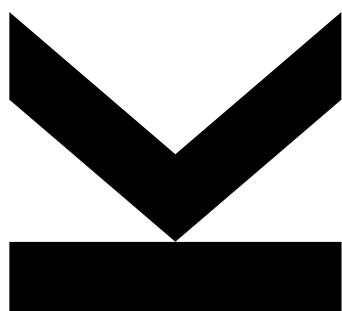


HANDBOOK FOR EXCHANGE STUDENTS 2017/2018



Application deadline:

For the summer semester: November 15

Table of Contents

1. From Online Application to Beginning of Classes.....	3
2. Application Procedure.....	4
3. Courses	5
3.1. Learning Agreement/Course Selection Form	5
3.2. German Language Courses	5
4. Pre-Semester Programme	6
4.1. Orientation Session	6
4.2. Intensive German Language Course (2 ECTS).....	6
4.3. Cultural Sensitivity Training (2 ECTS).....	7
4.4. Excursions.....	7
5. Accommodation	8
6. Entry and Residence Regulations	9
7. Health Insurance.....	9
8. Arrival to Linz.....	10
9. Contact us	11
10. Web-Addresses	12

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!



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

1. From Online Application to Beginning of Classes

Generally, exchange students are required to stay for **the full semester**. Exceptions need to be approved by the International Office of JKU before arrival!

By November 15	Submit your online application – the sooner the better!
Before January	You get your confirmation documents
1 - 3 weeks before your arrival	Arrival check-list Details about the Orientation Session + Enrolment (exact time, where, what to bring etc.) will be provided by email

Orientation Programme February 12 – March 2

February 11	Last day of arrival
February 12	Orientation Session + Enrolment COMPULSORY
February 13 – 27	Intensive German Language Course
February 15	KUSSS training COMPULSORY
February 28 – March 2	Cultural Sensitivity Training
After enrolment	Meeting with your academic coordinator at JKU (arranged by the International Office) COMPULSORY
February 14 - 23	Course registration COMPULSORY
March 5	Classes begin

Summer semester: March 1 to June 30, 2018

For the full academic calendar, please visit our [website](#)

2. Application Procedure

1. Complete our [online application form](#)

The following documents are required in English or German:

- Copy of your valid passport/ EU ID-card
- Academic transcript (multiple transcripts should be uploaded in one file)
- Certificate of Bachelor or Master Degree
- Proof of English and/or German language proficiency (level **B2** or higher of the Common European Framework of Reference for Languages)¹
- Learning Agreement/Course selection
- Passport-sized photograph (JPEG format)



2. We will contact you if something is missing/unclear.



3. We will book your room according to your application. As the dormitories are not part of JKU, they will send their contract/conditions directly to you. Make sure to react accordingly.



4. You will receive your confirmation documents:

- A letter of acceptance
- VISA invitation letter (for ISEP students only)

¹ 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. Courses

JKU requires B2 level in the language of instruction. You can find detailed information online under <http://www.jku.at/exchange/courses>.

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 2018 look for courses from summer semester 2017.

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

3.1. Learning Agreement/Course Selection Form

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

In case you need a **signature** on your Learning Agreement **before your arrival**, please send us an email so we can forward it to your academic coordinator at JKU who then signs it.

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

3.2. German Language Courses

“*Deutsch als Fremdsprache*” (*German as a foreign language*) courses are available free of charge for exchange students during the semester. For detailed information click [here](#).

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”. Some of them are not free of charge.

4. Pre-Semester Programme

WHEN: February 12 to March 2, 2018

- WHAT:
- Orientation Session
 - Meeting with academic coordinator
 - Course registration training (= KUSSS training)
 - Intensive German language courses (2 ECTS)
 - Cultural Sensitivity Training (2 ECTS)
 - Excursions
 - Meeting exchange and local students

4.1. Orientation Session

WHEN: February 12, 2018

- WHAT:
- Registration at JKU
 - Information
 - Formalities
 - Enrolment

Its attendance is compulsory!

4.2. Intensive German Language Course (2 ECTS)

WHEN: February 13 to February 27, 2018

WHAT: Prior to the beginning of each semester, the Center of Business Languages and Intercultural Communication offers Intensive German Language Courses for exchange students. **The courses are free of charge.**

REGISTRATION: Indicate your course level preference in your online application.
For self-assessment of your German level see [Language Level Instructions](#).
Due to the limited number of places, enrolment is on a **first-come, first-served basis**.

4.3. Cultural Sensitivity Training (2 ECTS)

WHEN: February 28 to March 2, 2018

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.

REGISTRATION: 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**.

For detailed information click [here](#).

4.4. Excursions

- **Linz City Tour:** Guided city tour - free of charge
- **Mauthausen:** Visit of a former concentration camp (www.mauthausen-memorial.at)
- **Steyr:** Get to know an Upper Austrian City (www.steyr.at)
- **Landhaus:** Guided tour at the seat of the Upper Austrian Government

The excursion offer might vary from semester to semester.

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

1. Accommodation is part of our online application. An overview of the dormitories and their room rates can be found under www.jku.at/exchange/accommodation.



2. We forward your room request to the selected dormitory.



3. The dormitory will send the contract with terms and conditions DIRECTLY to you.



4. Follow the instructions given by the dormitory (e.g. send back your signed contract, pay the deposit, confirm your arrival date). Otherwise your room reservation will be cancelled automatically.

Please note:

- The dormitories are independent and do not belong to JKU. Thus, they have their own rules and conditions.
- Check if room category and arrival/departure date are correct on your contract.
- Most exchange students stay at Julius Raab Heim as it is the biggest dormitory. If you prefer to stay among local students, the other dorms might be more appropriate.
- You are not allowed to host guests in your room.

6. 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.

7. 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 (price valid for 2017). This insurance will also be accepted for 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.

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

8. Arrival to Linz

Linz is situated 180 km from Vienna 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](#) (tickets available on board). If you take the ÖBB (and are under 26 years old) we recommend you to get the [ÖBB VorteilsCard](#) Jugend 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](#).

From Linz Airport (Hörsching) to the Johannes Kepler University

There is a [shuttle bus](#) between the Blue Danube airport Linz and the main train station (Hauptbahnhof).

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!

9. Contact us

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

Contact persons:



Erasmus+ & CEEPUS

Sarah Rößler

Telephone: +43-732-2468-3293

Email: sarah.roessler@jku.at



Erasmus+

Sonja Pasquino

Telephone: +43-732-2468-3217

Email: sonja.pasquino@jku.at



Overseas & ISEP

Emma Huss

Telephone: +43-732-2468-3246

Email: emma.huss@jku.at



Head of the International Office

Christine Hinterleitner

Telephone: +43-732-2648-3290

Email: christine.hinterleitner@jku.at

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

10. Web-Addresses

Johannes Kepler University Linz

JKU Linz: www.jku.at
Information for Exchange Students: www.jku.at/exchange
ESN Linz/ REFI esnlinz.org/

General Information

Linz: www.linz.at
Upper Austria: www.oberoesterreich.at
www.austria.info

Embassies and Consulates

www.bmeia.gv.at/en/

Transportation

Austrian Federal Railway System (ÖBB): www.oebb.at/en/
Westbahn www.westbahn.at/
Linz Airport: www.flughafen-linz.at/
Vienna Airport: www.viennaairport.com
Salzburg Airport: www.salzburg-airport.com

Other Links

Dictionary German – English: dict.leo.org/ dict.cc
Dictionary German – French: dict.leo.org
Dictionary German – Spanish: dict.leo.org/