <https://oead.at/en/to-austria/entry-and-residence>

The letter of confirmation for the embassy will be sent to you by the International Office. Please note that the residence permit is NOT a work permit for Austria.

## Registration with the local authorities

Under Austrian law, all changes of address have to be registered with the local authority within three working days, of course this also applies to international exchange students. In order to register, you will need to take your passport (with a valid visa, if applicable) and a Residence Registration, 'Meldezettel', to the local registration office, 'Meldeamt'. 'Meldezettel' forms are available free of charge at your residence hall.

Furthermore, your Residence Registration must be signed by your landlord/lady prior to registration. After registration, you will be given an official printout of your registration details which should be kept safely and will be needed along with another 'Meldezettel' when registering your departure.

The Meldeamt can be found in the City Hall, 'Rathaus' Magistrat der Stadt Wels, 4600 Wels, Stadtplatz 1, Phone: +43 (0)7242 235-0

## 'Anmeldebescheinigung' – Confirmation of registration

(For Nationals of EU/EEA countries only!)

If you are staying in Austria for longer than 3 months you have to apply for a confirmation of registration (Anmeldebescheinigung) at the municipal authority (Magistrat). You have to apply for this confirmation within the first four months of your stay in Austria. This registration is necessary in addition to the registration according to the Residence Registration (Meldezettel). In case of non-compliance with this regulation, a fine may be imposed.

## Climate and clothing

Austria gets very cold in the winter with temperatures sometimes dropping below -10°C, so we recommend that you bring warm clothes and shoes with good sturdy soles for the winter semester, however, although you may associate Austria with winter sports, we often enjoy warm summers with temperatures sometimes up to and even above 30°C.

## Currency

Since the beginning of 2002, Austria's currency has been the euro (€). 1 euro = 100 cents

## Shopping

There are several supermarkets near the student residences in Wels. Wels also has two shopping malls nearby that can be reached with public transportation. In Wels city center you can also find most kind of stores.

At most stores you can pay either with cash, your Austrian bankcard, Visa or Mastercard.

Flea markets are regularly held, details can be found in local newspapers or at

→ [flohmarkt.at/flohmaerkte/wels](https://flohmarkt.at/flohmaerkte/wels)



## Credit cards

An increasing number of businesses in Austria accept international credit cards such as Visa and Mastercard, although some companies only accept these for purchases above a certain price.

## Banks and cash withdrawal

Most banks offer free student accounts. To open an account with an Austrian bank you need your student enrollment confirmation, your passport and your 'Meldezettel'. After about a week, the bank will send your ATM.

When you insert your Austrian ATM card into the cash machine, most machines will directly change to German language mode, but you are usually able to change the language to English.

Banking hours in Austria vary, but as a general rule, banks open between 8:00 and 16:00 Monday to Friday and often close for one or two hours at lunchtime. Many banks also close on Friday afternoons. You will need to check the exact opening hours of the bank of your choice, as the above is just a general guideline. Student bank accounts are usually free of charge in Austria. Your buddy can help you to set up a bank account.

## Living costs in Wels

### Typical prices of everyday products

Accommodation from	€ 485,- to € 550,-
1 litre of milk	€ 1.15
1 loaf of bread	€ 2.80
100g cheese	€ 1.90
250g yoghurt	€ 0.50
½ litre of beer (supermarket)	€ 1.00
150g ham	€ 2.00
1 kg apple	€ 2.50
1 litre of orange juice	€ 1.50
500g pasta	€ 1.50
375g cereal	€ 3.00

Student union fees for one semester are approximately € 23,- which entitle you to various services and student reductions.

## Accommodation

Wels has 2 student residence halls, both located at less than 10 minutes walking distance from the campus. The rent ranges from € 400 to € 440 (depending on single or double room).



- Kolpingheim: [www.kolpingwels.at](http://www.kolpingwels.at)
- Georg Oberhaidinger Haus Wels:  
[www.ooe-heimbauverein.at](http://www.ooe-heimbauverein.at)

If you are an applying exchange student you can fill in the accommodation form in your application. The International Office will then make a room reservation for you. Room allocation is made on a first come – first serve basis, therefore our deadline for receipt of the accommodation form is the same as the general application deadline, 1 June or 15 November respectively.

Please note that the first month's rent, and in most cases also a security deposit, will have to be paid in advance or within the first few days after arrival. Further information about the residence halls and our accommodation form can be found in the 'Applications' section of our website: [www.fh-ooe.at/incomings](http://www.fh-ooe.at/incomings) Another possibility is to find accommodation in a private apartment/flat on an individual basis or sharing with other students. Please note that the International Office cannot provide any assistance for private house hunting. The university has a platform for this purpose: [www.fh-ooe.at/wohnungsboerse-wels](http://www.fh-ooe.at/wohnungsboerse-wels)

## Health insurance coverage

Austria has an excellent public health care system. If you are staying in Austria for less than one year, you should find out if there is an agreement between your home country and Austria regarding health insurance. Between EU countries there is a reciprocal health insurance system.

Make sure to request an EHIC (European Health Insurance Card) before your arrival to Austria. You need to bring a proof of health insurance coverage of your own insurance company or your health insurance card before coming to Austria in order to ensure that you will be treated in Austria in the event of any illness without having to pay anything yourself.

At any event, international exchange students who are non-EU citizens must obtain full health insurance in Austria with the Upper Austrian Health Insurance Company (ÖGK) for a fee of currently about € 65 per month. Students can insure themselves for as long (minimum 6 months) as necessary.

### To register for insurance with ÖGK you need the following:

- Confirmation of enrolment at Wels Campus (Inskriptionsbestätigung)
- Your Residence Registration ('Meldezettel')
- Proof of health insurance coverage in your home country during the last 12 months. Attention and service are then all free of charge (with a medical insurance record card available at the ÖGK), reduced prescription charges

## Medical services and pharmacies

Austria boasts an excellent network of pharmacies and medical practitioners. Pharmacies operate a rota system for night and Sunday duty. When a pharmacy is closed, a notice is displayed giving details of the nearest pharmacies that are open. You are not able to buy antibiotics without a prescription in Austria.

### Pharmacies close to the campus building:

- **Stern-Apotheke**  
Bahnhofstr. 11, Phone: 07242 46711
- **Einhorn-Apotheke**  
Plobergerstraße 7, Phone: 07242 46488
- **Adler Apotheke Fritsch & Co. KG.**  
Stadtplatz 12-14, Phone: 07242 49016
- **Hospital: Allgemeines Öffentliches Krankenhaus**  
Grieskirchner Straße 42, Phone: 07242 4150

## Emergency numbers

### EU – Emergency Call

(English-speaking operators, free of charge from every phone)

→ Phone: **112**

**Ambulance (Rettung) /  
Emergency Doctor (Notarzt)**

→ Phone: **144**

**Fire Brigade (Feuerwehr)**

→ Phone: **122**

**Police (Polizei)**

→ Phone: **133**

**Mountain rescue service**

(Bergrettung)

→ Phone: **140**

Information on local medical emergency services is available from local police stations as well as in telephone directories and daily newspapers.



## Public transport

### Railways

There are two operating railway services with destination Wels. Austria's Federal Railway (ÖBB) and Westbahn. Be aware that they are using different ticket systems. For more information see:

- [oebb.at](http://oebb.at) or
- [westbahn.at](http://westbahn.at)

### Discount Rail Travel

It is recommended that students intending to travel extensively within Austria purchase an 'ÖBBVorteilscard' (customer card). The Vorteilscard entitles holders to a 50% discount on all ÖBB tickets for travel. In order to buy a Vorteilscard, you need to bring a passport-sized photograph and a valid ID. The data form is available at the ÖBB website or at the ticket counter at any train station.

The 50% discount is guaranteed immediately if you buy your train ticket at a ticket machine. If you buy the ticket at the counter, the reduction on the regular fare is 45%. Special group offers may apply.

For city travelling to selected cities within Europe, ÖBB offers extra cheap 'Spar Schiene' tickets. It is recommended to book as early as possible (usually 3 months before you want to travel) because only a limited number of tickets are available in each train. For detailed information please check the ÖBB homepage.

### CITY Bus 'Linie Wels'

For information on Wels's city bus services, see:  
→ [liniewels.at](http://liniewels.at)

The bus terminal on Kaiser-Josef-Platz is located very close to the campus, from there you can reach for example:

- Kolpinghaus with line 15 (stop Traungasse)
- Georg Oberhaidinger Haus Wels with line 2 (stop Wiesenstraße)
- Railway station with lines 2, 3, 15, 16 (stop Wels Hauptbahnhof)
- SCW Shopping City Wels with line 4

## Getting to Wels

Wels is located at 120km from Salzburg and 200km from Vienna. The city has direct train connections with Vienna, Salzburg and Linz. The train station is located at less than 10 minutes walking distance from the campus.

By plane, it is recommended to arrive at Linz, Salzburg, Vienna or Munich airport and then to take the train to Wels (from Munich airport by train via Salzburg to Wels).

### From Linz airport

Linz airport is situated between Wels and Linz. There is a free shuttle bus from the airport to the train station in Hörsching, where trains for Wels leave every hour. Tickets must be bought at the ticket vending machine before boarding the train. You can also take a taxi from Linz airport to Wels (approx. 20min.).

### From Salzburg airport

Bus no. 2 departs from Salzburg airport every 15 minutes to the train station. Tickets for the bus can be bought at the newspaper shop inside the airport, in the ticket machine next to the bus stop or directly from the driver. There are trains between Salzburg and Wels at least every hour.

### From Vienna airport

There is a direct bus connection between the airport and the 'Westbahnhof' (train station west) where trains to Wels leave hourly. The Airport bus leaves directly in front of the arrival hall. Tickets are sold on the bus. The travel time from Vienna Westbahnhof to Wels is approximately 2 hours.

Make sure to inform your buddy about your time of arrival so that he/she can meet you at the trainstation and help you to find your way to the student residence

Acknowledgment and Disclaimer – Every effort has been made to ensure the accuracy of the information contained in this booklet, but the University of Applied Sciences Upper Austria, Wels Campus, cannot accept responsibility for any errors or omissions. To the best of our knowledge the most accurate and recent data at the time of going to press have been used. (January 2017).





# International Students in Wels

Five months of exchange life really like a fantastic journey. During this journey, all people I met are so friendly and I have a lot of new and unique experiences, which are also unforgettable. I am so lucky to have these memories in my life.

Sih-Yu, Taiwan

Studying in Wels this semester allowed me to meet various people from across the world to share experiences with. Wels is a great place to travel to the mountains, cities and neighboring countries which was a huge plus for me. Living abroad was a great way to get out of my comfort zone.

Jos, The Netherlands

It has been totally different to what I was expecting in the first place. I knew I was going to meet a lot of people but for sure not as many as I did and not as close as I did. Also getting to know people from such different countries was the best thing I could have asked for.

Candela, Spain

It was a really nice experience to get to know students from my neighbour country and other Erasmus students. Many parties are organised by the students here, by part of the student union as well as in the various student flats. I particularly like the location of Wels – it is really easy to travel from here to many different places.

Karel, Czech Republic

It is a great opportunity to spend an exchange semester in another country thus getting to know new people and their culture, tradition and language. You can take language courses and the teachers are very cooperative and supportive.

Malgorzata, Poland

This was a wonderful experience! I made a lot of friends from all over the globe and learned about new cultures. Additionally, I was able to take courses in subjects that were not offered at my home institution and practice the basic German language skills I picked up in a German speaking environment.

Bridget, Canada

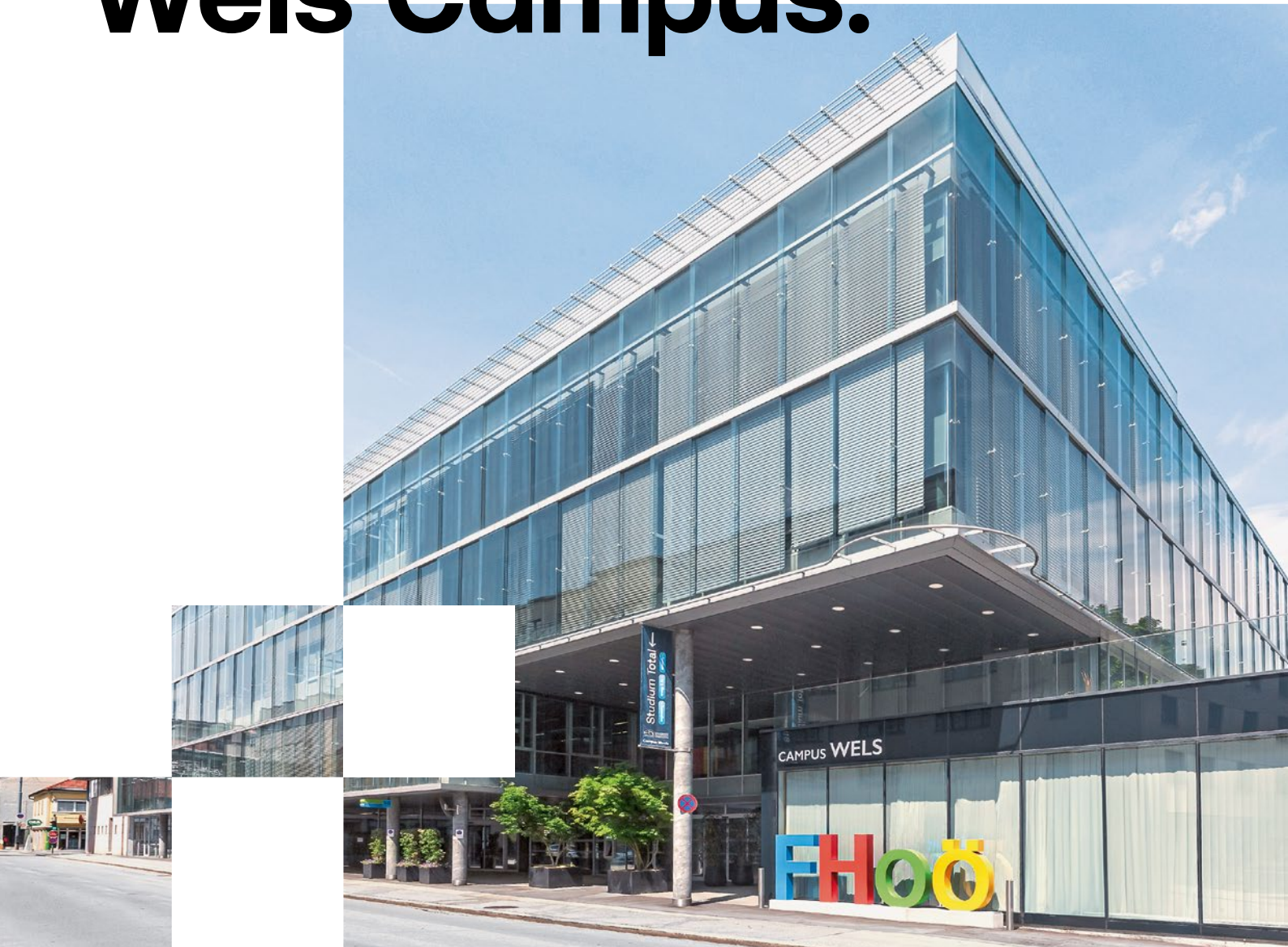
The best experience of my life. The university was even better than I expected, well equipped, great teachers and also great students. I really liked that the FH is always organizing social gatherings and events for the students. I would definitely recommend it and will consider it for my masters degree.

Miranda, Mexico

I am glad I came to Wels Campus for the exchange. The school is nice and the people are friendly. The town has a convenient size – not too small, not too big. It is very easy to get to know people here, and I like the beautiful landscape scenery around Wels. Salzkammergut region with its Alpine lakes and mountains like in Gmunden or Hallstatt are wonderful to spend a weekend.

Amanda, Finland

# Visit us at Wels Campus.



## Aim

→ higher

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