



STUDY ABROAD IN GRAZ

ERASMUS+

GRAZ UNIVERSITY OF TECHNOLOGY
Academic Year 2018/19

Join our beautiful campuses in 2018/19!!

Come for one semester or a whole academic year **within the framework of the Erasmus+ Programme** at our university in the city of Graz with its medieval ambience and its futuristic architecture!

The Office of International Relations and Mobility Programmes at TU Graz is looking forward in helping you plan and successfully complete your stay abroad in Austria.

1. Application

You have to apply at your home university by the deadline set by your university.

Contact: International office at the home university

2. Nomination

Deadline: 15 May / 15 Oct

Home university nominates future exchange students at TU Graz via email.

Contact: gitte.cerjak@tugraz.at

3. Access code

TU Graz creates application forms for students and sends an automatically generated email to the student, containing instructions and the access code to the online application. TU Graz sends an email to the home university and cc to the student to confirm the nomination.

Attachments: Fact Sheet and FAQs

4. Online Application

Deadline: 31 May / 31 Oct

You have to fill in the online application by 31 May / 31 Oct. In case of questions: Please check the Help Text www.tugraz.at/go/erasmus-help-texts

Only when there are no answers contact:

gitte.cerjak@tugraz.at

5. Full Application Package

Deadline: 10 Jun / 10 Nov

You have to send your application package via email and attach the following documents:



- a) print-out of the online application form, signed by student
- b) print-out of the online course request list, signed by student
- c) Erasmus+ Learning Agreement for Studies, signed by student and signed and stamped by home university
- d) transcript of records from the home university
- e) language proof, level B2, in either English or German, not older than 2 years
- f) Bachelor's Diploma when applying for a Master programme
- g) confirmation letter from supervisor at TU Graz when working on Master's thesis

Send the complete package to gitte.cerjak@tugraz.at

Important: In order to avoid complications please send your application package in due time, considering that the deadline for housing is also in the middle of June/ November.

6. Email of Confirmation

An automatically generated email is sent by TU Graz confirming that the application package is complete. Once you have received this email, you are accepted at TU Graz. Do not wait for the official mail of acceptance to start preparing your stay, especially visa, housing, language course.

7. Visa

If you are a third country national (meaning that you do not have a passport from an EU or EEA country), you have to take care of obtaining a visa or residence permit in due time. Details: <https://oead.at/en/to-austria/entry-residence-and-employment/>

8. Housing

15 Jun / 15 Nov

Application for housing has to be completed separately by the student.

Most housing institutions have an early deadline. You are strongly advised to hand in your application early.

Details: www.tugraz.at/go/incomings-housing

9. German Intensive Course

Mid May - Mid Jul

Mid Nov - Mid Jan

Application for the German Intensive Course has to be completed separately by the student.

Details: <https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/>

10. Letter of Acceptance

Early Jul / Early Dec

The letter of Acceptance is sent out by TU Graz as email with attachments. This email contains a scan of your originally signed learning agreement and other useful information. Please read it carefully. If you need the original learning agreement, you can pick it up in the International Office upon arrival.

11. Payment

Mid Aug / Mid Jan

Pay the student union fee (€ 19,20) to be registered as a student of TU Graz. Students receive an email with their *Matrikelnummer* (student ID number) and instructions on how to pay. Please make sure that you have paid before arrival.



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This step concludes the application procedure.

Please plan your journey according to the following dates:

Attendance of all Welcome Events is mandatory!

Please make sure not to miss them.

12. Arrival in Graz

Please plan your arrival according to the German Intensive Course

2 Sept / 3 Feb for students who will participate in the German Intensive Course

18 Sep / 20 Feb for students who will not participate in the German Intensive Course

Contacting ESN (Erasmus Student Network) for a Pickup Service could be helpful, especially when arriving on a weekend, for getting the key for your room. Details: <http://esn.htu.tugraz.at/information/pickupservice>

13. First Orientation

The First Orientation Session, held by the International Office of TU Graz, is on

3+4 Sep / 4+5 Feb for students who will participate in the German Intensive Course

19 Sep / 21 Feb for students who will not participate in the German Intensive Course

14. German Intensive Course

3 Sep / 4 Feb

Participation is highly recommended!
Austria is a German speaking country.
Daily from 9:00 - 12:15, for 3 weeks

15. Welcome Events

Several sessions, designed especially for the needs of the exchange students:

Sep / Feb

- a) First Orientation Session 1
(Registration, health insurance, TUGraz online system etc.)
- b) First Orientation Session 2
(TUGraz online system, courses, housing etc.)
- c) Intercultural Awareness Session
(Culture Clash and the Austrian Way of Life)
- d) Campus Survival Tour (guided by Austrian students of your fields of study)
- e) Academic Advising (meet your Departmental Coordinator and discuss your learning agreement)

- f) Welcome Reception by the Vice Rector and the International Office of TU Graz
- g) Final Orientation (Deadlines, Changes, German Classes)
- h) Reception with the Mayor of the city of Graz

Study at TU Graz

1 Oct / 4 Mar

Courses at TU Graz usually start on the first Monday in October for the winter semester and on the first Monday in March for the summer semester.



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ACADEMIC CALENDAR 2018/19

Winter Semester 2018/19

Classes begin: 1 October 2018
Classes end: 2 February 2019
(15 teaching weeks)

Recess Periods

All Souls' Day: 2 November 2018
Christmas holidays: 17 December 2018
to 5 January 2019
Semester breaks: 4 February
to 2 March 2019

Summer Semester 2019

Classes begin: 4 March 2019
Classes end: 29 June 2019
(15 teaching weeks)

Recess Periods

Easter holidays: 15 to 27 April 2019
Rector's Day: 31 May 2019
Tuesday after Whitsun: 11 June 2019
Summer holidays: 1 July to 30 September 2019

Get in Touch

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