

1. WELCOME AT FH JOANNEUM!

Dear international student,

We are happy to welcome you to FH JOANNEUM University of Applied Sciences!

Although we are only a young institution – founded in 1995 – we have become one of Austria’s leading Universities of Applied Sciences. This was only possible due to our highly dedicated faculty and staff, our excellent contacts to local and international industry and our outstanding technical facilities. We hope that your stay at FH JOANNEUM will be an enriching part of your academic studies.

Of course we know: to study abroad should not only be a memorable experience academically, but also socially. We are sure that your colleagues will assist you in getting to know the “life outside the classroom” in Graz, Kapfenberg or Bad Gleichenberg and that you will also enjoy all the different aspects of Austrian culture.

Integrating yourself into a new academic environment also means getting to know different academic standards. Studies are organized differently in different places – this is also a challenge. The heads and academic coordinators of the academic institute you study at will be happy to assist you with all questions regarding academic issues.

We hope that your time at the FH JOANNEUM will be a memorable experience and wish you all the best for your stay!

Best regards,
The Team of *International Relations*
at FH JOANNEUM University of Applied Sciences

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yourself 

DID YOU KNOW?

Stay up-to-date with our **WhatsApp-Info-Service** for international students. Scan the QR-Code and register!



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



ADMINISTRATION

Paper, paper, paper ...

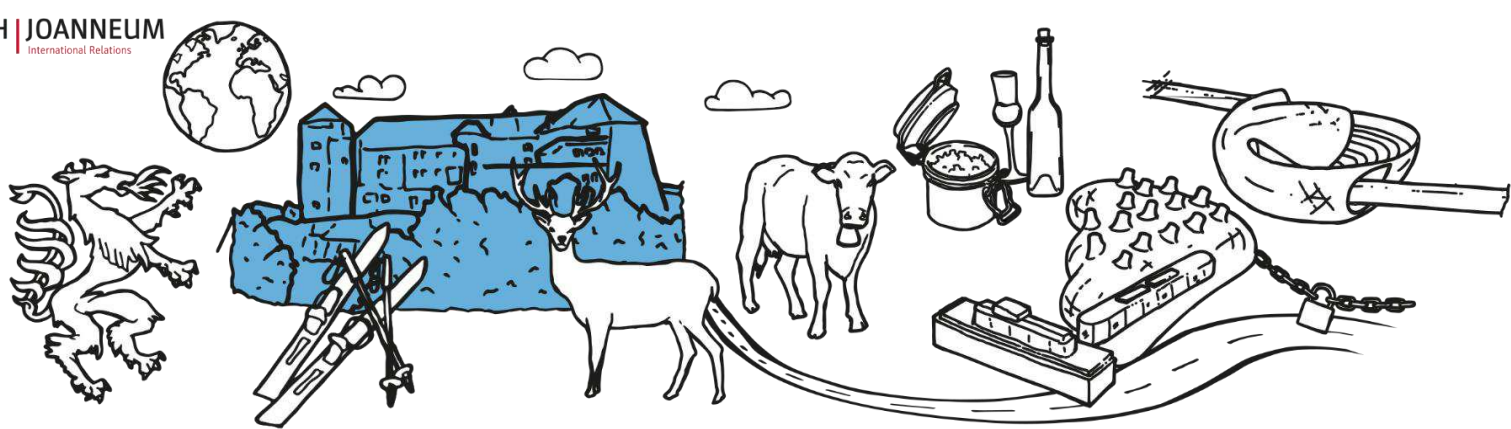
As you already might have experienced, going on student exchange includes a lot of paperwork both in the home and host country.

Now the good news: During the administration sessions and the orientation programme we will help you with all the administrative and legal requirements you will face in Austria. We will keep it simple and get through with it as quickly and easily as possible. Please be aware: this is a service we are happy to offer for you. If you do not attend the administration sessions or the whole orientation programme, you need to take care of everything yourself.

In detail, we will help you to deal with:

- Registration with the local authorities according to Austrian law (“Meldezettel”)
- Contribution to Austrian student union, student insurance (personal liability and accident insurance within the scope of your studies)
- “Residence permit” for EU citizens (“Anmeldebescheinigung”)
- Residence permit for non-EU-citizens who stay longer than 6 months (Aufenthaltsstitel für Studierende)
- Health insurance for non-EU-citizens
- Arrival notices, learning agreements and anything else your home university might require
- Formal course enrolment (depends on the degree programme you attend)
- Enrolment into sports courses (voluntary)
- Access to FH JOANNEUM’s facilities (computer systems, library)
- Enrolment documents

The Department **International Relations** is your support and service center. We have offices in Graz, Kapfenberg and Bad Gleichenberg. In Graz you can find us in Eggenberger Allee 11, CAMPUS A, in the 3rd floor, room number 314.



2. DEPARTMENT OF INTERNATIONAL RELATIONS

Whenever you feel lost or need any assistance, the team of the Department of International Relations is happy to help you! Please note that the Department of International Relations is not in charge of your application process, but helps you to prepare your stay and your integration into the campus and daily life. If you have any questions concerning your application, please address your contact person at the student's administration centre.

We have three offices, one in each campus:

International Relations Graz

Eggenberger Allee 11 | 3rd floor | rooms 314 + 318 | 8020 Graz | Austria

Phone: +43 (0)316 5453-8819

e-mail: international@fh-joanneum.at

International Relations Kapfenberg

Werk-VI-Straße 46 | main building | ground floor | Room 36b | 8605 Kapfenberg | Austria

Phone: +43 (0)316 5453-8835

e-mail: international-kbg@fh-joanneum.at

International Relations Bad Gleichenberg

Kaiser-Franz-Josef-Straße 24 | 2nd floor | room 221 | 8344 Bad Gleichenberg | Austria

Phone: +43 (0)316-5453-6722

e-mail: international-bgb@fh-joanneum.at

Scan the QR-Code to get to know all of us!

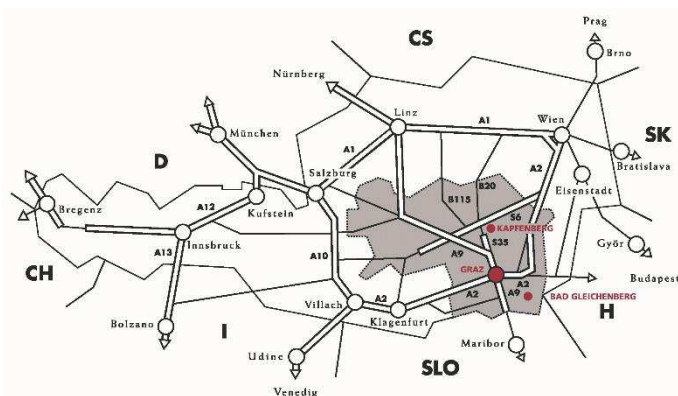


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3. WELCOME TO STYRIA AND OUR UNIVERSITY LOCATIONS!

Styria (German: *Steiermark*) is the second largest province of Austria and known as Austria's "green heart". Forests cover about half the province, and grasslands and vineyards blanket another quarter. Styria borders Slovenia and Hungary, as well as the Austrian provinces of Burgenland, Lower Austria, Upper Austria, Salzburg, and Carinthia. In the Dachstein mountains overshadowing the Enns Valley, skiing is possible all year round, whereas the south of the province known as the Weinstraße (Wine Route) is hilly and dominated by large vineyards that remind visitors of the Chianti region – a fact that has earned it the name „Styrian Tuscany“.



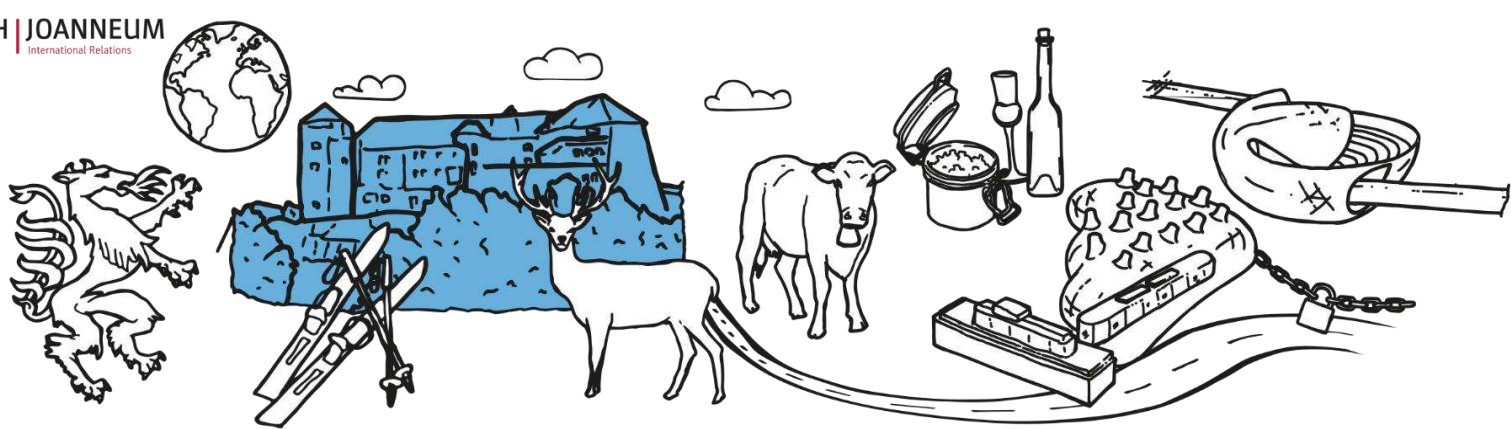
GRAZ is the capital of Styria and Austria's second largest city with about 300.000 inhabitants (thereof about 45.000 students). A short walk through the Old Town, a UNESCO World Cultural Heritage Site (since 1999) with a Mediterranean atmosphere, is a stroll through the past.

From the 15th century, it was a major bulwark against the Turks and in the 17th century it adopted the Baroque style in architecture

before the rest of the Austrian empire. The city is compact and most important sights are within walking distance of the main square, or *Hauptplatz*. The Landesmuseum Joanneum, a large complex of museums, is one of the world's oldest, including the Alte Galerie with its superb Gothic paintings. The Neue Galerie in the Herberstein Palace displays 19th- and 20th-century paintings, including some works by the world famous Austrian painters Egon Schiele and Gustav Klimt. The Cathedral, the Mausoleum of Emperor Ferdinand II, the Leech Church, the pedestrian zone of the old quarter, the *Schlossberg* (castle hill) with its *Uhrturm* (clock tower) and *Glockenturm* (bell tower) are also worth seeing.



Some distance west of the city and within easy walking distance of the FH JOANNEUM campus, is Schloss Eggenberg, a 16th-century palace noted for its state rooms and museums and part of the UNESCO World Heritage Site since 2010. More than any other provincial centre, Graz preserves the old café culture, where one can sit all day enjoying a leisurely coffee, watching the life of the city go by. Since March 2011, Graz is UNESCO City of Design and the newest member of the international network of creative cities in the world! > www.graz.at



How to get to Graz?

By bus from Vienna airport: You can book a cheap bus ticket via www.meinfernbus.at directly from Vienna airport to Graz city center (Graz, Girardigasse). From Graz Jakominiplatz (Girardigasse) you can take tram nr. 7 to “FH JOANNEUM”.

By bus/train from Graz airport: At Graz airport you can either take a train to the main train station (Hauptbahnhof) or you take a bus to “Jakominiplatz”. From both station you can take tram nr. 7 to “FH JOANNEUM”.

KAPFENBERG: “There’s a great sense of community in our class”– this is the answer you are most likely to receive if you talk to students about FH JOANNEUM Kapfenberg. With a total of approximately 650 students on the premises, the FH campus in Kapfenberg is of a manageable size. In small groups students get to know each other very quickly. Friendships are made and assignments, projects and learning challenges are tackled in teams. No wonder that daily life for students at FH Kapfenberg is characterized by mutual support, both amongst students and between students and lecturers, who are fully committed to their teaching.

Kapfenberg not only offers the best training facilities for world class athletes, the town also provides first class educational opportunities for young talents in technology and business. State-of-the-art laboratories and excellent business contacts throughout the world give graduates a head start in their careers. In Kapfenberg students can enjoy a unique campus atmosphere: after lectures, students are encouraged to meet and talk with professors and lecturers, who spend much of their time attending to their students’ needs. A hall of residence, which is also a starting point for great running and mountain bike trails, completes the campus.

> www.kapfenberg.at

How to get to Kapfenberg:

By train from Graz: There are direct trains going from Graz to Kapfenberg each hour. Check the timetable here: www.oebb.at.

BAD GLEICHENBERG: “Bad Gleichenberg is an unusual, but a diverse and unique place to study. Once you have experienced the great student atmosphere here, you won’t want to miss it”, says Marlene Moser, graduate of Health Management in Tourism. The seven mineral springs bubbling up from deep beneath the earth in Bad Gleichenberg have been used since Roman times. The special strengths of the region lie in tourism, wellness, health and eco-technology. Bad Gleichenberg has a long tradition as a spa resort and training centre for the tourism and hotel industry, which makes it an ideal location for the health sciences degree programmes of FH JOANNEUM (Health Management in Tourism (bachelor and master), Dietetics and Nutrition

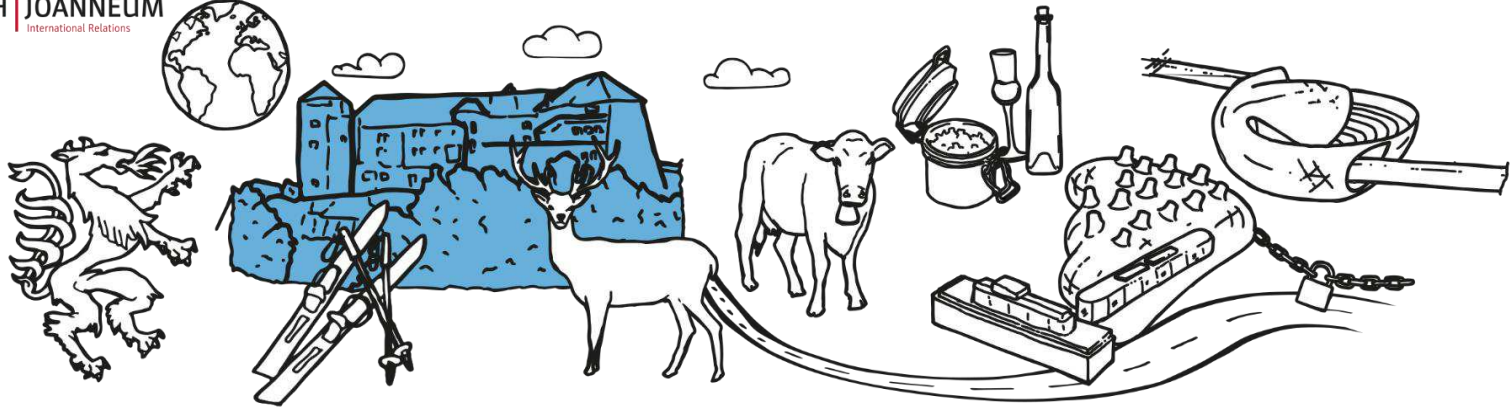


and Occupational Therapy (both bachelor). The leisure opportunities in Bad Gleichenberg include nature experiences in the picturesque rolling landscape of climatically favoured eastern Styria to a wide variety of sports activities. The town features a wide range of hotels and restaurants to suit every taste and budget. The FH campus in green surroundings with modern infrastructure offers up to 400 students an ideal environment for practical and career focused training. > www.bad-gleichenberg.at

How to get to Bad Gleichenberg:

By train from Graz: There are trains going from Graz to Bad Gleichenberg but you have to change in “Feldbach”. Check the timetable here: www.oebb.at.

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4. FOR YOUR ORIENTATION @ FH JOANNEUM Graz

Find your degree programme!

Alte Poststraße 147 (AP147)

- Information Management
- Alte Poststraße 149 (AP149)**
 - Automotive Engineering
 - Aviation
 - Electronics and Computer Engineering
 - Industrial Design

Alte Poststraße 152 (AP152)

- Information Design
- Journalism and Public Relations (PR)
- Exhibition Design
- Communication, Media, Sound and Interaction Design
- Public Communication

Alte Poststraße 154 (AP154)

- Construction Design and Economics
- Architecture
- Construction Management and Engineering

Eggenberger Allee 11 (EA11)

- eHealth
- Production Technology and Organization
- Sustainable Food Management
- Social Work
- Banking and Insurance Industry
- International Management
- Business in Emerging Markets
- European Project and Public Management

Eggenberger Allee 13 (EA13)

- Applied Bioanalytical Sciences
- Biomedical Science
- Mass Spectrometry and Molecular Analysis
- Midwifery
- Logopedics
- Physiotherapy
- Radiography

Find your room!

AP **147**
 Seminarraum **107**

G.AP147.107 = Graz, AP 147, 1st floor, room 107

Alte Poststraße

- Alte Poststraße Tram line 7
- Cafe Pucher
- Restaurant

Eggenberger Straße

Cafe Luis

Alte Poststraße 147

Alte Poststraße 149

FH JOANNEUM Cafeteria

Köflacher Gasse

Eggenberger Allee

Kebab, Pizzeria Tigris

Supermarkt LIDL

Alte Poststraße

Onkel Donald Döner and Pizza

Alte Poststraße 150

Alte Poststr. 152

Alte Poststr. 154

Restaurant Piazza

Eggenberger Allee 9

Eggenberger Allee 11

Audimax

Eggenberger Allee 13

City Library

bfi

FH JOANNEUM Cafeteria

Footpath

Eckertstraße

Entrance unterground car park



5. STUDYING AT FH JOANNEUM

UNIVERSITY FACILITIES

Library

What you need to borrow books and media: Students and staff of FH JOANNEUM need their student or employee ID. You will need to fill out a register form.

Costs: Borrowing from our collection is free of charge for students and staff of FH JOANNEUM. When the items you took are overdue, you will be charged a fine. Please make sure to return everything you borrow on time!

User-groups and limits on the number of items you are allowed to borrow at once:

- students writing their thesis, assistant lecturers, lecturers as well as staff of FH JOANNEUM when borrowing from other locations: 56 days / 15 items
- students, graduates, external users: 28 days/10 items

You can find an online catalogue for your research here: www.fh-joanneum.at/biz

Library and Information Centre
Graz
Eggenberger Allee 11
8020 Graz, AUSTRIA
Phone.: +43 (0)316 5453-8830

Library and Information Centre
Kapfenberg
Werk-VI-Strasse 46
8605 Kapfenberg, AUSTRIA
Phone: +43 (0)3862 33600-8332

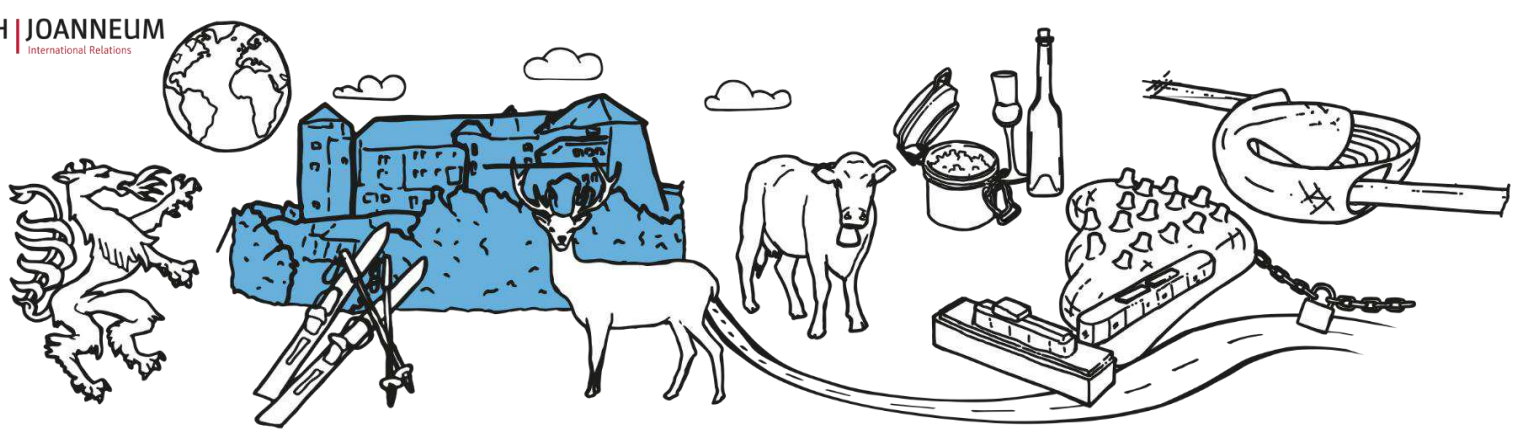
Library and Information Centre
Bad Gleichenberg
Kaiser-Franz-Josef-Straße 24
8344 Bad Gleichenberg,
AUSTRIA
Phone: +43 (0)316 5453-6711

Computer Labs, E-Mail Account & WIFI

At every campus of FH JOANNEUM, computer labs are provided.

During Orientation you will receive your account to set up your FH JOANNEUM account providing you with free access to the internet as well as E-mail facilities. The WIFI names at FH JOANNEUM are wpa4fh (encrypted) or hotspot4fh (not encrypted) and in order to login you need your FH username and password. We are also part of the **eduroam** network. If your home university is connected with eduroam as well you can log in with the e-mail and password, you have at your home university.

Most of the student dorms have unlimited internet access in the rooms, and free wifi in common areas.



University Sports Institute – Universitätssportinstitut (USI) at Karl Franzens-Universität Graz

- offers more than a hundred different courses (from aerobics to yoga) at a very low price organizes a 1-week skiing & snowboard course for exchange students each semester where skiing and snowboard courses for beginners and advanced skiers/boarders are offered.
- organizes the annual 'USI-Kleeblattlauf' (mini marathon) in June, in which students, graduates and university staff of all Higher Education Institutions of Graz take part. A must for true sports-fans! There is always a big party after the race.
- Registration at the USI office: 1st floor, Universitätsplatz 3, 8010 Graz. You have to pay all courses in cash and please take your student card.

All courses can be found online at <http://sportinstitut.uni-graz.at>

ACADEMIC YEAR

Please scan the QR code to check the current academic calendar!





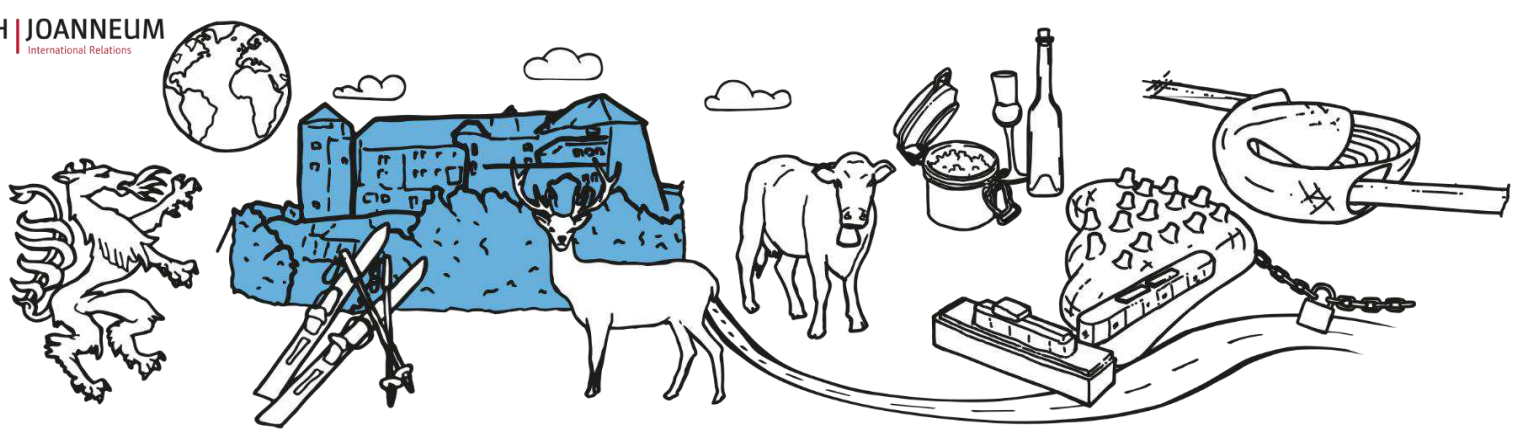
6. ENTRY AND RESIDENCE REGULATIONS

1. RESIDENCE PERMIT for students of Third Countries staying longer than 6 months

If you are allowed to enter Austria without a visa you can apply for your residence permit during your visa-free stay in Austria. The application, however, does not permit you to stay longer than your visa-free stay; therefore you should apply for the residence permit as soon as possible after coming to Austria without a visa. The residence permit is issued in the form of a credit card-sized card with photo; it also serves as an ID document. You should carry your residence permit at all times in Austria or keep it in a place near you.

To apply you need the following documents:

- fully completed and signed application form for a residence permit for students
- recent colour photograph, size between 3.5 x 4.5 cm and 4.0 x 5.0 cm
- valid passport
- birth certificate
- Notification of admission (*Zulassungsbescheid, Aufnahmebestätigung*) of the university or university of applied sciences (*Fachhochschule*)
- Proof of sufficient financial means to finance your stay: students up to 24 years of age have to prove that they have at least 491.43 Euro per month, students of 24 years of age or older have to prove that they have at least 889.84 Euro per month [as of 2017] – these amounts have to be proved for a maximum of 12 months – e.g. by means of a savings account or a bank account (the account has to be accessible from Austria) or a declaration of guarantee of a person living in Austria or proof of purchase of traveller's cheques for the necessary amount or a confirmation of the award of a scholarship/grant;
- if the costs for accommodation exceed 284.32 Euro/month, you have to prove additional funds
- Proof of accommodation in Austria: e.g. tenancy contract, assignment for the right of use of accommodation with private person, accommodation contract of a student hall of residence, confirmation of the reservation of accommodation by the OeAD Housing Office, "Bestätigung der Meldung" document.
- Proof of a health insurance ("travel health insurance") valid from entry to the beginning of your studies in Austria or to the beginning of your student insurance. The application for a student insurance with the Austrian national health insurance carrier (*Gebietskrankenkasse*) has to be proved upon request of the Austrian authority.
- police record/certificate of good conduct (where available)

**Please note:**

You have to submit all documents as originals and in photocopy. All documents have to be legalised and documents in languages other than German have to be submitted together with a legalised German translation.

A fee of **120 Euro** is payable for the residence permit. **80 Euro** of this have to be paid when you apply at the representative authority, another **20 Euro** for the collection of police identification data ("Personalisierungsgebühr"). The **remaining 20 Euro** will be paid when collecting your residence permit in Austria. **Additional fees may occur.**

2. ANMELDEBESCHEINIGUNG for students of an EU/EEA country or Switzerland staying longer than 3 months

If you are going to stay in Austria for more than 3 months you have to register with the competent municipal authority (Magistrat, Bezirkshauptmannschaft) within 4 months of your stay and you will receive a confirmation of registration (fee: 15 euros; additional fees may occur).

For this **registration** you need the following documents:

- completed and signed application form
- valid identity card or passport
- proof of a health insurance covering all the necessary costs, e.g. European Health Insurance Card, insurance policy, ...
- proof of sufficient financial, e.g. by means of a saving account or a bank account, traveller's cheques, ...
- students also need a confirmation of admission by the university.

This registration is required **in addition to** the registration at the registration office (see below)!

Attention: Non-compliance with this regulation can be fined **with up to 200 Euro**. The confirmation of registration is for an unlimited period and needs not be renewed.

More information: www.oead.at

Where to submit the papers? Please check the list "Emergency phone numbers and addresses" (Nr. 9).



7. HEALTH INSURANCE

Health Insurance with “GKK Steiermark”

We strongly recommend to all international students to register for health insurance (*Selbstversicherung in der Krankenversicherung für Studierende*) with GKK Steiermark.

As our experience has shown many international insurance companies do not make direct payments to Austrian doctors and hospitals. Many do only reimburse the money, requiring the student to pay invoices directly and submitting the payment proof. With small amounts of money this could work fine, but larger sums might cause severe problems for the affected family.

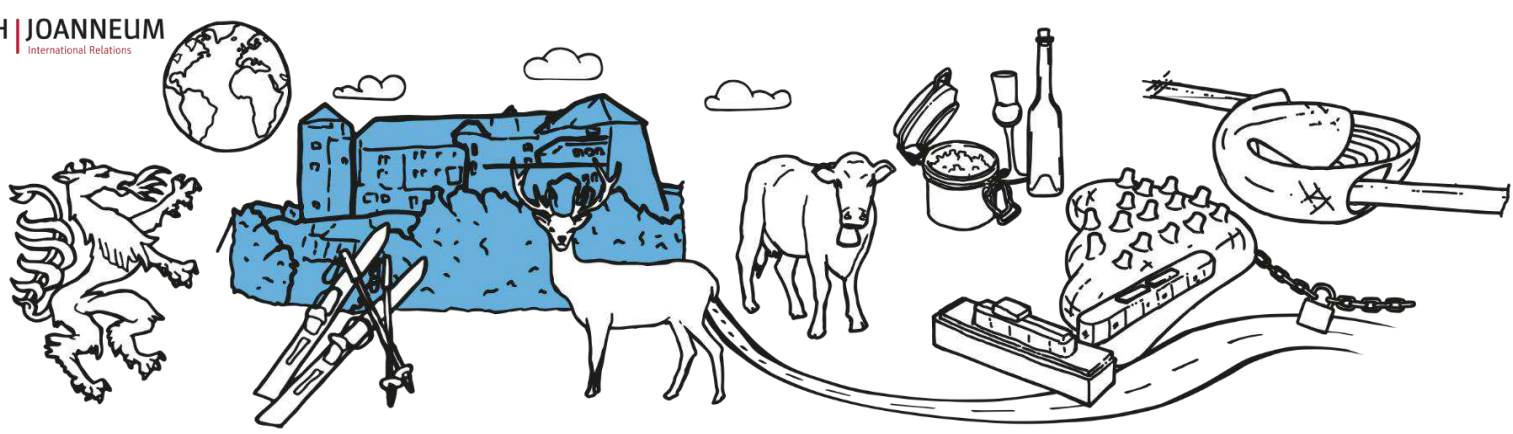
The Austrian GKK insurance covers medical expenses of any kind. On the reverse of the e-card is the European Health Insurance Card (EHIC). If you need medical treatment outside of Austria, you will need to request a “holiday illness certificate” at the GKK office. **After one year of payment** the EHIC replaces the international illness certificate (form E111) for the claim of medical treatment during temporary visits in member states of the European Union, the European Economic Area and Switzerland:

- **EU states:** Austria, Belgium, Bulgaria, Croatia, Cyprus (Greek section), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK
- **EEA states:** Iceland, Liechtenstein, Norway
- **EFTA state:** Switzerland
- **Treaty country:** Macedonia

After one year, the EHIC is valid and you can present your European Health Insurance Card to the health insurance provider or relevant authority to obtain a treatment certificate valid for that country, The EHIC is not valid outside of the EU/EEA and Switzerland. For some countries, there is still the “holiday illness certificate”, namely, for Bosnia and Herzegovina, Macedonia (in general, the EHIC can be used), Serbia, Montenegro, and Turkey.

These are the steps to obtain the insurance:

- Fill in the insurance application and take it to the insurance company GKK Steiermark together with a copy of your passport, your “Bestätigung der Meldung” and inscription documents. In Graz you can find GKK at Josef-Pongraz-Platz 1, 8010 Graz and in Bruck you can find it at Dr.-Th.-Körner-Straße 25. A – 8600 Bruck an der Mur.



- After about a week you should get a letter which confirms your health insurance and contains your insurance number. The letter comes with invoices which you need to pay at the beginning of each following month. **YOU ARE RESPONSIBLE YOURSELF TO PAY IN TIME!**
- The price of the insurance is about 57 Euros a month (subject to change).
- After about three weeks the insurance will send you your European insurance card. We recommend to have it always with you when you travel within Europe, it gives you access to medically necessary, state-provided healthcare during a temporary stay in the countries mentioned before. When going to the doctor, just show them your European insurance card. They will charge the insurance directly.

Before your departure we have to unregister you from the insurance. These are the steps:

- You have to unregister with the police (**Meldezettel** - proof that you do not have a legal residence here any more)
- Take a copy of the unregistering confirmation to the insurance company or send it to the international relations office via email.

PSYCHOLOGICAL COUNSELLING SERVICES

The service is available to students and potential students at universities and universities of applied sciences. It provides free and confidential advice and support, and is anonymous if required.

Contact:

Psychological Counselling Service for Students

Dreihackengasse 1, 8020 Graz

Tel.: +43 (0)316 / 81 47 48

www.studentenberatung.at

E-Mail: psych.ber@uni-graz.at



8. RECOMMENDED DOCTORS

All doctors mentioned below were contacted by FH JOANNEUM's Department *International Relations* and asked if they speak other languages. All of them are pleased to welcome exchange students in their practices. If you need a doctor of another specialization please ask either one of the general practitioners or the Department *International Relations* for advice.

GRAZ

General Practitioner

Dr. Reinhild Höfler (female)
Alte Poststrasse 139, 8020 Graz (close to FH JOANNEUM)
Phone: 0316 583251
Tram stop: Alte Poststraße (lines 1, 7)
Speaks good English, French, Italian

Homeopath, General Practitioner

Dr. Karin Fuchs (female)
Popelkaring 33, 8045 Graz
Phone: 0676 4255882
Bus Stop: Popelkaring (bus line 41)
Speaks English

Dentist

Dr. Bernd Matschy (male)
Murgasse 4, 8010 Graz
Phone: 0316 823491
Tram stop: Hauptplatz
Speaks excellent English

Eye specialist

Dr. Martin Eckhardt (male)
Plüddemanngasse 104, 8042 Graz
Phone: 0316 826213
Tram stop: Plüddemanngasse (line 6, direction St. Peter)
Speaks English

Gynaecologist

Dr. Gerhard Wallner (male)
Schillerstraße 27a, 8010 Graz
Phone: 0316 324380
Tram stop: Herz-Jesu-Kirche (line 3)
Speaks English

Ear, nose and throat specialist

Dr. Walter Heuberger (male)
Bergmannngasse 8, 8010 Ort: Graz
Phone: 0316 322560
Bus stop: Geidorfplatz (lines 30, 41, 58, 63)
Speaks English

Physiotherapist

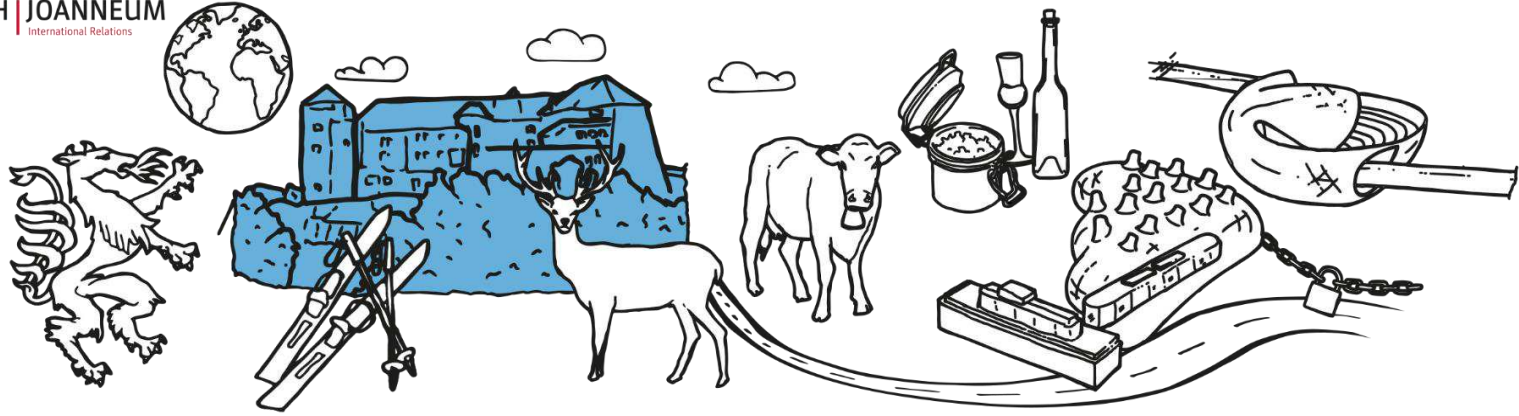
Nina Gesslbauer (female)
Hasnerplatz 4, 8010 Graz
Phone: 0680 3009657
Tram stop: Esperantoplatz – Arbeiterkammer (lines 1, 7, 3, 6)
Bus stop: Elisabethinergasse (lines 31, 32, 33)
Speaks excellent English

Psychological counselling centre for students

Dreihackengasse 1, 8020 Graz
Phone: 0316 814748
<http://www.studentenberatung.at/studentenberatung/en/index.htm>
Tram stop: Roseggerhaus (lines 1, 3, 6, 7)
All counsellors speak some English, some of them perfectly.

Hospital for all kinds of emergencies, 24/7 walk-in clinics:

Landeskrankenhaus Graz – St. Leonhard
www.klinikum-graz.at
Tram stop: St. Leonhard-LKH (line 7)



KAPFENBERG

General Practitioner

Dr. Wolfgang Mauritsch
Schirmitzbühel
Johann Strauß Gasse 3
8605 Kapfenberg
Tel: 03862/33119

Landeskrankenhaus Bruck/Mur (Hospital)

Tragößerstraße 1
8600 Bruck/Mur
Tel: 03862/895

Dentist BKK Kapfenberg

Friedrich-Böhlerstraße 11
8605 Kapfenberg
03862/20 66 47

Eye specialist

Dr. Rainer Trieb
Wienerstraße 28
8605 Kapfenberg
03862/23 93 3

Gynaecologist

Dr. Roland Bartlmä
Wienerstraße 52
8605 Kapfenberg
03862/26 99 9

Dermatologist

Dr. Christoph Niederecker
Siegfried-Marcusstraße 7
8605 Kapfenberg
03862/22 24 24

Ear, nose and throat specialist

Dr. Stefan Karathanassis
Mariazeller Straße 1a
8605 Kapfenberg
03862/21 36 2

Psychologist

Dr. Inge Unterleitner
Bergstraße 2
8600 Bruck
0664/15 33 250

BAD GLEICHENBERG

General Practitioner:

Dr. Alf-Torbjörn Matschiner
Kaiser-Franz-Josef-Str 4
8344 Bad Gleichenberg
Tel: +43 3159 3292-0
Speaks excellent English

Dentist

MR. Dr. Reinhild Maier
Schweizerweg 3
8344 Bad Gleichenberg
Phone: +43 3159 3292

Physiotherapist

Dr. Gabriele Weissenbacher
Steinrieglstraße 41
8344 Bad Gleichenberg
Phone: +43 664 522 33 41

Dr. Weissenbacher provides psychological counseling for FH students under a special arrangement with the university. Psychological counselling especially for students is also available in Graz (see first page).

Landeskrankenhaus Feldbach (Hospital)

Ottokar-Kernstock-Str 18
8330 Feldbach
Phone: +43 3152 899
www.lkh-feldbach.at

Don't give AIDS a chance!

Information, counselling, support and anonymous testing at:

AIDS-Hilfe Steiermark

Hans-Sachsg-Gasse 3
8010 Graz
0316 8150500
<http://www.aids-hilfe.at>

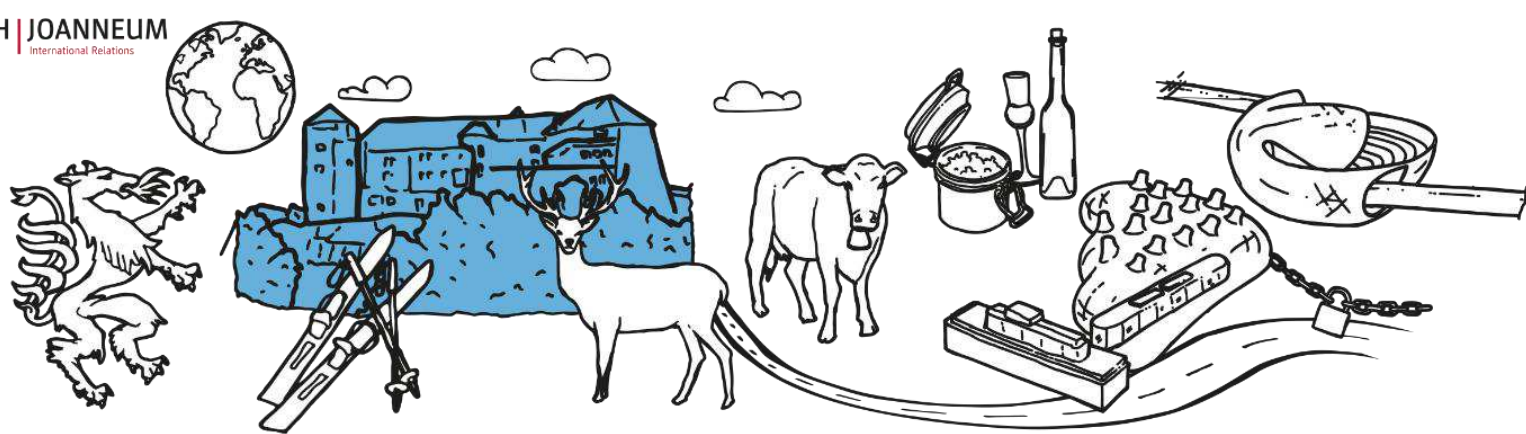


A **condom dispenser** can be found at FH JOANNEUM Graz in the **men's restrooms** on the ground floor of the campus building, opposite of the Audimax.

Did you know?

The 1 December is **WORLD AIDS DAY!**

The **Life Ball** in Vienna is the biggest charity event in Europe supporting people with HIV or AIDS since 1992. Its goal is also to raise public awareness.



9. EMERGENCY PHONE NUMBERS and ADDRESSES

Important Phone Numbers

Fire department	122
Police	133
Ambulance	144
Emergency service for poisoning	01 406 43 43
Mountain rescue	140
Euro-Emergency service*	112
Emergency Service for pharmacies	1455

*This emergency number works in the entire European Union, the other emergency numbers only work in Austria

The area code for Graz from within Austria is 0316; from abroad it is 0043-316

The area code for Kapfenberg from within Austria is 03862; from abroad it is 0043-3862

The area code for Bad Gleichenberg from within Austria is 03159; from abroad it is 0043-3159

Important Websites

FH JOANNEUM	www.fh-joanneum.at
FH JOANNEUM International Relations	www.fh-joanneum.at/int
Facebook FH JOANNEUM International Relations	www.facebook.com/fhjint/
Train timetables	www.oebb.at
Graz Tourism	www.graztourismus.at
Graz	www.graz.at
ÖAD - Austrian Exchange Service	www.oead.at
Student Online Administration	http://actions.fh-joanneum.at
FH JOANNEUM Webmail	http://mail.fh-joanneum.at
University Sports Institute Graz	www.sportinstitut.uni-graz.at
Emergency Service for pharmacies	www.apotheker.or.at/sp/aposuche
Antidiscrimination Office Styria	www.antidiskriminierungsstelle.steiermark.at



Important Adresses

Office of International Relations / Büro für Internationale Beziehungen

Eggenberger Allee 11, 8020 Graz

Tel.: 0316 5453 8819, Fax: +43 316 4543 8806

international@fh-joanneum.at, www.fh-joanneum.at/int

öh joanneum (student union) Servicecenter

Eggenberger Allee 11, 8020 Graz

Tel.: +43-316-5453 8503

info@oeh-joanneum.at, www.oeh-joanneum.at

Erasmus Student Network (ESN)

Schubertstraße 6a, A-8010 Graz

Tel.: +43-316-380-29 63, Fax: +43-316-380-92 00

www.esnaustria.org

Health insurance / Steiermärkische Gebietskrankenkasse

Josef-Pongratz-Platz 1, A-8010 Graz,

Tel.: +43-316-80 35-0

www.stgkk.at

Registration Office / Meldeamt/Graz (Form: Meldezettel)

Schmiedgasse 26, 8010 Graz

Tel: +43 316 872-5122, Fax: +43 316 872-5109

E-Mail: meldebehoerde@stadt.graz.at

Opening hours Mo-Fri 7 :30-13 :00

Bahnhofgürtel 85, 8020 Graz

Tel: +43 316 872-6630, Fax: +43 316 872-6639

E-Mail: servicestelle@stadt.graz.at

Opening hours : Mo 7 :00-18 :00 / Tue-Fri 7 :30-13:00

Amt der Steiermärkischen Landesregierung /Administrative office of the Provincial Government (Form: Aufenthaltsbewilligung and Anmeldebescheinigung)

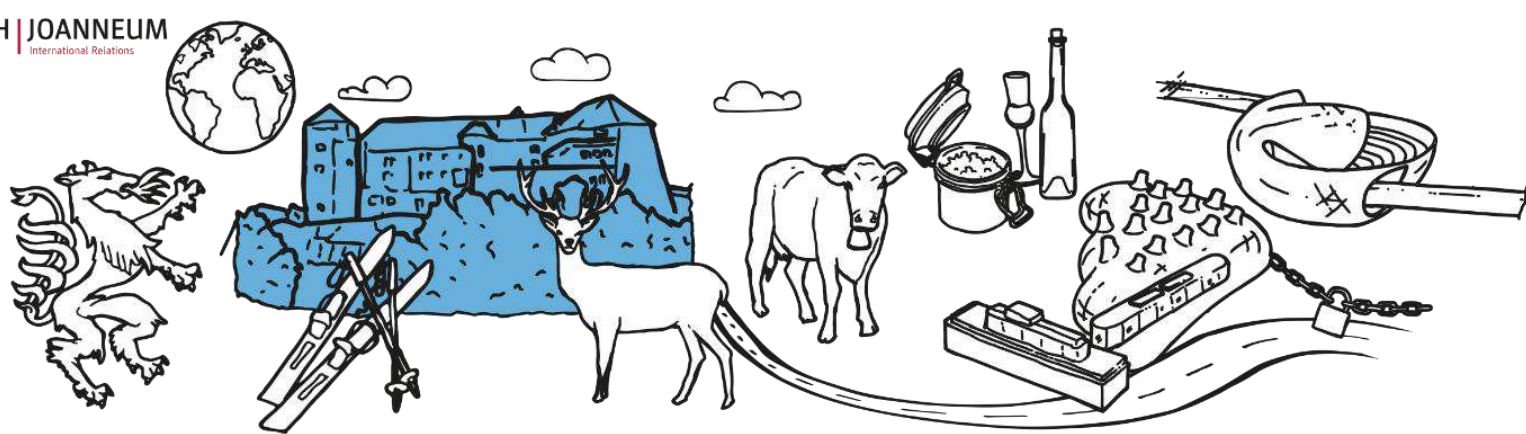
Fachabteilung 7C

Paulustorgasse 4, 8010 Graz

Tel: +43 316/877 2084, Fax: +43 316/877 2123

E-Mail: fa7c@stmk.gv.at

Opening hours: Mo - Fr: 8.00-12.30



Kapfenberg:

Registration Office / Meldeamt (Form: Meldezettel)

Koloman-Wallisich-Platz 1, 8605 Kapfenberg

Tel.: +43 3862 225010

E-Mail: gde@kapfenberg.gv.at

Opening hours: Mo – Thu: 7.30 – 18.00 and Fr: 7.30 – 14.00

Bezirkshauptmannschaft Bruck - Mürzzuschlag

Administrative office of the Provincial Government (Form: Aufenthaltsbewilligung and Anmeldebescheinigung)

Dr.-Theodor – Körner – Straße 34, 8600 Bruck an der Mur

Telefon: +43 3862 899-0

E-Mail: bhbm@stmk.gv.at

Health insurance / Steiermärkische Gebietskrankenkasse

Dr.-Theodor-Körner-Straße 25, 8600 Bruck an der Mur

Telefon: +43 3862 51440-0

E-Mail: bruck@stgkk.at

Bad Gleichenberg:

Registration Office / Meldeamt und Bürgerservice (Form: Meldezettel)

Kaiser-Franz-Josef Straße 1, 8344 Bad Gleichenberg

Tel: +43 3159 2342-13

E-Mail: gde@bad-gleichenberg.gv.at

Opening hours: Mo – Thu: 8.00 – 16.00 and Fr: 8.00 – 12.00

IMPORTANT: Please notify the International Relations Office of FH JOANNEUM immediately if an emergency of whatever kind has happened! The earlier we know about it, the better we can help and assist.



10. LIFE IN AUSTRIA

FINANCES & BANK ACCOUNT

Exchange cash: You may exchange small amounts of your national currency into Euros at any Austrian bank ('Bank' or 'Sparkasse').

Bank account: If you decide to transfer money, it is advisable to open an account at a bank in Graz for the duration of your stay e.g. with Raiffeisenbank (free student account)

Budget: As for budgeting of your stay in Graz, your expenses will largely depend on the type of housing you choose (single or double room in a student dorm, private accommodation) and on whether you eat out a lot or cook for yourself (which is what most Austrian students do). To be on the safe side, you should calculate approx. € 800 - € 900 per month (including housing, food and personal expenses).

TELEPHONE

Mobile phone: If your own phone should not work in Austria, it is probably best to buy a used mobile phone and an Austrian SIM card. ESN will provide you with SIM cards during Orientation week.

SHOPPING

GENERAL

DM stores ('Drogeriemärkte') and BIPA sell toiletry articles and cosmetics at inexpensive prices.

LIBRO and PAGRO are chain stores specialized on office supplies and books.

SPAR, BILLA and MERKUR are grocery stores; HOFER, MONDO, PENNY MARKT and LIDL are grocery (discount) stores with weekly specials.

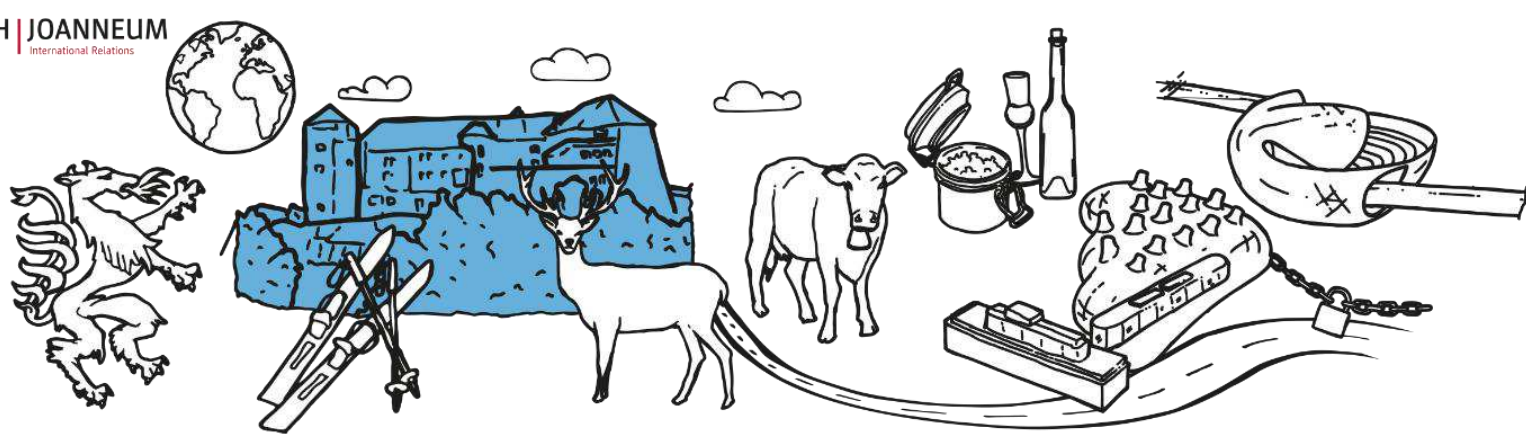
OPENING HOURS

Generally, stores are open Monday to Friday between 9 a.m. and 6 p.m. or 7 p.m. and Saturday between 9 a.m. and 5 p.m. or 6 p.m. (and closed on Sundays). If you urgently need something outside opening hours you can go to gas stations or to some supermarkets.

GRAZ

Herrengasse is the main shopping street in Graz. There are several shopping malls in Graz and on the outskirts, all of which can be reached by public transportation.

- **Kastner & Öhler**, Sackstraße 7-13 (next to Hauptplatz) is the only department store downtown. Prices range from reasonable to exorbitant, of course, depending on what you buy.
- **Annenpassage** (C&A, DM, BILLA, clothes), Bahnhofgürtel 38, A-8020 Graz
- **Citypark** (a mall with a big selection of stores, SPAR), Lazarettgürtel 55, A-8020 Graz
- **Shopping Center West and IKEA**, Weblingergürtel 25, A-8054 Graz. To get there, you take tram #5 to the last stop (Puntigam Bahnhof). Then bus #64 takes you to the shopping center and IKEA.
- **Shopping City Seiersberg** - To get there, you take tram #5 to the last stop (Puntigam Bahnhof). Then bus #78 takes you to the shopping center.
- **Murpark** - To get there, you take tram #4 to the last stop (Liebenau - Murpark).
- **Very popular places to shop for fruits and vegetables are the local farmers' markets ("Bauernmarkt"), most of which are open all morning six days a week. The two largest ones are the Kaiser-Joseph-Markt (opposite the Opera house) and the one on Lendplatz.**



Where to buy food outside the regular opening hours?

- **Spar**, in HAUPTBAHNHOF (main train station); open daily until 10 p.m.
- **Spar**, Hans-Sachs-Gasse 14, open Mon-Sat until 9 p.m.
- **Spar**, Lendplatz 31, open Mon-Sat until 9 p.m.
- **Some Turkish/Oriental shops also stay open longer.**

KAPFENBERG

- **ece (C&A, H&M, DM, MERKUR, LIBRO, SPORTS EXPERTS, shoes, mobile phones, bars) is the biggest mall in Kapfenberg, next to the train station in downtown, Wiener Straße 35a, A-8605 Kapfenberg.**
- **Euromarkt in Apfelmoar (PAGRO, KASTNER & ÖHLER, SPAR, HOFER, MERKUR, DM, HOOTERS, MEDIA MARKT, TOOLPARK, bakery, clothes, shoes), Siegfried-Marcus-Str. 7-11, A-8605 Kapfenberg.**
- **Farmers' market "Altstadtmarkt", every Saturday (biggest one), Tuesday and Friday, in the historic center, Koloman-Wallisch-Platz 1, A-8605 Kapfenberg.**
- **LIDL: Bachgasse 4, A-8605 Kapfenberg.**

Where to buy food outside the regular opening hours?

If you urgently need something outside opening hours in Kapfenberg you can go to the gas stations: Apfelmoar, Gewerbestraße 14, A-8605 Kapfenberg (BILLA, until 11 p.m.) or Krottendorf 3b, A-8605 Kapfenberg (VIVA-Shop, until 0:00).

BAD GLEICHENBERG

The "BuySino" is a shop which is open from 6 am to 2 pm every day and offers breakfast and a small range of groceries. About two minutes from the FH JOANNEUM, there is a shopping mall called MEZ (mein Einkaufszentrum) with a few shops, a bakery, a supermarket and banks. At the farmers market you can purchase local food products directly in Bad Gleichenberg. Opening hours: Summer: Fridays, 5 pm – 7 pm, Winter: Fridays, 3 pm – 5 pm

Where to buy food outside the regular opening hours?

If you urgently need something outside opening hours in Bad Gleichenberg you can go to the gas stations.

PUBLIC TRANSPORT

TRAINS

The 'Österreichischen Bundesbahnen' (ÖBB, Federal Railways) provide an efficient means of transportation with which you can reach most parts of the country. From Graz and Kapfenberg, there are well-developed connections to Vienna, Klagenfurt, Linz, Salzburg and Innsbruck. If you are under 26 years old, you can buy the 'VORTEILSCARD <26', which grants you a reduction of up to 50% if you buy your ticket online or with the ÖBB app or 45% if you purchase it at a ticket counter or a vending machine within Austria (more information at www.oebb.at > VorteilsCard). The pass is valid for one year and costs 19,90€.

BUSES

Both the 'Österreichischen Bundesbahnen' (ÖBB) and the 'Österreichische Post' offer bus services to many of the smaller towns and villages that are not, or not efficiently, served by trains. There are no fare reductions offered. You can find more information at www.verbundlinie.at/lang/en, www.postbus.at/en, www.mobilzentral.at or call +43-50-67 89 10

Long-distance buses take you to destinations all over Europe: www.meinfernbus.at



GRAZ

TRAMS AND BUSES

The Graz public transportation system consists of both buses and trams ('Bim'). The 'hub' of all the Graz transport is called 'Jakominiplatz', where all the trams and most of the buses go through. Single tickets (2,30€) are available in trams and buses and are valid for both means of transport! You may transfer as many times as necessary in order to reach your destination within an hour after having validated your ticket. A 24-hour ticket costs 5,10€. You can also have student reductions for semester tickets, valid for 4, 5, or 6 months (<26 years). Timetables can be found under www.gvb.at

BICYCLES

Most people in the city (and especially students) ride their bicycles, because they are an inexpensive and flexible means of transportation. If you spend the whole year in Graz, you may think about borrowing or buying a used bike yourself (e.g. [re.use](#) in Annenstraße 34, 8020 Graz).

KAPFENBERG

TRAINS AND BUSES

There is a railway station and bus stop right in front of the campus building. It takes 5 minutes to get to the center of Kapfenberg. A journey to Graz by train takes 50 minutes and to Vienna 2 hours. Timetables can be found under www.verbundlinie.at/busbahnbim-auskunft or just download your BusBahnBim-App for smartphones (for free): <http://verbundlinie.at/fahrplan/fahrplaene/fahrplan-app> (for buses, trains, trams and cable cars throughout Austria). Prices for trains and buses → Public Transport Graz

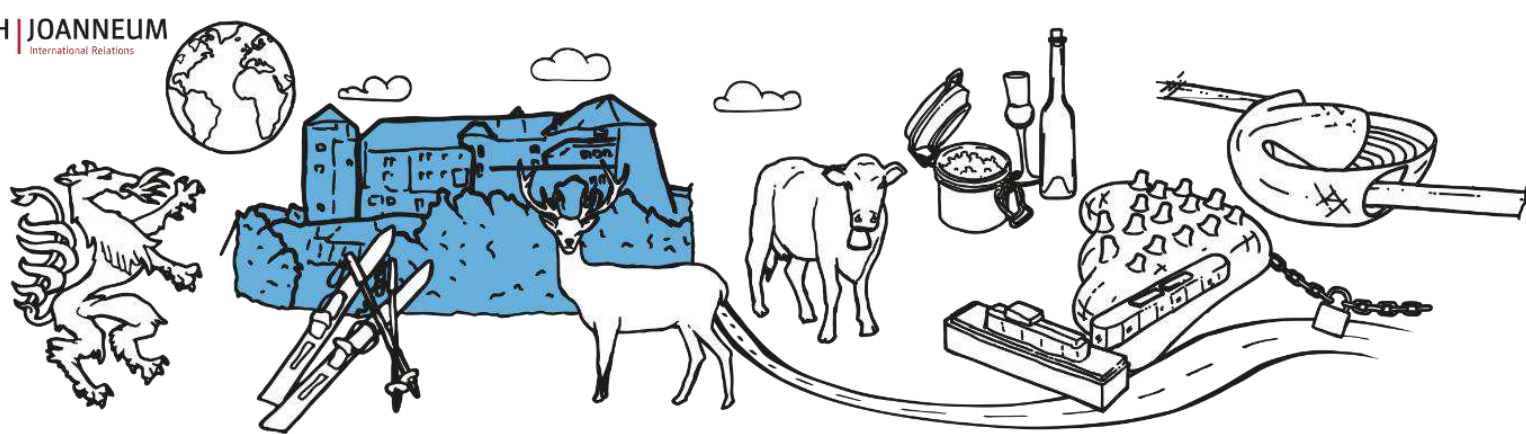
BICYCLES

At FH JOANNEUM Campus Kapfenberg we offer a free rental of bicycles on a daily basis! Contact: andrea.eglauer@fh-joanneum.at

BAD GLEICHENBERG

TRAINS AND BUSES

There is a railway station and bus stop right in Bad Gleichenberg. A journey to Graz by bus / train takes about 2 hours. You have to change in Feldbach. Timetables can be found under www.verbundlinie.at/busbahnbim-auskunft or just download your BusBahnBim-App for smartphones (for free): <http://verbundlinie.at/fahrplan/fahrplaene/fahrplan-app> (for buses, trains, trams and cable cars throughout Austria).



11. GERMAN AS A FOREIGN LANGUAGE @ FH JOANNEUM

The German course offer guaranteed already over 2.400 exchange students, international students and staff free participation in one or more courses. Apart from the courses themselves, we also organize excursions to Vienna and Salzburg (summer term only) and the tandem-programme to give you a cultural insight into your host country. You can also take ÖSD (German Language Diploma) examinations.

“The German language ought to be gently and reverently set aside among the dead languages, for only the dead have time to learn it.” Mark Twain’s opinion of the German language, while provocative, ironic and amusing, doesn’t accord with the linguistic reality at all.

German may not be the easiest language in the world, but it is certainly not the most difficult. Take our neighbors for example, in Slovenia they have six cases and two different plural forms, and Hungarian generally counts as one of the most complex and challenging of all languages for learners. So, everyone can learn German and have fun doing so! A language opens the door to another culture, especially when you live in Graz and are discovering so many new things.

Do you have a good mastery of German - or is it mastering you?

It has been a while since I read the following saying: “Master the language, before it masters you!” Since then I have made this challenge my motto for language learning and teaching. You have surely been in a foreign country and felt lost because you didn’t speak the language. You are then being mastered by the language, for you have largely lost control of your communication with others. What is also interesting in this context is the double meaning of the word *beherrschen* (“to master”). Both in German (and English) it can mean either “to have the ability to do something” or “to have control over someone”. Knowledge is not only power, it is also language.

Why learn German, when everyone speaks English?

Admittedly, that is a good question, but one to which there is a clear answer: If you don’t, you are only getting to see the façade of a country. To understand and master the language of a country means to learn and understand something of the culture, the mentality and perhaps also the peculiarities of its people. If this doesn’t interest you then, of course, English is sufficient. The decision lies with each individual – whether they see life in a country as a visit to



a supermarket in which they serve themselves without having to speak much, or whether they wish to discover something of the real life which is hidden behind the façade.

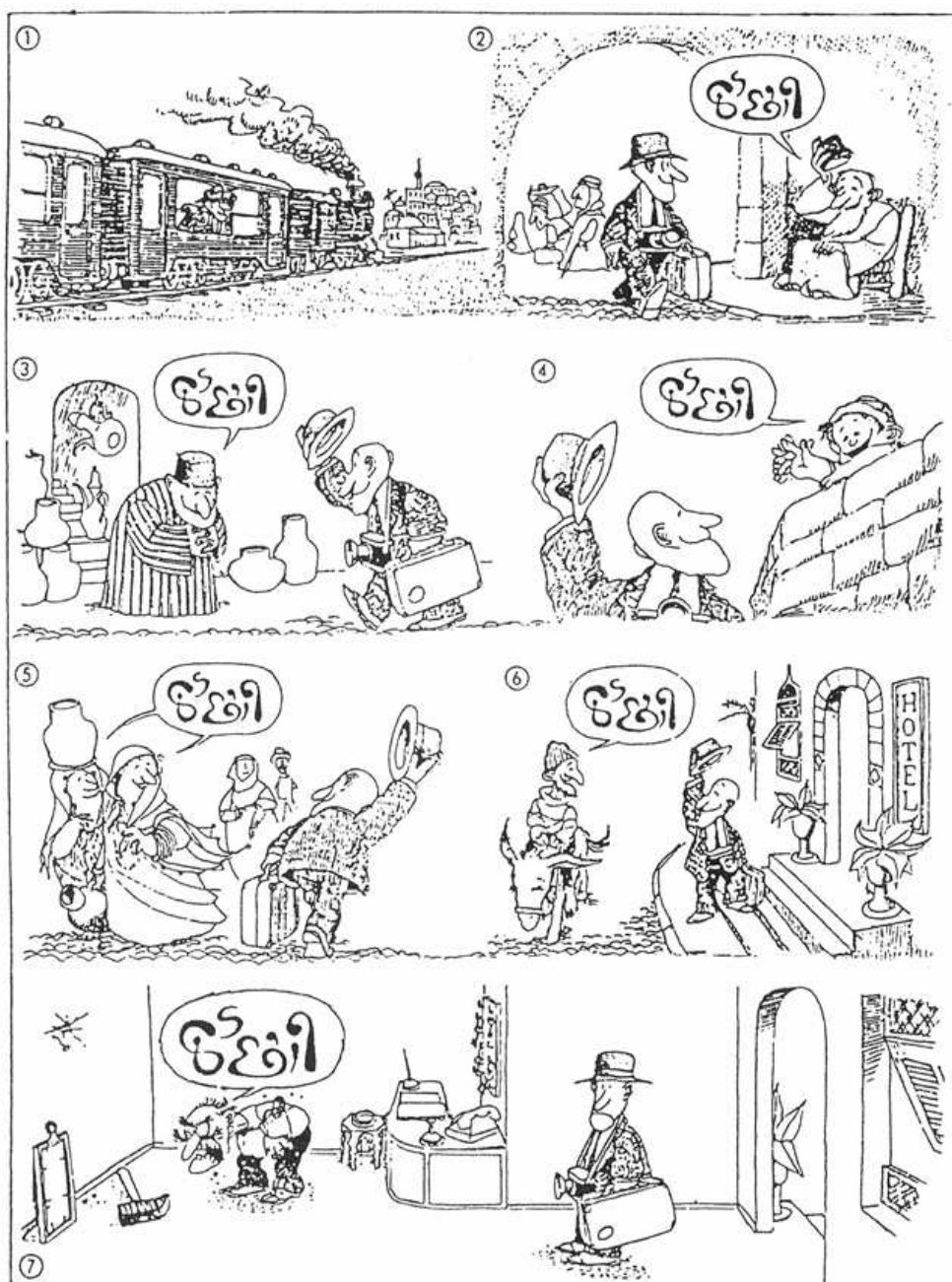
Experience language and culture

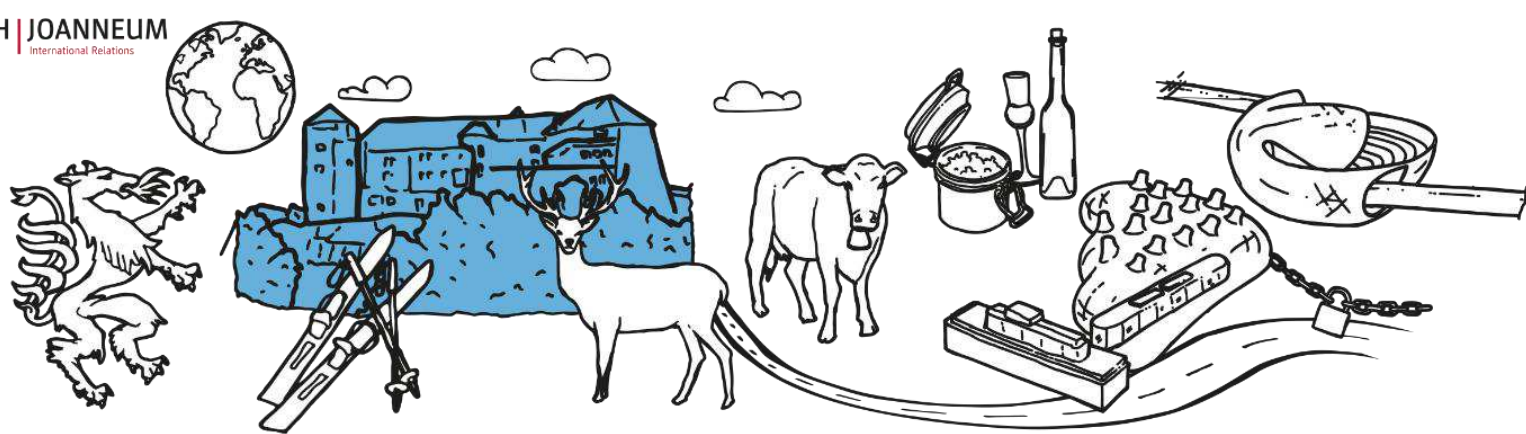
With an increasing knowledge of German, you will find many new opportunities to experience and discover Austria. Cinema, theatre, reading newspapers, meeting new people, travelling and

much more – all will become adventures and will make your stay in Austria an unforgettable experience. And perhaps you will return to your native country with the feeling that you haven't been “abroad” over the past months, because the country, its language and culture have all become a part of you.

Have fun learning German at FH JOANNEUM and discovering Austria!

More information during the Orientation programme, by e-mail to daf@fh-joanneum.at or on our **homepage** via this QR-code





12. LEVELS, PLACEMENT TEST AND COURSE SYSTEM

The big question: What is my standard in German? Just imagine: you attend a German course at FH JOANNEUM and find you would like to continue learning German after you return to your home university. The problem is how do you know that the courses will actually be aimed at the same level? Basic level, intermediate level, advanced level, perhaps they're all called beginners' courses or proficiency courses ...?

The Common European Framework of Reference helps to standardise different course levels and support you in your choice of course. There are a total of six levels: A1, A2, B1, B2, C1 and C2. These levels are further divided into two sub-levels (A1/1, A1/2, A2/1, etc.). A1 and A2 are elementary levels; B1 and B2 intermediate levels; and C1 and C2 advanced levels.

But what exactly is a language level? The Framework of Reference describes comprehensively what competence language learners have at a certain level and what communicative situations they can handle. In this way you can measure your learning progress throughout your life and at each level.

Placement test

The placement test helps you to find out your German level and serves as a basis for the allocation of groups in the language courses. So, you don't have to be frightened of it – it isn't a "proper" test. Just try to do the test as well as you can, since this will ensure that you attend the course that is right for you. If you don't have any knowledge of German at all, you don't have to take a placement test. In this case, you will just attend "Basic course I". The placement test takes place during the Orientation Programme.

Tailor-made German courses at FH JOANNEUM

Many different German courses will be offered every year depending of the location. We hope that they will familiarise you a little more with the German language and Austrian culture.

I. Basic courses: Weekly basic courses focus on your grammar competences and the structure of the German language. They should be combined with courses "Lese- und Schreibtraining" and "Hörverstehen und Sprechtraining" of the same level in order to train all four competences (see point II. and III.). The beginner courses "Grundstufe 1" and "Grundstufe 2" (level A1/1 and A1/2) take place two times a week (in Graz) and integrate the skills of listening, speaking, reading and writing and emphasize oral communication and listening comprehension in a culturally authentic context.



II. Reading and writing competences: Weekly courses entitled “Lese- und Schreibtraining” focus on reading and writing competences with authentic texts in order to enlarge your vocabulary and your reading and writing capacities. Three levels are offered: A2, B1-B2, C1.

III. Listening and speaking competences: Weekly courses named “Hörverstehen und Sprechtraining” focus on listening and oral competences with authentic audio and video materials in order to enlarge listening and speaking capacities. Three levels are offered: A2, B1-B2, C1.

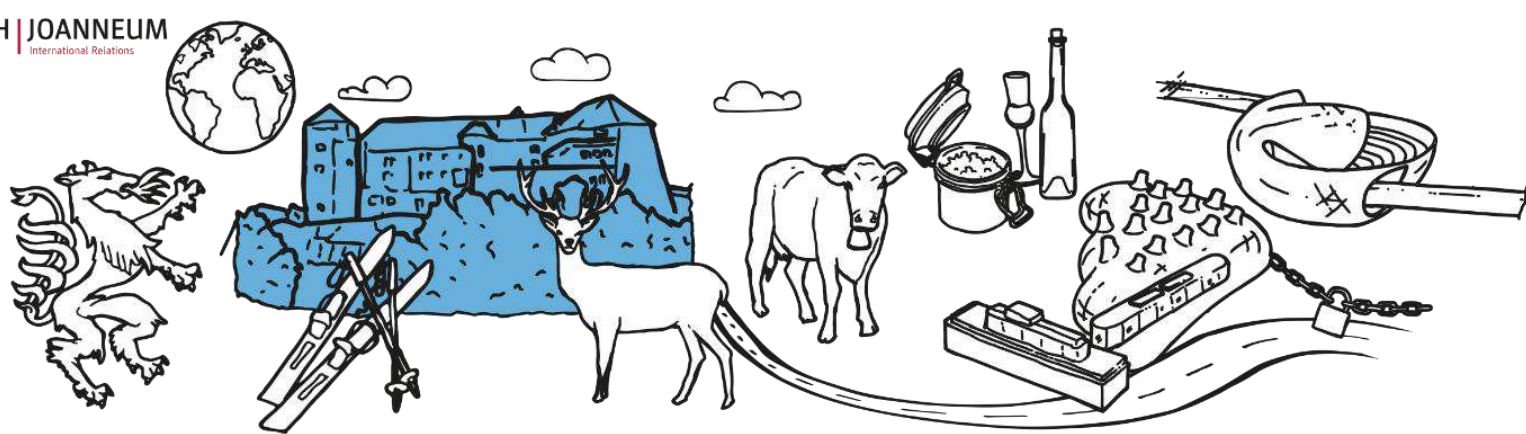
IV. Special Courses

- **Culture and People:** The aim of this course is to bring Austria closer to you in all its multiplicity. The course will familiarise you with the Austrian political, social and cultural structure. In a project you will explore the intercultural differences between Austria and your home country. This course is available in English (“Austria – People and Culture (APC)”) and German (“Österreichische Landes- und Kulturkunde (LK)”) and is blocked (8 weeks, **the German and English version alternate in the winter / summer term**).
- **German Language Film:** This course aims to familiarise you with German language films and focuses on topics related to the recent past or social and historical phenomena in Germany, Austria and throughout the world.
- **Business German:** This course is designed to improve your business language skills using authentic material. You will also enhance your business vocabulary at B2-C1 level. We recommend this course for students who have achieved a proficiency level of at least B2 (**only offered in the summer term**).
- **Presenting in an academic context (C1):** This course helps students build up written and methodological skills, both for the degree programme and for presentations with a scientific content. (**only offered in the summer term**).
- **Writing in an academic context (C1):** This course helps students build up their reading and writing skills within a scientific or project-based context. (**only offered in the summer term**).
- **ÖSD-Preparation Course:** Do you want to test your German skills? And set this down for posterity in your curriculum vitae or résumé? Or perhaps include an internationally recognised language diploma in your application? Then the German Language Diploma (Österreichisches Sprachdiplom – ÖSD) is just the right thing for you! In the preparation course (two afternoons) you will study different types of questions that will come up in the examination and you will be prepared yourself for the examination using sample tests. You can read more about the ÖSD in “Special Courses”.

Helpful links

Homepage for the ÖSD exams: www.fh-joanneum.at/osd

German course descriptions: <https://fh-joanneum.at/en/international/languages/german-as-a-foreign-language/course-programme/>



13. GERMAN COURSE ENROLMENT

During the semester the department *International Relations* offers numerous German courses, which can be attended by all (incoming) students and employees and their next of kin. Read here to find out how to enroll for the German courses!

→ I am **beginner WITHOUT any knowledge** of the German language ...

You have never studied German before? Then you can join the courses German Beginners 1 (A1/1) and Austria- People and Culture (in English). **You have to register for these courses during the Orientation Programme** (see your programme sheet in the Welcome Pack). During registration you have to pay € 15,- for the textbook *Menschen A1/1*. We will issue you a voucher that you bring along to the first lesson in order to get the book. Please note, that the price for the book is cheaper than in the bookstore as we buy a lot of them ;)

→ I have **participated in the German Intensive Course** ...

If you passed the German Intensive Course A1/1 you can register for the courses German Beginners 2 (A1/2) and Austria- People and Culture (in English). If you did NOT pass the German Intensive Course you can register for the courses German Beginners 1 (A1/1) and Austria- People and Culture (in English). For both cases the **registration takes place during the Orientation Programme** (see your programme sheet in the Welcome Pack). During registration you have to pay € 15,- for the textbook *Menschen A1/2*. We will issue you a voucher that you bring along to the first lesson in order to get the book. Please note, that the price for the book is cheaper than in the bookstore as we buy a lot of them ;)

→ I am **neither beginner nor have I participated in the German Intensive Course** ...

If you have already studied German before (even just some lessons) you have to take the **placement test** during the **Orientation Programme** (see your **programme sheet in the Welcome Pack**). You will get the results of your test during the course enrolment. You can register for as many courses as you want, respecting your level. The course system will be explained by our German team during registration. You can also read the **course descriptions on our website (see link below)**. During registration you have to pay € 15,- for our course material. We will issue you a voucher that you bring along to the first lesson in order to get the book. Please note, that the purchase of our printed material is mandatory and that any reproduction (e.g. photocopies) is not allowed.

Helpful links

Website for German as Foreign language (DaF): www.fh-joaanneum.at/daf

German course descriptions: www.fh-joaanneum.at/en/international/language/german-as-foreign-language/course-programme/



14. TANDEM PROGRAMME @ FH JOANNEUM

The Tandem Programme at FH JOANNEUM was first launched in October 2006 and met with great interest from students. The aim of Tandem partnerships is to facilitate language, experience and cultural exchange between foreign exchange students and Austrian students at the university.

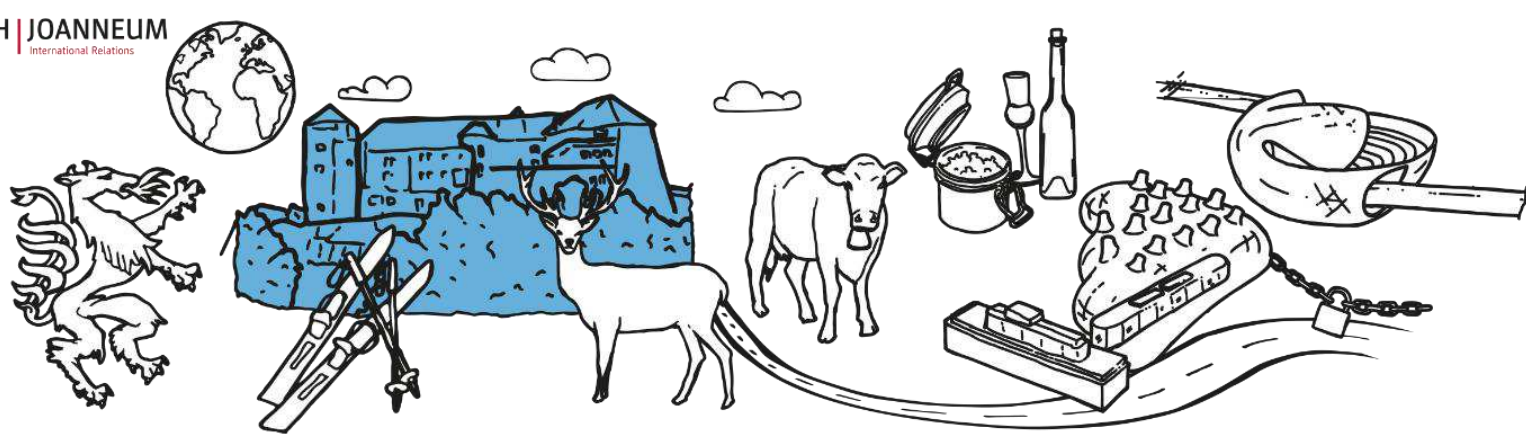
Language as a cultural medium: Language teachers aim as far as possible to integrate their role as cultural mediators in their language teaching. Yet despite drawing on the many methods and materials available in this area, there always comes a point when the very walls of the seminar room become a kind of “cultural barrier”. It’s not always possible – mostly due to time constrictions – to take teaching beyond these walls out into the real world to enable students to experience “living language”. So what can be done to help students who have a limited time in a German-speaking country as part of a period of study abroad to gain authentic experience of language and culture?

Getting together: In October 2006, the Department of International Relations at FH JOANNEUM launched the Tandem Programme as part of its activities in the area of “German as a Foreign Language”. The aim of the project was and still is to put international students in contact with Austrian students, since experience had already shown that only in very few cases does physical proximity necessarily mean there will be any actual intercultural interaction.

Tandem activities: What the Tandem pairs choose to do together is pretty much left up to them. However, most of them tend to want to have a language tandem. Students are highly motivated to meet up and talk regularly – mostly as it occurs on a voluntary basis. Friendships are often formed and last far beyond participation in the Tandem project. Second to learning each other’s languages, most Tandem pairs describe an interest in each other’s cultures as being most important to them, often followed by enjoying joint activities, which sometimes even include exchange students being invited to join their Austrian partner’s family, perhaps on a trip to a holiday home, to go skiing or for dinner etc. Since 2013 cooking evenings are organized once a semester by the Department International Relations at FH JOANNEUM.

Tandem startup meeting: The Tandem Startup will provide incoming students with important information about the Tandem Programme at FH JOANNEUM: how to get a partner, which activities can be planned, events during the semester, how much time has to be invested? Please note that the presence for incoming students during this meeting is a **mandatory** to get a tandem partner! **Date and time will be announced by e-mail in the first days of the semester.**

Helpful link: Tandem information on our website: www.fh-joanneum.at/tandem



15. BEFORE LEAVING

Please observe the following important steps before leaving FH JOANNEUM respectively Austria:

- **Meldezettel / authority registration form:** Please take your “Bestätigung der Meldung/ authority registration form” and your passport/ID card and go to:
 - For **students based in Graz** the “Meldeamt” which is located in **Schmiedgasse 26, 8010 Graz**.
 - For **students based in Kapfenberg or Bad Gleichenberg** the local “Gemeindeamt” and tell them that you leave Austria. Please do it if possible at the latest moment before you leave. A new document with the date of your deregistration will be issued to your hands.

Please note: If you don't deregister and come back to Austria again (e. g. for holidays, studying etc.) you could be fined!

- **Accommodation / Housing:** Please arrange everything with your housing provider concerning your departure (payment until the end of the contract, hand out the keys etc.).
- **For GBP students only:** Your transcript of records will be sent to your home university directly by the end of the semester. All other students please should get in touch with their coordinator in order to know when their transcript(s) will be available.

ERASMUS

- **Letter of Confirmation** about your stay at the FH JOANNEUM: Please collect this document from the International Relations office before your departure (Campus A, International Relations Office, 3rd floor, room number 314).
- **For students in Kapfenberg and Bad Gleichenberg:** The letters are sent to your international coordinators and should be ready to pick them up there.

JOINT STUDY

- **GKK health insurance:** Please bring the de-registration document to the Department *International Relations* or send it to: international@fh-joanneum.at. We will then cancel your health insurance. It has to be paid until the day you are deregistered at the Meldeamt or Gemeindeamt. ATTENTION: The day you deregister is also the VERY LAST day of your GKK insurance coverage. Therefore you should deregister at the last possible moment.



For all ERNST MACH beneficiaries: Please come to the Department *International Relations* to have your final grant report signed. If your academic co-ordinator should have signed it already, please send us a copy or scan of the report.