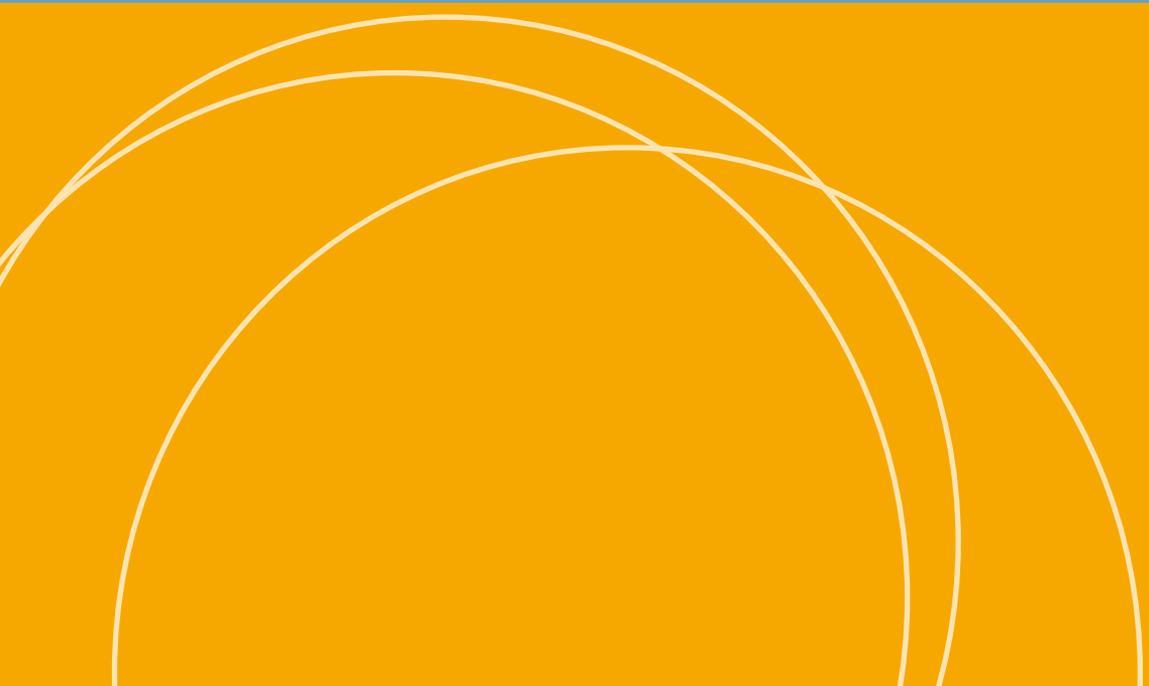




universität
wien

Orientation Guide for International PhD Candidates

Center for Doctoral Studies



Doing a PhD certainly is a fascinating enterprise. You will develop new ideas, learn new interesting things in your field of research, become part of the scientific community, celebrate small and big successes and probably also learn how to deal with setbacks and failures. Doing your doctorate in a foreign country and university will be an even more exciting adventure. You will discover a new city and a new culture. You will meet new people and make new friends. At the same time, starting work in a new environment is also often challenging. You need to find your way around both the university and the city, get to know various administrative and everyday routine, which might be different to your country, and maybe you need to learn a foreign language and many other things. As internationality and cultural diversity have a long tradition at the University of Vienna the Center for Doctoral Studies deems it essential to join this tradition. In addition, as all of our team members have travelled and studied abroad, we know about the excitement of moving abroad, but

also the difficulties you might face in this situation. We decided to prepare this orientation guide to make your start at the University of Vienna easier. It introduces the main institutions and contact points, and how the university works in general. Some tips and tricks can often be very useful whilst organizing your life in a new environment. Therefore this brochure also addresses various aspects related to arriving and living in Vienna. This is the brochure's third edition issued in February 2017. Please keep in mind that prices or telephone numbers might change, though we try to update the information periodically. In addition, we appreciate any feedback if you think important topics were not mentioned. We wish you a successful and inspiring time in Vienna and at the University of Vienna!

Your team of the
Center for Doctoral Studies,
Research Services and Career
Development



Orientation Guide for International PhD Candidates

- 1 Welcome to Austria and to the University of Vienna**
- 2 Studying in Vienna**
- 3 Arriving in Vienna**
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1 Welcome to Austria and to the University of Vienna

1 Welcome to Austria and to the University of Vienna



Dear doctoral candidates,

In my capacity as Vice-Rector for Research and International Affairs, I very warmly welcome all international PhD candidates to the University of Vienna. As one of the oldest and largest universities in Europe, the University of Vienna regards itself as an internationally visible university and has made one of its primary goals to attract and invest in talented young researchers from all over the world. The University of Vienna has a widespread network in the scientific world, with 440 partner universities across the globe, and welcomes more than 2,700 exchange students each year.

Roughly one quarter of the University's regular students are non-Austrian, with this percentage rising to over 30% amongst academic staff and doctoral candidates. The University of Vienna benefits enormously from the diverse training and skills background of these researchers and the different practices they bring with them. Their research activities significantly contribute to the University's research performance and these are often carried out by and with doctoral candidates.

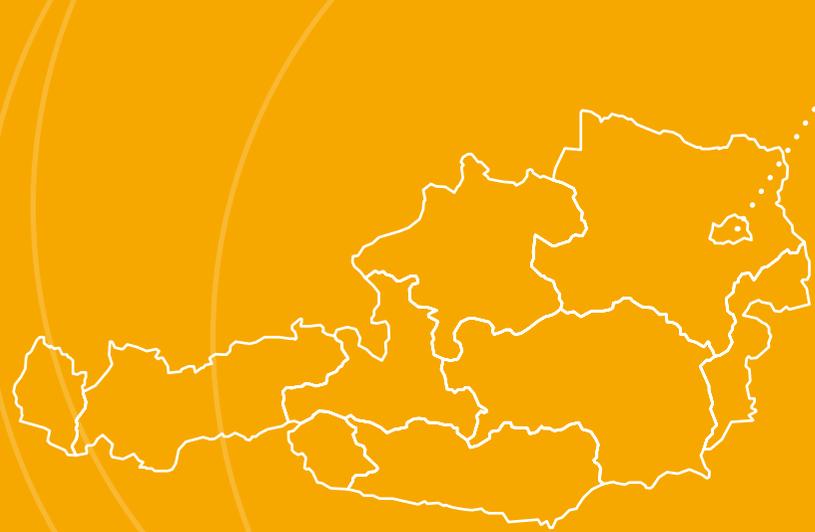
We are very pleased that you have chosen the University of Vienna for your dissertation project. One of the university's main tasks is to promote and maintain the highest quality in doctoral education and to pave the way for a successful career path for our students. Our aim is to give you the best education on your way to fulfill all your future endeavors and to make the time you spend with us memorable and successful. The period you spend at the University of Vienna and in the city of Vienna, the friendships you make, the professional networks you build, will definitely influence your life inside and outside academia.



Heinz Faßmann,
Vice Rector for
Research and
International Affairs

On behalf of the Rectorate of the University of Vienna, I wish you an inspiring and unforgettable stay in Austria, in the city of Vienna and of course at the University of Vienna!

Vienna



Austria



1 WELCOME TO AUSTRIA AND
TO THE UNIVERSITY OF VIENNA

Austria

a place to meet
tradition

Austria lies in the centre of Europe and currently has around 8,7 million inhabitants. The capital is Vienna. Austria consists of nine provinces, these being Burgenland, Carinthia, Lower Austria, Upper Austria, Salzburg, Styria, Tyrol, Vorarlberg and Vienna. Until 1918 Austria was part of the Austro-Hungarian Empire and in the same year it became the Republic of Austria. Since 1995 Austria has been part of the European Union.

The climate of Austria is influenced by the oceanic and continental climate. Rather hot summers and cold winters dominate the eastern part, whereas the western part of Austria is characterized by milder winters and summers. However, as around two thirds of Austria is covered by the Alps the alpine climate has significant impact on certain regions.

Vienna

a place to cross
culture

Vienna is the capital and lies in the far east of Austria. Currently around 1.8 million inhabitants live in this city. Vienna is composed of 23 districts (Bezirke) – the heart and historical city of Vienna (1st district) is surrounded by a broad boulevard called the Ringstrasse, along which imposing public and private buildings, monuments and parks are located. In 2016 Vienna was voted the city with the highest quality of living for the seventh time in a row according to the Mercer Survey. Vienna has many parks and green areas including the foothills of the Wienerwald, which reaches into the outer areas of the city. Art and culture – theatre, opera, classical music and fine arts – have a long tradition in Vienna. So there is a multitude of places to enjoy culture.

The University of Vienna

a place to face excellent research

The University of Vienna was founded in 1365. It is the oldest university in the German-speaking world and one of the largest in Central Europe. At present, about 94,000 students are enrolled in 175 programmes at the University of Vienna. It is also the largest teaching and research institution in Austria with 9,600 employees, 6,765 of whom are scientists and academics. The departments of the University of Vienna are distributed among more than 70 locations. The main building, which is also the historical centre of the university, houses the university management and the main university library, one of the largest academic libraries in Austria. 15 faculties and four centres form the academic organisational units of the University of Vienna. Research at the University of Vienna comprises a wide spectrum of scientific subjects: Catholic and Protestant Theology, Law, Business, Economics and Statistics and Computer Science, Philological and Cultural Studies and Historical and Cultural Studies, Social Sciences and Psychology, Life Sciences and Natural Sciences, Mathematics and Sports Sciences.

„The University of Vienna provides many possibilities to a foreign PhD candidate. During my research period here I mostly focused on scientific documentation in my research field, finding out new information and gaining more knowledge. This was possible due to the great amount of scientific literature I found in the university libraries. But my stay here didn't only help me academically; it also made me evolve as a person. The cultural differences made me adapt to different circumstances and situations. At the University of Vienna you are thinking outside the box. In the end I am really happy I chose the University of Vienna to fulfill my research abroad and I want to thank my professor and my other PhD colleagues because they made my period here a most rewarding experience.“

**Veronica Maier from Universitatea Babeş-Bolyai Romania;
Visiting PhD-Student at the
Faculty of Business, Economics,
and Statistics**

2 Studying in Vienna

2 Studying in Vienna

The University of Vienna is a large institution. To give you an orientation, this chapter introduces different units, programmes and people that will be important for you.



■ DIRECTORS OF THE DOCTORAL STUDY PROGRAMME | DSPL

The Directors and Vice-Directors of the Doctoral Study Programme are contact persons regarding legal study affairs. They are distinguished professors and each of them is responsible for a certain area of studies.

They decide for example, if additional requirements for admission to a doctoral programme need to be met by a doctoral candidate. The Directors of the Doctoral Study Programme are also in charge of the final approval of the topic of the doctoral thesis and the approval of the doctoral thesis agreement.

You can find a list of all Directors of the Doctoral Study Programme on the website of the Center for Doctoral Studies under “Support”.

■ <http://doktorat.univie.ac.at>



■ SUPERVISOR

Your supervisor is an experienced researcher and plays a key role in your doctoral studies. S/he advises and supports you in your dissertation project. How exactly the collaboration with your supervisor will look like, which resources are needed and which requirements are to be met, must be arranged together. This arrangement is then recorded in the doctoral thesis agreement. Of course you can also have more than one supervisor.

Please note:

It is up to you to find a suitable supervisor. Especially if you are not familiar with the university and the researchers working here, you should thoroughly research the possibilities of supervision at the University of Vienna before starting the admission process.

■ U:CRIS

The Current Research Information System “u:cris” provides an integrated overview of the ongoing scholarly activities at the University of Vienna and might be very helpful in finding a supervisor, who is working in your specific research field.

In the u:cris portal you can browse through all faculties, centres, institutes and departments and explore publications, activities and ongoing projects carried out at the University of Vienna. Furthermore, you have the option to search for keywords to find a researcher working in the field you are interested in.

However, please be aware that not every researcher you find here is allowed to supervise a PhD candidate. Only university professors as well as employees with habilitation can and should supervise PhD candidates. In case you are not sure, just ask them.

■ <https://ucris.univie.ac.at>

■ STUDENT POINT

Student Point is the first point of contact for most students. If you have general questions regarding the degree programmes offered by the University of Vienna, the admission procedure, the tuition fee, taking a leave of absence etc., you should address Student Point. There your questions will be answered in an unbureaucratic and fast way. If you have questions regarding your doctoral programme, please, mainly contact the Center for Doctoral Studies.

Student Point

Universitätsring 1, 1010 Vienna

Tel: +43 1 4277-10600

■ <http://studentpoint.univie.ac.at>

Callcenter:

Monday to Wednesday

11:00 - 16:00

Thursday 11:00 - 14:00

Friday closed

Mailcenter:

German: studentpoint@univie.ac.at

English: english.studentpoint@univie.ac.at

French: français.studentpoint@univie.ac.at





■ U:SPACE & ADMISSION

U:SPACE is the central access point for all services related to the organization of degree programmes and teaching.

Prior to the actual admission at the Admission Office, you need to register here and activate your so called u:account, which you will need throughout your study programme. As the Admission Office will need several weeks to process your application, we recommend to apply early and upload all required documents in one step, to not prolong the process. Once the Admission Office has completed the processing of your application, you will receive a notification via e-mail.

Furthermore, in the U:SPACE portal you can register for courses and exams, see your grades and study progress, download and print transcripts of records, confirmations of enrolment, etc.

■ <https://uspace.univie.ac.at>

■ ADMISSION OFFICE

The Admission office is responsible for the admission process. It is the place where you hand in all documents and forms concerning admission, once you have been accepted.

In a second step, after the receipt of a positive notification via e-mail, you have to enrol personally at the Admission Office with the originals of the documents, uploaded in U:SPACE.

Please be aware that your identity is checked at this point. Therefore you can only do this step by yourself and cannot send a representative.

Admission Office	Studienzulassung
Universitätsring 1	Monday 9:00 - 12:00
1010 Vienna	Tuesday 9:00 - 12:00
Basement	Wednesday 9:00 - 12:00
	Thursday 14:00 - 17:00
	Friday closed

■ doktorat.zulassung@univie.ac.at

■ VISITING PHD PROGRAMME

This is a non-degree seeking programme for PhD candidates from other universities coming to Vienna for a research stay. As a visiting PhD you are enrolled at the University of Vienna and can stay up to one year. It is not possible to receive a degree at the University of Vienna.

To participate in this programme you need an invitation from a supervisor from the University of Vienna.

Center for Doctoral Studies

Berggasse 7, 2nd floor
1090 Vienna

Monday 10:00 - 12:00
Wednesday 10:00 - 12:00
Friday 10:00 - 12:00
or upon request

■ info.doktorat@univie.ac.at

Funding possibilities for your research stay:

Ernst Mach-Grant
Scholarship Foundation of the Republic of Austria
<https://oead.at/en/to-austria/grants-and-scholarships>

Special video tutorials for working with U:SPACE can be found here:

<https://uspace.univie.ac.at/web/studierende/anleitungen>



■ VIENNA UNIVERSITY LIBRARY | MAIN LIBRARY

With over 7.1 million books, 325,000 e-books, 80,000 e-journals, 7,400 print journals and over 1,200 databases, the Vienna University Library is one of Austria's largest libraries. At the same time it is also the oldest university library in the German-speaking world, dating from 1365. It collects media from all disciplines taught and researched at the University of Vienna.

The main library is located in the main building of the University of Vienna (Universitätsring 1, 1010 Vienna).

Opening hours (during the semester)

Lending department, textbook collection, inter-library loans:

Mondays to Fridays: 9:00 - 19:00

Reading rooms, reference library:

Mondays to Fridays: 9:00 - 22:00

Saturdays: 9:00 - 18:00

Teinfaltstrasse library with serials department:

Mondays to Fridays: 9:00 - 18:30

The library is closed on Sundays and public holidays. Special opening hours apply during university holidays.

■ VIENNA UNIVERSITY LIBRARY | THE SPECIAL LIBRARIES

Vienna University Library has 38 special libraries mostly located close to the different departments.

A list of these libraries can be found here:

- http://bibliothek.univie.ac.at/english/list_of_special_libraries.html



■ THE AUSTRIAN NATIONAL LIBRARY

The Austrian National Library (Österreichische Nationalbibliothek) is the central academic library of the Republic of Austria. The library understands itself as national memory institution and focuses on publications from or about Austria. To use the services of the Austrian National Library you need to obtain a library card which is available at the main entrance. An annual membership card currently costs € 10, a day pass costs € 3.00.

Austrian National Library

Access over Heldenplatz, Middle Gate of the New Hofburg
1010 Vienna
Tel: +43 1 534 10-247 or -248
<http://www.onb.ac.at>

■ THE PUBLIC LIBRARY

The Public Library (Stadtbibliothek) has branches throughout the city of Vienna. Next to working space this library offers a wide range of fiction and non-fiction books, CDs, DVDs, software and many other objects a well-selected library can offer. The main library can be found at the Urban-Loritz-Platz 2, 1070 Vienna. An annual library card can be obtained for € 24.

■ LIBRARIES OF OTHER UNIVERSITIES

Within Vienna there are further institutions of higher education and these also have their own libraries, for example the

Medical University of Vienna
Währinger Gürtel 18-20
1097 Vienna

University of Natural Resources and Life Sciences
Gregor-Mendel-Straße 33
1180 Vienna

Vienna University of Economics and Business
Welthandelsplatz 1
1020 Vienna

Vienna University of Technology
Resselgasse 4
1040 Vienna

■ THE AUSTRIAN NATIONAL UNION OF STUDENTS | ÖH

The Austrian National Union of Students (ÖH) is based on a federal law – the Hochschulrinnen- und Hochschüler-schaftsgesetz. It is the only recognised representation of all students at Austrian universities, universities of applied sciences (Fachhochschulen) and teacher training colleges (Pädagogische Hochschulen). The student representatives of ÖH are elected every two years by all registered students. ÖH is financially, administratively and politically independent and provides students with political and academic representation, information, service and advice on three levels at universities: the university level, the faculty level, and the study programme level.

When registered at a university, every Austrian student automatically becomes a member of ÖH, with a membership fee of currently € 19.20 per semester. This compulsory membership provides ÖH with political and financial independence and ensures that ÖH can diligently fulfill its tasks. Please check the website of ÖH for further information:

■ <http://www.oeh.ac.at>

■ VIENNA UNIVERSITY COMPUTER CENTER | ZID

The Vienna University Computer Center (ZID) offers various services for registered students.

■ U:ACCOUNT

u:account is a service for all students at the University of Vienna.

Following services are offered:

- access to the portal for students (U:SPACE)
- access to e-mail services
- webspace for your personal website and filespace
- access to the computer rooms at the University of Vienna (the locations of the computer rooms are listed on the website of ZID)
- IT courses at student prices etc.

■ U:SOFT

u:soft is a service offering cheap software licences to students. More information and the list of available software can be found on the website of ZID. The ZID also offers cheap computer and software courses for students.

■ <http://www.zid.univie.ac.at>

The Center for Doctoral Studies was created to support doctoral candidates and help them to successfully complete their research projects. In addition, a broad network, active participation in national and international projects, and cooperation with various partners in- and outside the university, allows us to contribute to the further development of doctoral education at the University of Vienna.



■ CENTER FOR DOCTORAL STUDIES

The Center for Doctoral Studies is part of the service unit Research Services and Career Development - the central service unit supporting researchers at all career stages from (prospective) doctoral candidates to postdocs to elaborated researchers at the University of Vienna. The Center for Doctoral Studies is in that respect the main contact point for all issues revolving around doctoral studies at the University of Vienna. It provides information on all aspects of the doctorate. The website will give you detailed information on all administrative steps. You can also find all up-to-date forms here. Additionally, the Center for Doctoral Studies offers workshops to acquire and advance transferable skills for example academic writing, presentation techniques, project management, etc.

This extensive workshop programme can also be found on the website of the center.

Further initiatives of the Center for Doctoral Studies address networking possibilities of students, but also other issues PhD candidates may have. A special service for international PhD candidates has also been developed.

If you have any questions about the doctoral study programme or would like to enquire about services offered, the Center for Doctoral Studies will be glad to advise you. For questions concerning admission, please contact Student Point or the Admission Office.

The Center for Doctoral Studies issues a monthly newsletter providing all kinds of information relevant for doctoral candidates. You can register for this on the website of the Center for Doctoral Studies.

Center for Doctoral Studies | Research Services and Career Development

Berggasse 7
1090 Vienna

Consultation hours:
Monday, Wednesday,
Friday 10:00 - 12:00

info.doktorat@univie.ac.at

■ <http://doktorat.univie.ac.at>

3 Arriving in Vienna

3 Arriving in Vienna

In this chapter you can find a selection of information which might be of interest for your research and life here in Vienna.



VISA & RESIDENCE PERMITS

■ EU, THE EEA AND SWITZERLAND

Students who are citizens of the EU, the EEA and Switzerland enjoy the freedom of residence and therefore do not need a visa. A valid identity card or a passport is required to enter and reside in Austria as well as sufficient financial means and a valid health insurance. You will need to apply for a confirmation of registration at the Department for Immigration, Citizenship and Registry MA 35 within the first four months of your stay, if you are going to be staying in Austria longer than three months. The confirmation of registration is valid indefinitely and does not need to be renewed.

For the registration following documents are necessary:

- valid identity card or passport
- confirmation of the Magistratische Bezirksamt (Meldebestätigung)
- proof of a health insurance covering all the necessary costs (e.g. European Health Insurance Card)
- proof of sufficient financial means (e.g. grant, bank account confirmation, confirmation from parents, ...)
- confirmation of admission to the university
- payment of the registration fee.

If you are a resident in Vienna, the place you need to go is:

Referat "EWR"

Magistratsabteilung 35

Arndtstraße 65-67, Stiege1, 1. Stock 1120 Wien

T +43 316 877-2084



■ THIRD-COUNTRY CITIZENS

All students from non-EU/EEA member countries are defined as third-country citizens.

Generally students staying up to six months require a visa and students staying longer than six months need to apply for a residence permit.

As these regulations are subject to frequent changes, this chapter will be kept very brief.

The Austrian Agency for International Mobility and Cooperation in Education, Science and Research (OeAD) has issued a handbook providing an overview of the Austrian entry and residence requirements for foreign students wishing to study in Austria. The information on the website of the OeAD is generally up to date and a good way to get an overview of all requirements.

Also keep in mind that residence permits need to be prolonged. So please remember to note the deadlines and to collect the right documents in time! The information on what is needed can also be found in the brochure of the OeAD.

Overview of the Austrian entry and residence requirements for foreign students wishing to study in Austria:

- <http://oead.at/en/to-austria/entry-residence-and-employment/>

With the notification of admission from the Admission Office, third-country citizens are able to apply for a visa or residence permit. Upon arrival in Vienna, do not forget to go in person to the Admission Office to pay your prescribed fee and pick up your student ID card. Only then admission is completed.

Overview of all Austrian Representations in other countries:

- <http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

JOURNEY TO VIENNA

■ BY TRAIN

International trains mainly arrive at Wien Hauptbahnhof. The station is well connected to the public transport system. Information on the Austrian train service can be found on the website of the Austrian Federal Railways (ÖBB).

- <http://www.oebb.at>

■ BY PLANE

There are several ways to get to the city centre from Vienna International Airport. You can take a taxi which will cost you about € 35 - 40.

You can also take the CAT – the City Airport Train. It runs approximately every 15 minutes and costs currently € 12 one way and € 19 for a return journey.

Another option is to take the suburban railway (S7), which runs approximately every 30 minutes, takes about 24 minutes and currently costs € 3,90. Some national trains to Salzburg or Graz leave as well at the airport and take you to Wien Hauptbahnhof.

If you want to go by bus, the Vienna Airport Lines connect the airport with the most important traffic junctions, e.g. Schwedenplatz, Westbahnhof, Simmering, ... Prices range from € 8 for a one-way ticket to € 13 for the return journey. Another option would be the Airport Bratislava, which is approx. 1 hour from Vienna. There is a special bus-service from/to Vienna (VIB).

■ BY CAR

If you decide on coming to Vienna by car, please note that you have to pay road tax for using the motorways in Austria. The Vignette can be purchased for a 10-day period (€ 8.90), for two months (€ 25.90) or for the whole year (€ 86,40 – prices from 2017). The Vignette can be purchased at all border crossings on the motorway. Outside of Austria many petrol stations on motorways approaching Austria will also sell the Vignette.

■ BY BUS

Overland busses will often approach the Vienna International Busterminal (VIB). This terminal is located directly next to the U3 underground station Erdberg which allows a fast and easy connection into the city centre. You can also buy tickets at the VIB.

Wien VIB Busterminal
Erdbergstraße 200 A
1030 Vienna

HOUSING

You will not get around looking for housing in Vienna. It is hard to give recommendations on which district to choose. It depends on your likes and dislikes concerning housing. Vienna is a very safe city and there are no areas which should be avoided.

■ STUDENT'S HALLS

There are quite a few halls and there are different organisations managing these student halls. Here you will find a list of all student halls:

- <http://www.oeh.ac.at/wohnen/studierendenheime>

There is also a special housing service for international students. These have to be booked through the OeAD, the Austrian Agency for International Mobility and Cooperation in Education, Science and Research. You can apply for these online, but you will have to pay a deposit up front.

- <http://housing.oead.at>

It is advisable to apply early for student halls as they can be fully booked especially at the beginning of a semester.

■ PRIVATE HOUSING

There are many websites offering free advertisements for housing. On most of these you can find shared flats or apartments. The most common websites are:

- <http://www.jobwohnen.at>
- <http://www.wg-gesucht.de>
- <https://schwarzesbrett.oeh.ac.at/wohnen>
- <http://derstandard.at/immobilien>
- <http://www.willhaben.at>

Many of these advertisements are only in German. On the next page you will find an introduction to the most important German words when looking for an apartment.

■ IMPORTANT GERMAN TERMS WHEN LOOKING FOR HOUSING

ATTENTION: Austrian tenancy law can be very helpful for the renter, yet given the fact that it is quite complex, it is unfortunately often not applied correctly. The translation/explanation below is only intended to give you a first idea about some key terms. It is very advisable to consult an expert before you sign a rental agreement.

Ablöse: Sometimes the previous owners demand extra money for furniture or special investments they have made (e.g. kitchen, dish-washer and the like). The legal background for this is often vague and the Ablöse is in general negotiable.

Betriebskosten: The owner or property manager (Hausverwaltung) of the flat has to pay various service charges (e.g. for waste disposal, etc.). These service charges are called Betriebskosten and are passed over to the renter.

Hauptmiete: If the rental agreement is signed directly between the renter and the flat owner or property manager, this legal situation is called Hauptmiete.

Hausverwaltung: Often, the owner of the flat entrusts a company to rent and maintain the flat. This company is called the Hausverwaltung (could be translated as property manager).

Kaution: This is a deposit you will have to pay when renting most flats or rooms. The amount will vary depending on the apartment. This deposit will be

returned when you move out again and the room you leave behind is in an appropriate condition.

Maklergebühr: If a flat is found via a real estate agent, the renter has to pay a fee to the real estate agent. This Maklergebühr is up to two monthly rents.

Mietanbot: Normally, a Mietanbot is signed before the real agreement. If the Mietanbot is signed both by the renter and the flat owner or property manager, it is already binding for both parties.

Untermiete: If the rental agreement is signed between the renter and a person who has only rented the flat himself or herself, this legal situation is called Untermiete. In case of Untermiete, different legal conditions apply.

Zwischenmiete: Zwischenmiete means in-between rent. Especially over the summer time many students will leave Vienna for a couple of months and offer furnished rooms.

If you have problems with your landlord or need further information, there are organisations that might help you. For example:

- <https://mietervereinigung.at>
- <http://www.gbster.at/service-und-beratung/wohnrecht/fragen-antworten/>
- <http://www.mieterschutzverband.at>

If you rather like to look for housing when you already have arrived here, you can alternatively check into a hostel or a cheap hotel for the first few days. Here, for example, you can find a list of hostels and hotels:

- <http://www.hostelscentral.com>



■ REGISTRATION AT MAGISTRATISCHES BEZIRKSAMT

Within three days after your arrival you have to register at the Municipal District Office (Magistratisches Bezirksamt). The form you need to fill in can be found under following link:

- <http://www.wien.gv.at/verwaltung/meldeservice/meldezettel.html>

Please note that your landlord/landlady has to sign it. Hand this in at one of the registration offices. You can find a list of these offices below. It depends on the district you move to which office you have to visit.

Opening hours and addresses of the registration service in Vienna:

Monday, Tuesday, Wednesday and Friday from 8am until 1pm, Thursday from 8am until 5:30pm. On Good Friday, Christmas Eve (24 December) and New Year's Eve (31 December) 8am until 11:30am. Closed on public holidays.

Postcode	Registration office	Postcode	Registration office
1010	Wipplingerstraße 8	1150	Gasgasse 8-10
1020	Karmelitergasse 9	1160	Richard-Wagner-Platz 19
1030	Karl-Borromäus-Platz 3	1170	Elterleinplatz 14
1050	Rechte Wienzeile 105	1180	Martinstraße 100
1070	Hermannngasse 24-26	1190	Gatterburggasse 14
1090	Wilhelm-Exner-Gasse 5	1200	Brigittaplatz 10
1100	Laxenburger Straße 43-45	1210	Am Spitz 1
1110	Enkplatz 2	1220	Schrödingerplatz 1
1120	Schönbrunner Straße 259	1230	Perchtoldsdorfer Straße 2
1130	Dommayergasse 12		

Do not forget to bring your passport/ID card! You will get a confirmation of registration called "Meldebestätigung". Please keep this document, you will need it, e.g. for the library card.

INSURANCE

Having a valid health and accident insurance during your study period in Austria is obligatory. Check with your local insurance, if they cover costs for a treatment in Austria. Students from an EU/EEA country who possess a valid national health insurance will need the European Health Insurance Card. Some countries have a health insurance agreement with Austria. Currently these are Bosnia and Herzegovina, Macedonia, Montenegro, Serbia and Turkey. If you have a valid national health insurance in one of these countries, please ask your insurance carrier for a so-called A3 form. Please contact the relevant Austrian health insurance carrier with this form (Gebietskrankenkasse). Degree programme students as well as non-degree programme students at University Preparation Programmes (Vorstudienlehrgänge) who do not fall into the above-mentioned categories may themselves take out a health insurance policy with the health insurance provider Gebietskrankenkasse. With the completed application form and the confirmation of admission to study or the confirmation of continuation of your studies, you have to take out the insurance in person with the local public Austrian insurance carrier.

More information can be found on the website of the OeAD:
<http://www.oead.at>

Besides, students are automatically insured against accidents connected with their studies at the university by the ÖH (included in the membership fee) and the AUVA (Austrian social insurance for occupational risks).

The ÖH insurance is a liability and accident insurance covering different scenarios (e. g. you have accidentally destroyed a computer or an expensive device in the university lab).

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

AUVA's legal duties are e.g. prevention of occupational accidents and diseases, occupational medical care etc.

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

In the unfortunate case of an accident while you are at the university or on the way to/back from the university as a student of the University of Vienna, you have to report the accident within 5 working days to both (!) insurance carriers. For further questions, please, contact the relevant division at the University's Facility and Resources Management:

rrm.arbeitnehmerinnenschutz@univie.ac.at

4 Living in Vienna

4 Living in Vienna

In this subsection we provide you with general information, especially useful for international doctoral candidates.

■ MEDICAL CARE

There are many resident doctors in Vienna. At most doctors you have to call in advance and make an appointment. Please note that if you are seeking for an appointment with a specialist, the waiting period can take up to a couple of weeks.

The following database lists all doctors in Vienna:

- <http://www.praxisplan.at>

In case of emergency or acute problems, please seek help in one of Vienna's hospitals. The General Hospital (AKH Wien) can be approached 24 hours a day. It is located at the U6 subway station Michelbeuern (Währinger Gürtel 18-20, 1090 Vienna)

A list of all hospitals in Vienna can be found here:

- <http://www.wienkav.at/kav/spital.asp>

A list of all dentists in Vienna can be found here:

- <http://wr.zahnaerztekammer.at>

If you need a pharmacy, many pharmacies close in the evenings, but there is a pharmacy night/week-end service. You can find information on the night service and addresses of pharmacies here:

- <http://www.apotheker.or.at>

Please note that in order to access the pages listed above, basic knowledge of German might be necessary.

EMERGENCY NUMBERS

FIRE BRIGADE: 122

POLICE: 133

AMBULANCE: 144

EUROPEAN EMERGENCY NUMBER: 112



■ CHILD CARE

In Austria it is possible to choose between public and private day care as well as employee day care centres (in or near the place of work).

The organisation of public day care facilities falls under the jurisdiction of the individual provinces in Austria. The degree of care, hours of operation and costs can therefore vary accordingly.

The registration for a place in public day care facility is done at the responsible municipal office or at the Magistrate, in some cases even in the day care center itself.

You can look for child care facilities here:

- www.kinderbetreuung.at
- www.wien.gv.at/english/social/childcare

The Austrian National Union of Students (ÖH) provides extensive information on all topics concerning childcare for students in the brochure "Studieren mit Kind" (in German only), which you can download here:

- www.studienplattform.at/studierende-mit-kind

■ CHILDREN'S OFFICE

The Children's Office of the University of Vienna runs 5 half-day or day care groups in 3 different locations. This service is offered to members of the University of Vienna (scientific personnel, non-scientific personnel, students).

The nurseries at Lammgasse ("Staubmäuse" and "Forscherflöhe") and Heiligenstädterstraße ("Uniküken" and "Unispitzen") offer day care and half-day care for children from age 0 to 3,5 years.

The kindergarten at Campus ("Haus der Neugierdsnasen") offers day care for pre-school children from age 3 to 6 years.

- <http://kinder.univie.ac.at/en/kindergruppen.html>

TRANSPORT

■ PUBLIC TRANSPORT

The public transport network in Vienna is well developed. It definitely is a very easy option to get from one place to another. The Wiener Linien run trams, buses and undergrounds throughout Vienna. If you are staying out late at night, you can catch a night bus during the week or the underground at the weekend as these run throughout the whole night at weekends.



Tickets

Depending on your needs there are different types of tickets you can buy.

One-way ticket: A single ticket is valid for a trip in one direction. This journey cannot be interrupted, but of course you can change between lines during this journey. This ticket will cost you around € 2.20. Please note that it will cost you more if you purchase a ticket on the bus or the tram.

Semesterticket: This ticket is for students under the age of 26. The ticket is valid for the whole semester and is currently available for € 75. If you plan to use the public transport during the semester break, you can purchase a special monthly card for € 29.50.

Other tickets: A monthly ticket costs around € 48. A yearly pass will cost you approximately € 365. For further options please check the website of the Wiener Linien

or ask at one of their service desks.

All prices are subject to changes!

Time tables and route maps can be found on:

■ <http://www.wienerlinien.at>

■ <http://www.vor.at>

At this second address you can plan routes throughout the whole eastern region of Austria.

■ CYCLING IN VIENNA

Another option is to use a bike. Some areas have many cycle paths, in others cycle paths are scarce and you will have to use the road. All around Vienna you will find stations with so-called citybikes. You have to register for this service and after that you can take a bicycle and return it to any station in Vienna. The first hour is free of charge. This is a good way to get around town if you do not have your own bicycle with you. More information can be found here:

■ <http://www.citybikewien.at>

If you want to buy a bicycle, there are shops all around town. There is also a bicycle flea market at WUK approximately once a month. More information can be found here:

■ <http://www.wuk.at/event/id/14627>

If your bicycle is broken and you want to repair it yourself, but do not have the tools with you or you need a little help, there are self-help workshops. One is at the WUK:

■ <http://www.wuk.at/WUK/Werkstatten>



■ NATIONAL RAIL SERVICE | ÖBB

If you wish to travel through Austria, there is a comprehensive rail network. Connections and prices can be found on the website of the ÖBB.

■ <http://www.oebb.at>

If you are a frequent traveller, you can buy a one-year travel reduction card, called Vorteils-card, for the price of € 19.90 if you are under the age of 26, and € 99.90 for others. With this card you will get a reduction on tickets up to 50%.

Please check the website of ÖBB or ask at an information desk of the ÖBB for more information.

■ WESTBAHN

Since 2011 there is also a private railway company providing passenger transport connections between Vienna and Salzburg, which offers cheaper tickets:

■ <https://westbahn.at>

■ GERMAN COURSES

In accordance with the Common European Framework of Reference for Languages students have to provide evidence of proficiency in German corresponding to level B2. If you are holding a secondary education diploma issued by a German-speaking country or by one of the Austrian or German schools abroad, no separate proof is necessary.

Additionally, the following certificates are accepted as evidence of proficiency in German:

- Österreichisches Sprachdiplom (ÖSD) – B2 Mittelstufe Deutsch (MD)
- Goethe Institut – Goethe Zertifikat B2
- Sprachzentrum der Universität Wien - B2/2 bzw. Sprachzentrum einer österr. Universität - B2
- Deutsche Sprachprüfung für den Hochschulzugang ausländischer StudienwerberInnen (DSH II)
- Deutsches Sprachdiplom der Kulturministerkonferenz Stufe II (DSD II)
- Test Deutsch als Fremdsprache (TestDaF), level 4 minimum in all parts of the test.
- telc Deutsch B2
- Österreichischer Integrationsfonds (ÖIF) - B2-ÖIF-Test

If you are proficient in German, but you do not have any proof of it (e.g. B2 certificate) you can take the necessary examination at one of the above mentioned examination centres.

If you are in a programme which does not require knowledge of German, you may notice however that it will make life much easier if you speak some German. Here we would like to mention some places where you can attend a German course.

Language Centre of the University of Vienna | Sprachzentrum der Universität Wien

The Language Centre of the University of Vienna offers courses for all levels, including intensive courses during the summer months as well as in February. Please check the website of the Language Centre for further information:

- <http://sprachzentrum.univie.ac.at>

The Austrian National Union of Students | ÖH

The ÖH offers intensive German courses for a relatively low price. You can find information on their website.

- <http://www.oeh.univie.ac.at>

Further institutions offering German courses are for example

Volkshochschule:

- <http://www.vhs.at>

Österreichische Orient Gesellschaft:

- <http://www.orient-gesellschaft.at>

Deutsch Akademie:

- <http://www.deutschakademie.com>

.... and many more.

■ WORKING IN AUSTRIA

If you wish to look for a job next to your dissertation, you have to check which rules apply.

Once again it depends on your nationality if you are allowed to work in Austria or not. Most EU/EEA citizens have the right to work and they do not need a special work permit.

This does not apply to Croatian citizens, as the country is still in a transition phase in relation to EU work regulations (until 2020).

Third-country citizens are allowed to work to a limited extent if they have a residence permit for study purposes.

As these rules and regulations often change please read the following websites thoroughly if you are not sure which rules apply to you.

- http://www.oead.at/en/to_austria/entry-residence-and-employment/working/

■ AUSTRIAN PUBLIC HOLIDAYS

- 1 January (New Year's Day)
- 6 January (Epiphany)
- Easter Monday
- 1 May (Labour Day)
- Ascension Day
- Whit Monday
- Corpus Christi
- 15 August (Assumption)
- 26 October (Austrian National Day)
- 1 November (All Saints' Day)
- 8 December (Immaculate Conception)
- 25 December (Christmas Day)
- 26 December (St. Stephen's Day/Boxing Day)

24 December and 31 December are not counted as public holidays, however often you will find that many shops and institutions will close after lunch.

Of course you also want to see a little bit more of Vienna and Austria than just the university library. And there is lot to see and to do!



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■ SPORTS ACTIVITIES

The Sportreferat of the ÖH (Austrian National Union of Students) and the University Sports Centre (USI) offer a wide range of activities in Vienna and all over Austria. With your student ID you will get special discounts on the course programme. Please find more information here:

USI: Auf der Schmelz 6 a, 1150 Vienna

■ <http://www.usi.at>

Sportreferat: AAKH, Alserstraße 4, 1090 Vienna

■ <http://www.unisport.at>

■ SIGHTSEEING, CONCERTS, MUSEUMS

In a city like Vienna you must attend at least once a concert or theatre performance. In museums there is a wealth of pieces of art from all eras and epochs. You can also get reduced tickets with your student identity card.

Tourist Info Vienna

Albertinaplatz, 1010 Vienna

(behind the Vienna State Opera)

Opening hours: daily 9:00 - 19:00

Useful internet links

■ <http://info.wien.at>

■ <http://www.wien.at>

■ <http://www.falter.at>

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■ CINEMAS AND THEATRES

Some cinemas offer reduced tickets for students. On specific days there is a flat-rate price for each movie.

In many theatres (Bundestheater like Burgtheater, Staatsoper, etc.) you can get reduced tickets if you show your student identity card and if you are under 27 years old.

Useful internet links:

- <http://www.skip.at>
- <http://www.bundestheater.at>



■ CAFETERIAS (MENSEN)

Mensen are student restaurants with self-service that offer cheap meals, often connected with cheap coffee houses. Menu prices range from approximately € 3 to € 6. With your student identity card and a special sticker (Mensapickerl) available at the ÖH in the university campus, you get a reduction of 50 cents per menu.

- <http://mensen.at>

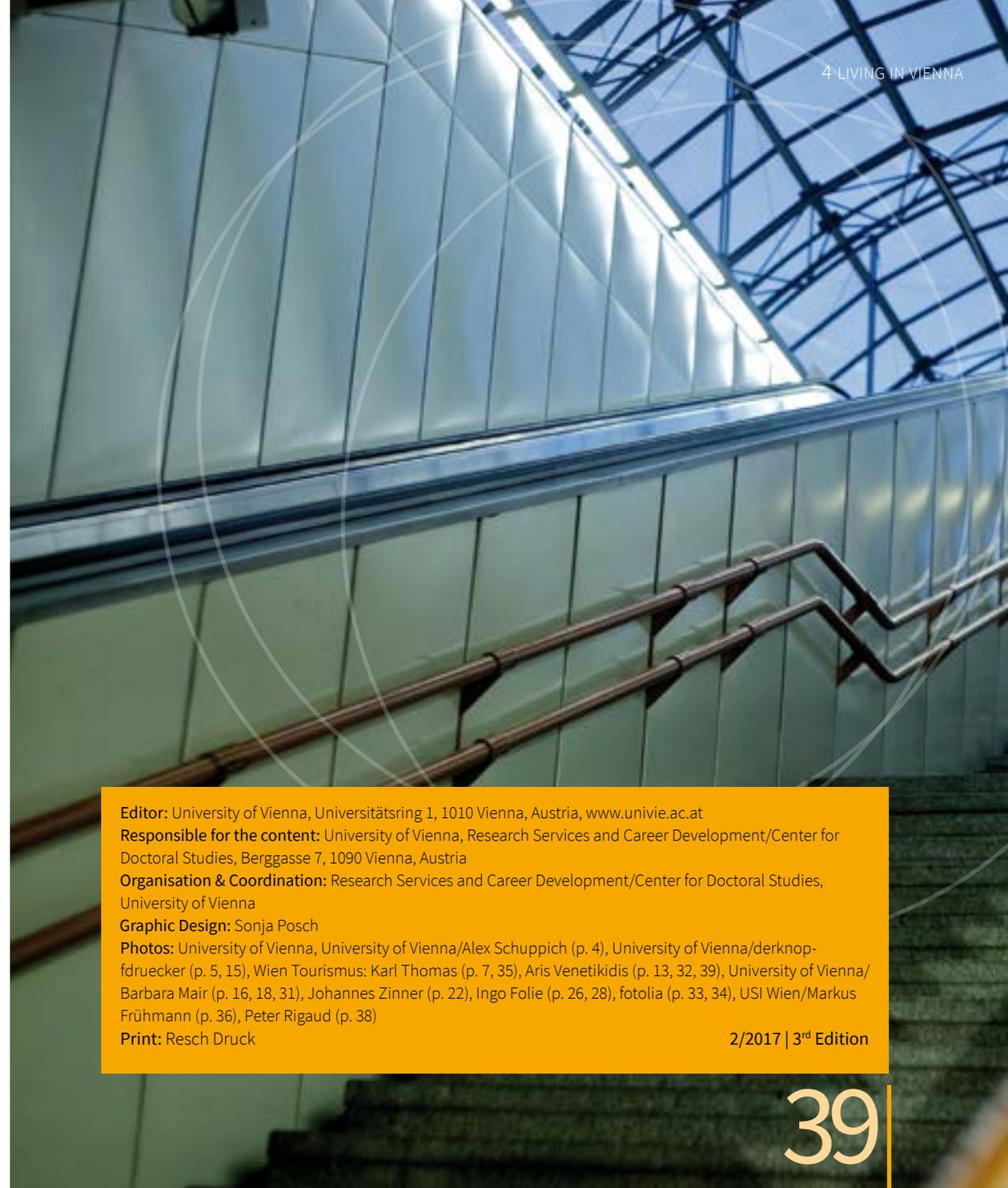
■ NIGHTLIFE AND MUSIC

Nightlife and concerts can be found in many locations in Vienna. There is a wide variety, so best check which place offers what kind of music on which night.

- <http://www.falter.at>
- <http://volume.at>
- <http://www.stadtbekannt.at>

... and many more.

The weekly magazine Falter includes a huge section on cultural events in Vienna ranging from nightlife, concerts to theatre, cinema, exhibitions and many other topics. It is published every Wednesday and can be purchased in any tobacco shop or kiosk.



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