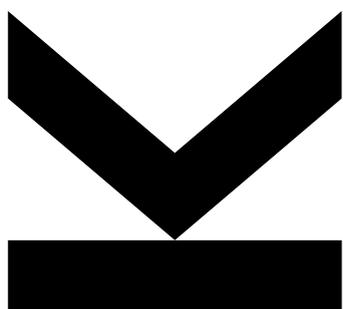


# **HANDBOOK FOR EXCHANGE STUDENTS 2016/2017**



**Application deadline:**

**For the summer semester: November 15**

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## Welcome to the Johannes Kepler University Linz (JKU)!

Congratulations!

You have been nominated by your home university to study at JKU as an exchange student.

Studying abroad and living away from home offers you an international experience as well as the chance to build new friendships that will enhance your future both personally and professionally.

This booklet will give you useful information and guidelines in order to help prepare your stay.

We are looking forward to welcoming you at JKU!



## 1. Timeline: From online application to beginning of classes

<p>Submit your online application – the sooner the better!</p> <p><b>By November 15</b></p>	<p><b>By December</b> We have checked your application:</p> <p>everything is ok → you get your confirmation documents:</p> <ul style="list-style-type: none"> <li>1. Acceptance Letter</li> <li>2. Visa letter (if you need a visa)</li> <li>2a. Information about visa application</li> </ul> <p>something is not ok → you get an email from us!</p>
<p>You get an email from us about things you are supposed to do after arrival</p> <p><b>End of January</b></p>	<p><b>About 1 week before the Orientation Programme</b> You get an email from us with the details about the Orientation Programme (when, where, what to bring etc.)</p>
<p>Orientation Programme + Enrolment</p> <p><b>February 13</b></p>	<p><b>After enrolment</b> Meeting with your academic coordinator at JKU (arranged by the International Office)</p>
<p>Course registration</p> <p><b>Before March 06</b></p>	<p><b>After course registration</b> Excursions and time to enjoy Linz!</p>
<p>Classes begin</p> <p><b>March 06</b></p>	

## 2. Application Procedure

In order to be admitted as an exchange student, you must complete our [online application form](#) and upload the following:

- Passport-sized photograph (JPEG format)
- Academic transcript (multiple transcripts should be uploaded in one file)
- Certificate of Bachelor or Master Degree (if applicable)
- Proof of English and/or German language proficiency (level [B2](#) or higher of the Common European Framework of Reference for Languages)<sup>1</sup>
- Learning Agreement/Study Programme
- Copy of your valid passport/ EU ID-card

As soon as we receive your complete application, you will get a confirmation email.

After all application materials have been processed and housing arrangements have been confirmed by the student dormitory, we will send the following documents via email:

- A letter of acceptance
- VISA invitation letter (if required)

**Please Note:**

The **email address** you provide in the online application form will be used by JKU to contact you. We ask you to make sure that the address you provide is a valid, working email address. If you change your email address, please notify us immediately.

Join our [facebook group](#) to get in touch with other exchange students and/or like our [facebook page](#).

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<sup>1</sup> We accept the following certification:

- All internationally recognized language certificates such as TOEFL, Goethe etc.
- English or German courses at the required level (B2) as noted in your Transcript of Records
- Confirmation issued by your university in regards to your language skills (German OR English) at the required level (B2).

### 3. Important Dates

**Last day of arrival: February 12, 2017**

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#### Orientation Programme

**(compulsory): February 13 to February 24, 2017**

Orientation Session:	February 13, 2017
Intensive German Language Course:	February 14 to February 28, 2017 (tbc)
Cultural Sensitivity Training:	March 1 to March 3, 2017 (tbc)

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**Summer semester: March 1 to June 30, 2017**

Enrolment:	February 13, 2017
Course registration:	after arrival at JKU & official enrolment
Classes begin:	March 6, 2017

Generally, exchange students are required to stay for **the full semester** (or academic year). Exceptions can only be made if communicated and agreed before arrival.

#### Examination Period

There are no set examination periods. Usually, the exams take place in the last session.

#### Vacation Periods

Easter Break:	April 10 to April 22, 2017
Summer Break:	July 1 to September 30, 2017

## 4. Pre-Semester Programme

### 4.1. Orientation Programme (compulsory!)

- WHEN: February 13 to February 24, 2017
- WHAT:
- Information and formalities
  - Enrolment
  - Meeting exchange and local students
  - Excursions
  - Intensive German language courses (2ECTS)
  - Cultural Sensitivity Training (2 ECTS)

### 4.2. Intensive German Language Course (2 ECTS)

Prior to the beginning of each semester, the Center of Business Languages and Intercultural Communication offers intensive German language courses (beginners, intermediate and advanced levels) for exchange students. **The course is free of charge.**

Summer semester Intensive German Language Course: February 14 to February 28, 2017  
(tbc)

There are 4 levels of the Intensive German Language Course:

- Introduction to Language and Culture: German as a foreign language – Course I (A1)
- Introduction to Language and Culture: German as a foreign language – Course II (A2)
- Introduction to Language and Culture: German as a foreign language – Intermediate (B1)
- Introduction to Language and Culture: German as a foreign language – Advanced (B2)

If you would like to attend an Intensive German Language Course, please indicate your course level preference in your online application. As you should register for a German course that corresponds to your level of language proficiency, please self-assess your foreign language competence (see [Language Level Instructions](#)). Due to the limited number of participants, enrolment is on a **first-come, first-served basis**.

### 4.3. Cultural Sensitivity Training (2 ECTS)

WHEN: March 1 to March 3, 2017 (tbc)

WHAT: The Center for Business Languages and Intercultural Communication offers a course titled “Cultural Sensitivity Training” which is free of charge and open to all exchange students. Participation is **highly recommended** for all exchange students. You can **sign up** for the course in the online application. Due to the limited number of places, enrolment is on a **first-come, first-served basis**.

#### Day One:

The group will discuss cultural specificities of the host country and their own cultural backgrounds/identities. Students will also focus intensively on images, perceptions, “positive” and “negative” stereotypes associated with national cultures.

#### Day Two (Project Day):

In small groups and teams, participants will work on projects in town (field studies, interviewing people, observation tasks).

#### Day Three:

Team project results will be presented to the entire group and each project will be reflected upon and critically analysed. Students will develop methods that they can apply when encountering their host culture and when working in multicultural teams (international student body on campus).

### 4.4. Excursions

- **Linz City Tour:** free of charge
- **Mauthausen:** visit of a former concentration camp ([www.mauthausen-memorial.at](http://www.mauthausen-memorial.at))
- **Steyr & Schlierbach:** get to know Upper Austria ([www.steyr.at](http://www.steyr.at), [www.stift-schlierbach.at](http://www.stift-schlierbach.at))
- **Landhaus:** seat of the Upper Austrian Government

Upon arrival, you can **sign up** for these excursions during the Orientation Session and at the International Office for a small fee.

More excursions are organized by [REFI](#), the local ESN section.

## 5. Accommodation

- To apply for accommodation for your stay, please complete the section **Accommodation** in the online application.
- Room categories cannot be assured prior to arrival.
- It's not allowed to host guests in your room.

### OVERVIEW ROOM RATES AT DORMITORIES

Prices are valid for the academic year 2016/17 and may vary slightly.

<a href="http://www.jku.at/exchange/accommodation">www.jku.at/exchange/accommodation</a>	Single Room				Double Room		
	Common kitchen	Own kitchen	Common kitchen/ bathroom	2-person unit	Own kitchen	Common kitchen	Common kitchen/ bathroom
<b>JULIUS RAAB HEIM</b>							
<b>Monthly rent</b>	<b>€ 354</b>	<b>€ 370</b>		<b>€ 354</b>		<b>€ 260</b>	
Processing fee	€ 35	€ 35		€ 35		€ 35	
Insurance (1x)	€ 44	€ 44		€ 44		€ 44	
Maintenance fee (once per semester)	€ 10	€ 10		€ 10		€ 10	
Security deposit	€ 400	€ 400		€ 400		€ 300	
<b>ESH</b>							
<b>Monthly rent</b>	<b>€ 358,02</b>	<b>€ 408,22</b>			<b>€ 245,72</b>		
Processing fee	€ 34	€ 34			€ 34		
Internet (once)	€ 41	€ 41			€ 41		
Security deposit	€ 480	€ 480			€ 460		
<b>JOHANNES KEPLER HEIM</b>							
<b>Monthly rent</b>	<b>€ 358/ € 398*</b>	*if staying less than 2 semesters				<b>€ 222/ € 262*</b>	*if staying less than 2 semesters
Processing fee	€ 30					€ 30	
Additional fees	~ € 11/ month for electricity and heating						
Security deposit	€ 400					€ 400	
<b>KHG</b>							
<b>Monthly rent</b>	<b>€ 325</b>		<b>€ 257</b>				<b>€ 185</b>
Processing fee	€ 35		€ 35				€ 35
Security deposit	€ 350		€ 350				€ 350
Additional fees	€ 18 per semester						
<b>WIST HAUS</b>							
<b>Monthly rent</b>			<b>€ 238*</b>	*plus 10% if staying less than 12 months			
Security Deposit			€ 300				
<b>BRUCKNERSTUDIOS</b>							
<b>Monthly rent</b>		<b>€ 465-520</b>		<b>€ 425-440</b>			
Processing fee		€ 30		€ 30			
Other fees		€ 50		€ 50			
Security Deposit		€ 500		€ 500			
<b>PULVERMÜHLSTRASSE</b>							
<b>Monthly rent</b>		<b>€ 323</b>		<b>€ 303</b>			
Processing fee		€ 30		€ 30			
Other fees		€ 50		€ 50			
Security Deposit		€ 500		€ 500			
<b>HARRY'S HOME (HOTEL) PRICES FOR AY 2016/17</b>							
<b>Monthly rent</b>		<b>€ 1000</b>			<b>€ 700</b>		

## 6. Courses

If you want to take courses taught in German, you should be sufficiently proficient in German in order to follow the courses without difficulties ([B2](#) level is required). The same applies to other languages of instruction<sup>2</sup>. A list of courses taught in English can be found online under <http://www.jku.at/exchange/courses>.

The course offer is available online under <http://kuss.jku.at/>. In order to search for courses please follow the KUSSS instructions you find [here](#).

Upon arrival, the International Office will provide you with more information concerning the course registration procedure.

### 6.1. Learning Agreement/Course Selection Form

You can download a Learning Agreement or Preliminary Course Selection form from [here](#).

When looking for **courses** please note that the final list of university courses at JKU will only be available a few weeks before the respective semester begins. In order to select your courses for the upcoming semester, please refer to the list of courses offered during the previous year as a guideline e.g. for the summer semester 2017 look for courses from summer semester 2016.

As we from the International Office do not sign Learning Agreements, we have to forward it to your academic coordinator at JKU who then signs it. In case you need a **signature** on your Learning Agreement **before your arrival**, please send us an email so we can organise the signature for you. Otherwise you will get the signature during your first meeting with him/her.

JKU expects a minimum workload of **20 ECTS credits** per semester!

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<sup>2</sup> We accept the following certification:

- All internationally recognized language certificates such as TOEFL, Goethe etc.
- English or German courses at the required level (B2) as noted in your Transcript of Records
- Confirmation issued by your university in regards to your language skills (German OR English) at the required level (B2).

## 6.2. German Language Courses

“*Deutsch als Fremdsprache*” (German as a foreign language) courses are available free of charge during the semester:

### Beginners Level

- German as a foreign language - Basic Course I (A1), 6 hours per week, 6 ECTS credits
- German as a foreign language - Basic Course II (A1/A2), 6 hours per week, 6 ECTS credits

### Intermediate Level

- German as a foreign language - Intermediate I (A2), 6 hours per week, 6 ECTS credits  
+ German - Text Production Intermediate I (A2), 2 hours per week, 2 ECTS credits
- German as a foreign language - Intermediate II (B1), 6 hours per week, 6 ECTS credits  
+ German - Text Production Intermediate II (B1), 2 hours per week, 2 ECTS credits

### Advanced Level

- German as a foreign language, Grammar in Situations 1 (B1/B2), 2 hours per week, 2 ECTS credits
- German as a foreign language, Advanced I (B2), 4 hours per week, 6 ECTS credits
- German as a foreign language, Advanced II (C1), 4 hours per week, 6 ECTS credits

In addition to the above mentioned courses there are two with a special status:

- Certificate Preparation Course German (2 hours per week, 3 ECTS credits) prepares for ÖSD examinations (Austrian Language Certificate) at three different levels ("Zertifikat", "Mittelstufe" and "Diplom Wirtschaftsdeutsch"). The minimum entry requirement is Intermediate I (A2). The course is open to all students interested in preparing and taking these exams.
- German - Phonetics (2 hours per week, 2 ECTS credits) aims to improve students' pronunciation. Entry requirements: Basic Course II (A2.1) or recommendation by teacher.

#### **Please note:**

German courses of different level **cannot** be attended simultaneously.  
Exchange students can also attend all the other language courses available at the “Department of Business Languages and Intercultural Communication”.

## 7. Entry and Residence Regulations

Students who do not have EU/EEA nationality will need an entry/residence title for their exchange semester/year in Austria. The type of permit depends on the length of your stay.

Everybody who needs a visa or residence permit will receive detailed information and the required confirmation documents after we have checked your online application! For more information you can contact the Austrian authority (embassy/consulate) in your home country and/or check our homepage: [www.jku.at/exchange/visa](http://www.jku.at/exchange/visa).

## 8. Health Insurance

**EU students** only need to bring and show their European Health Insurance Card (e-card).

Students from other **countries that have a national insurance agreement with Austria** (e.g. Turkey) must find out about health insurance regulations at their national insurance company in their home countries and obtain the appropriate documents for their stay in Austria.

In case of illness, you must present this document or your insurance card to the doctor and then complete a document titled "Patientenerklärung" in order to obtain medical history information about you and secure all legal formalities. This document then allows you to seek free medical services.

### **For Students from countries with no National Insurance Agreement with Austria:**

If you are from a country that has no national health insurance agreement with Austria, we highly recommend obtaining health insurance with the Upper Austrian Health Insurance Company ([OÖGKK](#)) for a fee of only € 56,74 per month. This insurance will also be accepted for your visa application and the residence permit. You may sign up for student health insurance only after your arrival in Austria. The forms are available at the International Office.

### **The insurance covers:**

Hospital stays, medical attention and services free of charge (upon presentation of the "e-card" issued by the OÖGKK) and reduced prescription charges of € 5,70 each.

For more information please click [here](#) .

## 9. Arrival to Linz

Linz is situated 180 km from Vienna and 140 km from Salzburg and can be reached easily by train or plane.

There are **2 train companies** in Austria: the federal railway system [ÖBB](#) (tickets must be purchased in advance) or the newer, private [Westbahn](#) (ticket available on board). If you take the ÖBB (and are under 26 years old) we recommend you to get the [ÖBB VorteilsCard](#) as it makes taking the train much cheaper!

### Via Vienna

There are direct train connections from Vienna Airport to Linz Hbf (main train station) offered by the [ÖBB](#). You can also take a [bus](#) from the airport to Wien Westbahnhof and then take the [Westbahn](#).

### Via Salzburg

From Salzburg airport you can get to the main train station in Salzburg by [bus](#). From Salzburg you can take the train to Linz (takes about 1 hour).

### From Linz Airport (Hörsching) to the Johannes Kepler University

There is a shuttle bus to the main train station in Linz. The ticket costs € 3.10 (tickets available on the bus) and the travel time is about twenty minutes. For more information see [Flughafen Linz Bus](#).



In order to get to the university, take the airport bus to “Linz Hbf (Busterminal)” and change to tram line 1 or 2 in the direction of “Universität” and get off at the last stop.

Another (easier) way is to travel by taxi, either to the main train station of Linz (costs about € 30) or directly to the university or the hall of residence (about € 50).

### From the main train station to the university

The university can easily be reached by public transportation. Take the tram 1 or 2 in the direction of “Universität” and get off at the last stop.

#### Refi's Pick up Service

On request, exchange students can be picked up from the train station or Linz Airport by a student representative of ESN/ REFI or your mentor. If you would like to make use of this service, please sign up on their homepage (<http://refi.oeh.jku.at/login>) no later than a week before arrival!

## 10. Contact

The International Office of Johannes Kepler University Linz (JKU) is your first address for information regarding your stay in Linz.

Contact persons:



Erasmus+

Sarah Rössler

Telephone: +43-732-2468-3293

Email: [sarah.roessler@jku.at](mailto:sarah.roessler@jku.at)

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Erasmus+

Sonja Bodingbauer

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Overseas, ISEP & Erasmus Mundus

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Institutional Erasmus Coordinator &  
ISEP Coordinator

Christine Hinterleitner

Head of the International Office

Telephone: +43-732-2648-3290

Email: [christine.hinterleitner@jku.at](mailto:christine.hinterleitner@jku.at)

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The International Office is situated in the [Bankengebäude](#), 2<sup>nd</sup> floor. A campus map is available on <http://www.jku.at>.

Johannes Kepler University Linz, International Office, Altenberger Str. 69, 4040 Linz, Austria

## 11. Web-Addresses

### Johannes Kepler University Linz

JKU Linz:	<a href="http://www.jku.at">http://www.jku.at</a>
Information for Exchange Students:	<a href="http://www.jku.at/exchange">http://www.jku.at/exchange</a>
ESN Linz/ REFI	<a href="http://esnlinz.org/">http://esnlinz.org/</a>

### General Information

Linz:	<a href="http://www.linz.at/">http://www.linz.at/</a>
Upper Austria:	<a href="http://www.oberoesterreich.at">http://www.oberoesterreich.at</a>
	<a href="http://www.austria.info">http://www.austria.info</a>

Embassies and Consulates	<a href="http://www.bmeia.gv.at/en/">http://www.bmeia.gv.at/en/</a>
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### Transportation

Austrian Federal Railway System (ÖBB):	<a href="http://www.oebb.at/en/">http://www.oebb.at/en/</a>
Westbahn	<a href="http://www.westbahn.at/">http://www.westbahn.at/</a>
Linz Airport:	<a href="http://www.flughafen-linz.at/">http://www.flughafen-linz.at/</a>
Vienna Airport:	<a href="http://www.viennaairport.com">http://www.viennaairport.com</a>
Salzburg Airport:	<a href="http://www.salzburg-airport.com">http://www.salzburg-airport.com</a>

### Other Links

Learn German in Austria:	<a href="http://www.campus-austria.at">http://www.campus-austria.at</a>
Dictionary German – English:	<a href="http://dict.leo.org/">http://dict.leo.org/</a> <a href="http://dict.cc">dict.cc</a>
Dictionary German – French:	<a href="http://dict.leo.org/">http://dict.leo.org/</a>
Dictionary German – Spanish:	<a href="http://dict.leo.org/">http://dict.leo.org/</a>