

WELCOME GUIDE
FOR
GUEST PROFESSORS



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Dear Guest Professors,

Welcome to Vienna and to the University of Natural Resources and Life Sciences, Vienna!

This guide wants to support you and your family to get a good start in Austria. It provides information about Austria in general but will also give you a general idea of the legal basis of entry and residence regulations, taxation and social security as well as some basic information about life in Vienna and of course about the University of Natural Resources and Life Sciences, Vienna.

It provides information especially for academic teachers or researchers and their families.

We are looking forward to supporting you during your time in Vienna and we will try our best to make your stay as comfortable as possible. Your contact person at your department/institute as well as the staff at the Center for International Relations will be a great source of information. Feel free to contact us!



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TABLE OF CONTENT

1. ABOUT AUSTRIA – BEFORE ARRIVAL	5
1.1 Research Organisations in Austria	5
1.2 Research Funding - Austrian Database for Scholarships and Research Grants	6
1.3 Higher Education in Austria	7
1.3.1 Universities and Universities of the Arts	7
1.4 Entry and residence regulations	8
1.4.1 Nationals of EU/EEA countries and Swiss.....	8
1.4.2 Nationals of other countries (“third countries”)	8
1.4.3 Travelling to other countries	11
1.5 Working in Austria	11
1.6 Taxation	12
1.7 Social Security in Austria	13
1.7.1 Health Insurance	13
1.7.2 Accident Insurance	13
1.7.3 Pension Insurance	14
1.8 Intellectual Property Rights	14
1.9 Accommodation – Housing	15
2. ABOUT LIFE IN VIENNA – AFTER ARRIVAL	17
2.1 Arrival in Vienna	17
2.2 Registration in Vienna	19
2.3 Transport	20
2.3.1 Wiener Linien	20
2.3.2 Austrian Federal Railway System (ÖBB)	20
2.3.3 Bikes	21
2.3.4 Cars	21
2.4 Everyday life in Vienna – useful information	21
2.4.1 Bank account	21
2.4.2 Phone and Internet	21
2.4.3 In case of illness.....	22
2.4.4 Safety.....	23
2.4.5 Foreign representatives in Vienna	24
2.4.6 Shopping in Vienna.....	24

2.5 Learning German	24
3. ABOUT BOKU – THE UNIVERSITY OF NATURAL RESOURCES AND LIFE SCIENCES	26
3.1 Programmes and programme structure at BOKU	27
3.1.1. Bachelor Programs	27
3.1.2. Master’s Programs	28
3.1.3. Doctoral/PhD Programmes:	28
3.2. Course Types	28
3.3 ECTS - European Credit Transfer System	29
3.4 Teaching / Studying with children / KinderBOKU	29
Daycare facilities at BOKU	29
3.5 Facilities for people with special needs.....	30
3.6 Cultural activities.....	31
Contact	32
References	32
Imprint.....	34

1.ABOUT AUSTRIA – BEFORE ARRIVAL¹

Austria, officially the Republic of Austria, is a federal republic with a parliamentary democracy. It is a landlocked country in Central Europe which borders Germany and the Czech Republic to the north, Slovakia and Hungary to the east, Slovenia and Italy to the south, and Switzerland and Liechtenstein to the west. Austria consists of nine federal provinces (Burgenland, Carinthia, Lower Austria, Salzburg, Styria, Tyrol, Upper Austria, Vorarlberg and Vienna) with their own provincial governments. The capital city is Vienna. Austria has been a member of the United Nations since 1955 and joined the European Union in 1995 and is also one of the Euro and Schengen countries.

Looking back on a long and eventful history, the origins of Austria date back to the ninth century, when the countryside of Upper and Lower Austria became increasingly populated. In an official document from 996 the name “Ostarrichi” is first documented. Since then this word has developed into the German word “Österreich”.

Austria today is a wealthy, stable and prosperous nation in the heart of Europe with about 8.5 million inhabitants. Because of its rich cultural past and present, for its beautiful landscape as well as a dynamic and innovative economy, Austria is being appreciated throughout the world as a cultural nation, travel destination and to conduct business.

Further information:

Federal Ministry for Europe, Integration and Foreign Affairs: www.bmeia.gv.at/en

Austrian Economic Chambers: www.wko.at

Austrian National Tourist Office: www.austria.info/uk

1.1 Research Organisations in Austria

The Austrian research landscape is highly diverse and differentiated. It consists of universities, non-university research establishments and enterprises. Austria has 22 public universities which all enjoy full legal capacity, twelve private universities and 21 universities of applied sciences (Fachhochschulen), while approximately 2,000 enterprises are involved in research, including multinational corporations with headquarters in Austria. While the universities play an outstanding role with their dual responsibility for basic research and scientific training, the focus of the non-university research institutes is normally directed towards the application of knowledge but in many cases they also make important contributions to basic knowledge.

According to the latest forecasts of Statistics Austria € 10.1 bn will be spent on research and development (R&D) in 2015 in Austria, representing a research intensity of 3.01 %.

Compared with 2014 the total amount of the Austrian Gross Expenditure on R&D (GERD) has risen by 2.8 %. Regarding the latest presumptions, in 2014, 46.6 % of total R&D expenditure were financed by domestic business, 37.7 % were contributed by the public sector, 15.2 % were financed from abroad and 0.4 % by the private non-profit sector.

¹ Chapter 1 is based on the Euraxess „Researchers Guide to Austria“

http://www.euraxess.at/fileadmin/oead_zentrale/euraxess/ResearchersGuide2013.pdf (25.6.2015)

All scientific topics are represented in the Austrian research landscape, particularly since the public universities, which still account for most of the research done in Austria, support a broad variety of disciplines. Natural and technical sciences are generally very well established in both public and private research sectors. Many Austrian research institutions, such as the prestigious universities of technology of Vienna and Graz, are, among others, internationally renowned for state-of-the-art fields of research such as quantum optics and nanotechnology.

Life Science is also well established, represented by approximately ten public universities that focus extensively on biomedical research, foremost universities in Vienna, Graz, Salzburg and Innsbruck. Additionally several clusters for biomedical research with reputable research facilities exist, augmented by more than 100 biotech companies, mainly located in Vienna, Tyrol and Styria.

Austria not only has a long history in hard science but also in social sciences and humanities, beginning at the turn of the last century (the times of the famous Austrian psychoanalyst Sigmund Freud). This is very much reflected in the current landscape, by a broad variety of institutions in both the public and private sector actively doing research in this particular field of science.

Further information:

Statistics Austria: www.statistik.at/web_en > Research and development (R&D), innovation

Relevant information on the topics Science, Research and Innovation in Austria:
www.innovationaustria.at/home-en.html

A detailed list of all Austrian research organisations can be found on the website of EURAXESS Austria: www.euraxess.at/research_in_austria/rd_organisations

1.2 Research Funding - Austrian Database for Scholarships and Research Grants

The Austrian Database for Scholarships and Research Grants is the most comprehensive online database in Austria concerning all research areas. Inner-Austrian grant options for students, graduates and researchers as well as incoming (to Austria) and outgoing (from Austria to ...) grants are collected in this database. Moreover, research allowances, prizes and other funding opportunities can be found. Information is given including details of application conditions (application deadline and place) as well as of duration, allocation and financing of each grant. The continuous updating of the database is undertaken both by the Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH) and directly by grant-awarding institutions. This guarantees that available information is always up to date.

This bilingual (DE, EN) database has been financed by funds of the Austrian Federal Ministry of Science, Research and Economy and the EU.

Further information:

Austrian Database for Scholarships and Research Grants: www.grants.at

For personal assistance please contact the EURAXESS Service Centre: info@oead.at

1.3 Higher Education in Austria

In Austria there is a wide variety of institutions of tertiary education. Since 1993 Austria also has universities of applied sciences (UAS, Fachhochschulen) in addition to public and private universities. The postsecondary sector also includes the university colleges of teacher education.

The common language of instruction is German, an increasing number of programmes is offered in English, see: www.studienwahl.at/en

General information:

Website "Study in Austria": www.studyinaustria.at

Full list of Austrian study programmes:

Website www.studienwahl.at/en

Brochure "Study Guide" (Download at www.oead.at)

Brochure "Higher Education Institutions": Overview of the study options as well as contact addresses of all Austrian universities, universities of applied sciences, university colleges of teacher education and private universities (Download at www.oead.at > Downloads > Publications > Incoming).

Agency for Quality Assurance and Accreditation Austria (AQ Austria): www.aq.ac.at/en/

1.3.1 Universities

Apart from the "classical" universities, which offer a wide variety of disciplines, there are a number of specialised universities as well as a university centre for postgraduate education. Austria's six universities of the arts offer programmes in music and drama or in the visual arts and design. To study at a university of the arts you usually have to sit an entrance examination.

Academic calendar

The academic year in Austria begins on October 1st and ends on September 30th of the following year. It consists of:

- winter semester (October 1st to January 30th),
- summer semester (March 1st to September 30th) and
- periods during which no lectures are held (Christmas, semester and summer breaks).

Exceptions from this schedule are possible; please see

<http://www.boku.ac.at/en/lehre/studabt/themen/termine-fristen/zeittafel/> .

Structure of study programmes

In 2003/04, BOKU has introduced the European three-tier system of degrees according to the Bologna process. In other Austrian universities, the old two-tier system still exists in some subjects (for example medicine).

a) Bachelor and master study programs at BOKU

- **Bachelor studies**, which conclude with the degree of Bachelor of Science. ECTS credits: 180
- **Master studies**, which require the successful completion of a bachelor study program and conclude with the academic degree of Master of Science or Diplomingenieur. ECTS credits: 120

b) Doctoral studies (Dr./PhD)

Doctoral studies are based on the successful completion of diploma or master degree programs and are conceived to demonstrate the ability of autonomous research. They conclude with the degree of Doktor(in) or PhD. Duration: at least 3 continuous years (at least 180 ECTS credits).

Further information:

Universities Austria (uniko): www.uniko.ac.at

Federal Ministry of Science and Research (BMWF): www.bmwf.gv.at

1.4 Entry and residence regulations

The following institutions are competent authorities for all questions regarding entry and residence regulations:

- Austrian representative authorities abroad (embassies, general consulates):
www.bmeia.gv.at
- Immigration offices (Magistrat, Bezirkshauptmannschaft, Landeshauptmann):
www.help.gv.at

1.4.1 Nationals of EU/EEA countries and Swiss

Nationals of EU/EEA countries and Swiss nationals need no visa for entry to Austria and no residence title for residence in Austria. For entry to Austria only a valid travel document (passport or identity card) is required.

If you are staying in Austria for longer than 3 months you have to – in addition to the registration according to the Registration Act – register with the competent immigration office within the first 4 months of your stay. The following documents are required:

- filled in and signed application form
- valid identification card or passport
- proof of a health insurance covering all the necessary costs (e.g. European Health Insurance Card or employment contract)
- proof of sufficient financial means (e.g. employment contract)

The immigration office will issue a **confirmation of registration** (Anmeldebescheinigung) - a fee of € 15 has to be paid. Failure to register can lead to a fine of up to € 250 being imposed. The confirmation of registration is valid for an unlimited period of time and a renewal is not necessary. Before leaving Austria you have to cancel the registration.

For family members of EEA citizens, Swiss citizens or Austrians having the right of residence and demand on this Community Law and who are not EEA citizens or Swiss citizens a residence card can be issued. After five years of permanent and legal residence in the federal country a permanent residence card can be issued.

Family members are: spouse or a registered partner; minors up to the age of 21 and beyond, as long as support is granted.

1.4.2 Nationals of other countries (“third countries”)

Nationals of other countries (so-called “third countries”) need an entry or residence title for entry to Austria and for residence in Austria. Which title is required depends on the duration of stay and the intended purpose.

For stays up to 6 months

Any stay for a maximum of 6 months that includes work (= employment, which can also be unpaid) (e.g. unpaid traineeship, work placement, scholarship) requires a **visa** (visa C “Erwerb” or visa D “Erwerb”).

A visa C entitles to entry and residence in all Schengen countries provided that you fulfil the general entry and residence requirements up to three months.

Scientific teachers and researchers from third countries need, provided that they stay for no longer

than 6 months, a residence visa D (Aufenthaltsvisum D) for entry to and residence in Austria. It can be issued for durations of 91 days to six months. People in possession of a visa D are also permitted to travel to other Schengen countries for up to 90 days per half year provided they fulfil the general entry requirements.

This visa has to be applied for at the competent Austrian representative authority in your country of residence at least 4 weeks before leaving for Austria. The visa will be issued by that authority. For researchers with a letter of invitation (Verpflichtungserklärung) a simplified procedure will apply. The visa is free of charge for researchers.

Attention: After entry to Austria with a visa, no other visa or residence permit can be applied for in Austria [exception: researchers with a hosting agreement (Aufnahmevereinbarung)].

For stays of more than 6 months

Scientific teachers and researchers from third countries need, for stays in Austria of longer than 6 months, one of the following residence or settlement permits:

a) residence permit "Special cases of gainful employment" (Aufenthaltsbewilligung "Sonderfälle unselbstständiger Erwerbstätigkeit"):

As a basic principle the application for a residence permit for "Special cases of gainful employment" has to be submitted in person at the competent Austrian representative authority abroad before travelling to Austria. The application plus documents will be forwarded to the competent authority in Austria by the representative authority and processed by that authority. As the decision of the authority has to be awaited in your home country you should apply as early as possible, at least 3 months before intending to travel to Austria. If the Austrian authority decides to grant you the permit, the representative authority will inform you accordingly and issue a residence visa D for entry to Austria. You have to apply for this visa within 3 months of getting the information of being granted the residence permit. The residence permit then has to be collected in Austria within 6 months of getting the information, in any case **within the validity period of the visa**.

Important: People who are allowed to enter Austria without a visa can apply for the residence permit "special cases of gainful employment" during their visa-free stay (90 days) in Austria. Which authority will be competent for applying for the residence permit depends on the place of residence of the applicant in Austria. The application, however, does not allow you to stay longer than your visa-free stay. Therefore you should apply as soon as possible, within the first few days after entry. Do not forget to bring along the necessary documents, in German translation and if necessary legalised, to Austria.

Family members may apply for a residence permit "Family Community" (Aufenthaltsbewilligung Familiengemeinschaft). A proof of family relationship (e.g. marriage certificate) and of living together as a family in the home country has to be provided. Family members are allowed to take up employment without any further permission, if their residence card bears the **supplement** "free access to the labour market".

To apply you have to provide the following documents:

- fully completed and signed application form (only available in German) for a residence permit "special cases of paid employment" (Aufenthaltsbewilligung "Sonderfälle unselbstständiger Erwerbstätigkeit")
- ICAO-fitting colour photos (size 3.5 x 4.5 cm)
- valid passport
- birth certificate
- proof of your employment in Austria, e.g. by employment contract with an Austrian university or university of applied sciences (Fachhochschule)
- proof of accommodation in Austria: e.g. tenancy contract, accommodation contract of a student hall of residence or OeAD Housing confirmation, Accommodation Agreement
- police record/certificate of good conduct (where available).

All documents have to be submitted in the original and in photocopy. Foreign documents have to be legalised and documents in languages other than German have to be submitted together with a legalised German translation. An additional work permit or a confirmation of assignment (Entsendebestätigung) is not required.

b) residence permit “**Researcher**” (Aufenthaltsbewilligung “Forscher”) – only if you have got a hosting agreement (Aufnahmevereinbarung) from your research institution:

You are entitled to apply for a residence permit “Researcher” in a simplified procedure. You may apply for the residence permit at the Austrian authority after arrival in Austria. You should apply as soon as possible after arrival in Austria. If you need a visa to enter Austria you may apply for a residence visa D at the competent Austrian representative authority, producing your hosting agreement. **Please note that working is not allowed without a visa D or a residence permit.**

Family members may apply for residence permits “Family Community”. A proof of family relationship (e.g. marriage certificate) and of living together as a family in the home country has to be provided. Family members are allowed to take up employment without any further permission, if their residence card bears the **supplement** “free access to the labour market”.

To apply you have to provide the following documents:

- fully completed and signed application form (only available in German) for a residence permit "researchers" (Aufenthaltsbewilligung "Forscher")
- ICAO-fitting colour photos (size 3.5 x 4.5 cm)
- valid passport
- birth certificate
- employment contract and hosting agreement

All documents have to be submitted in the original and in photocopy. Foreign documents have to be legalised and documents in languages other than German have to be submitted together with a legalised German translation. An additional work permit or a confirmation of assignment (Entsendebestätigung) is not required.

c) "Red-White-Red Card" (Rot-Weiß-Rot-Karte):

All permits are subject to a fee of € 120 (extensions of permits € 100). Individual additional fees may occur.

If you are highly qualified, meet the requirements of a key worker or graduated from an Austrian higher education institution, if you are planning to settle in Austria and fulfill the criteria for admission in one of the above mentioned categories you may apply for a “Red-White-Red Card”. You have to submit the application for the "Red-White-Red Card" together with a declaration of your prospective employer about the compliance with the regulations concerning employment at the Austrian representation authority of your country of residence. In case you are allowed to enter Austria without a visa you may submit the application at the competent authority in Austria. The issuance of the "Red-White-Red Card" takes place in a one-stop-shop procedure. The Austrian employment service provides an expertise about the fulfilment of the criteria of the applicant and that the requirements for employment according to the Austrian employment regulations are met. The authority has to decide upon the application within 8 weeks after submission of the application.

Admission criteria for **highly qualified persons**:

- Special qualifications and abilities:
 - University graduation in a course with four years minimum duration or
 - Last year's gross salary of more than Euro 50,000/year in a senior management position with a company listed on the stock exchange or a company for whose activities or field of trade the competent foreign trade office has issued a positive report

- Research and innovation activity (patent applications, publications) or
- Awards (approved prize winner)
 - Work experience (per year), language skills (German or English) and age

Admission criteria for **key workers**:

- Qualifications:
 - completed professional education or special knowledge and abilities regarding the intended occupation or
 - graduation in a university course of studies with a minimum duration of three years
 - Minimum income:
 - under 30 years of age: 50 % of the maximum assessment base under the Austrian General Social Security Act (2013: Euro 2,220 gross per month, plus special payments)
 - over 30 years of age: 60 % of the maximum assessment base under the Austrian General Social Security Act (2013: Euro 2,664 gross per month, plus special payments)
 - Professional experience adequate to education, language skills (German or English), age
- In both cases the “Red-White-Red Card“ will only be issued if the employment is adequate to the applicant's education.

Further information and application forms:

Federal Government's official website on migration: www.migration.gv.at/en

Federal Ministry of the Interior (BMI): www.bmi.gv.at/niederlassung (only in German)

Austrian Agency for International Cooperation in Education and Research (OeAD):

www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN

For personal assistance please contact the EURAXESS Service Centre: info@oead.at

1.4.3 Travelling to other countries

All **residence permits** entitle the bearer during their validity period to travel through other Schengen

countries and to stay in those countries for up to three months maximum, respectively.

The **residence visa (visa D)** entitles the bearer during its validity period to travel through other Schengen countries for up to 90 days. Travelling to non-Schengen countries may require additional visas!

1.5 Working in Austria

Whether or not researchers are allowed to take up gainful employment in Austria depends on their nationality, the kind of employment and - for third country nationals - on the type of their residence title. You can find the regulations for working in Austria in the Austrian Act Governing the Employment of Foreign Nationals (Ausländerbeschäftigungsgesetz - AuslBG).

Nationals of **Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Great Britain, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden** or **Switzerland** are allowed to work in Austria without any further permit (e.g. work permit) being required.

Family members with the above-mentioned citizenships are also allowed to work in Austria without any further permit being required.

Nationals of **Croatia** need a work permit if their occupation goes beyond their academic teaching or research activities; the transitional regulations regarding labour market access apply. The transitional regulations will expire after 2020.

Nationals of third countries holding a **visa D** may only take up employment which has been

authorised by the employment office or which is not subject to the regulations of the Austrian Act Governing the Employment of Foreign Nationals (e.g. academic teaching and research) and has been declared the application for the visa.

Academic teachers and researchers from third countries who are in possession of a **residence permit for "special cases of gainful employment"** (Aufenthaltsbewilligung "Sonderfälle unselbständiger Erwerbstätiger") or a **residence permit "researcher"** (Aufenthaltsbewilligung "Forscher") may carry out their academic teaching or research activities without any further work permit. Both types of employment are not subject to the regulations of the Austrian Act Governing the Employment of Foreign Nationals but they may not take up any additional employment. If you wish to work in Austria beyond your teaching or research activities please inquire about the conditions at the employment office before taking up an additional job!

Family members of researchers who possess residence permits (Aufenthaltsbewilligungen) are allowed to work in Austria without any further permit being required. Their residence permits contain information about their free access to the Austrian labour market.

The **"Red-White-Red Card"** (Rot-Weiß-Rot-Karte) is quota free and is issued for 12 months, no further working permit is required.

Family members of holders of a **"Red-White-Red Card"** shall obtain the residence title **"Red-White-Red Card Plus"**, provided they have met the general granting requirements. The **"Red-White-Red Card Plus"** grants its holder **free access to the labour market**. According to the Act Governing the Employment of Foreign Nationals no further permissions are required **for any employed activity**.

1.6 Taxation

The Austrian tax system is a pay-as-you-earn system. Every person who has their regular residence or habitual abode in Austria is subject to *unlimited liability to tax* with their worldwide income. Unlimited liability is constituted if your stay in Austria exceeds 6 months. A *limited liability to tax* applies to those persons who neither have their residence nor their habitual abode in Austria, they are subject to tax only with their income from Austrian sources. There is no joint taxation of married couples or households in Austria.

The most important categories of income that are subject to taxation for researchers/scientists are income from employment and income from independent personal services (self-employment). The difference between these categories is the method of levying – employers are obliged to deduct taxes from the wages and transmit them to the tax office; in case of independent services an income tax declaration has to be filed by the self-employed person. Tax rates are basically the same for both kinds of taxes.

However, the Austrian tax system considers individual situations (i.e. special expenses, extraordinary burdens), therefore it is possible that you might get back some tax. To get a tax return an application (**"Arbeitnehmer/innenveranlagung"**) has to be filed with the tax office.

It probably occurs that foreign nationals also have to pay taxes in their home countries. Austria has concluded **Double Taxation Agreements** (**"Doppelbesteuerungsabkommen"**) with some countries, to avoid double taxation.

Further information:

"Guide for taxation of income of researchers in Austria":

www.euraxess.at/fileadmin/oead_zentrale/euraxess/TaxationGUIDEAustria.pdf

Federal Ministry of Finance (BMF): <https://english.bmf.gv.at> > Tax

Austrian Government HELP Service: <https://www.help.gv.at/Portal.Node/hlpd/public/en> > Tax & Finance

Austrian Agency for International Cooperation in Education and Research (OeAD):

www.oead.at/welcome_to_austria/legal_practical_issues/working/EN/

1.7 Social Security in Austria

Principles

Social insurance in Austria is compulsory and mainly financed by contributions. It follows the principle of solidarity which basically means equal benefits for all people insured.

Social security covers health insurance, accident insurance, pension insurance administered independently by different social insurance carriers. The Main Association of Social Security Institutions is responsible for the macroeconomic interests of the social insurance carriers and acts as their representative to foreign organisations.

Unemployment insurance is part of the compulsory social insurance system in Austria but not administered independently. It is administered by the Austrian Employment Service supervised by the Ministry of Economics, Family and Youth.

Family benefits such as child benefit, care benefit, maternity benefit, etc. are financed by general taxation and thus a non-contributory state support.

Most relevant social insurance carriers for mobile researchers:

There are five social insurance carriers in Austria that might be relevant for mobile researchers:

- Insurance Institution for Public Service Wage and Salary Earners - BVA: www.bva.at (in German only)
- The nine District Health Insurance Funds - GKK: www.sozialversicherung.at
- Social Insurance Institution for Trade and Industry - SVA: www.sva.or.at (in German only)
- Pension Insurance Institution - PVA : www.pensionsversicherung.at (in German only)
- Accident Insurance Institution - AUVA : www.auva.at

There is no free choice of the social insurance carrier; you are automatically registered to the one that fits your employment conditions. In any case compulsory social security covers health, accident and pension insurance no matter if a single insurance carrier only covers one of the aforementioned.

1.7.1 Health Insurance

If you are employed or self-employed you are automatically covered by health insurance since your employer is responsible for registering you with the social insurance carrier that fits your employment conditions (BVA, GKK). If you are “newly” self-employed or receive minimum income you have to apply for health insurance yourself (SVA).

Once you are registered you will receive an e-card with your personal data (name, insurance number, etc.). The back of the card corresponds to the European social security card. The card ensures free of charge medical treatment in the EU countries. Health insurance covers free treatment by doctors who have contracts with your social security carrier (BVA, GKK, SVA) and hospitals. There are also private doctors whose services are not covered by the social insurance system and have to be paid for.

Family members can be co-insured, provided they are resident in Austria. Minors up to 18 years of age are co-insured, young people attending schools or vocational training or university can be co-insured free of charge up to 26 years of age. Spouses with children can be co-insured free of charge, co-insurance of spouses without children entails an additional contribution.

General information: www.sozialversicherung.at

1.7.2 Accident Insurance

Accident insurance covers benefits payable as a result of workplace accidents, occupational illnesses and the accidental death of an employee. These benefits include for instance accident treatment costs, rehabilitation, disability pensions, surviving dependants' pensions and widow/widower allowances.

Details: www.auva.at > English information

1.7.3 Pension Insurance

In Austria females currently reach retirement age at 60 and men at 65.

The following applies to EU/EEA citizens and Swiss citizens:

You are entitled to pension benefits if you have been employed or self-employed for over one year and have paid pension insurance contributions. Insurance periods below one year will be added to the pension insurance periods obtained in your home country.

For third country nationals:

There are bilateral agreements with the following countries: Australia, Bosnia-Herzegovina, Chile, Israel, Canada,

Croatia, Republic of Macedonia, Moldavia, Montenegro, Philippines, Republic of Korea, Serbia, Tunisia, Turkey, USA and Northern Cyprus. The individual agreements vary in content but care for the portability of your pension rights.

Details: www.pensionsversicherung.at (in German only)

1.8 Intellectual Property Rights

In Austria inventions, company labels and industrial designs can be protected by Intellectual Property Rights (IPR) such as patents, utility models, trademarks and registered designs. The Austrian Patent Office (www.patentamt.at; in German only) is the national Centre of Excellence which provides the protection for inventions needed for the legitimate safeguarding of the interests of scientists.

Copyrights – the protection of creative and technical expression – need no special registration; they are generated by the creation of the opus itself. The copyright belongs solely to the creator.

Protection of inventions/company labels/designs in Austria

If you make an invention and want it protected in Austria there are two possibilities – a **patent** or a **utility model**. They both give the right for a limited period of time to exclude others from producing, using or selling the invention without permission. The right can be sold or transferred by licence.

Patents and utility models are basically territorial rights and therefore limited to the countries for which the protection is granted and limited to a maximum of 20 years for patents and 10 years for utility models. An invention is patentable if it is novel, contains an inventive step and if it is capable of industrial application. In contrast to a patent a utility model (commercial right for technical inventions) involves no testing for novelty, the inventive process or commercial applicability. The protection through utility models is normally granted more quickly than a patent.

Topographies – three-dimensional structures of micro-electronic semiconductor products – can also be protected and the right will be entered in the semiconductor register.

A company label can be protected by a **trademark** – an independent property right which allows distinguishing of goods and services of different companies from one another. Trade marks can be protected for 10 years – this period may be extended indefinitely by paying the fee every 10 years. CETMOS, the Central European Trade Mark Observation Service (www.cetmos.eu), offers a survey of trade marks in force or pending in 9 participating Central and Eastern European countries (Austria, Bulgaria, Croatia, Czech Republic, Hungary, Poland, Romania, Slovakia and Slovenia) as well as in the register of Community Trade Marks valid in the territory of the European Union.

For an EU-wide search for trademarks you can visit:

<http://oami.europa.eu/ows/rw/pages/QPLUS/databases/searchEU.en.do>,

to search for patents worldwide the Espacenet database is a useful tool:

www.epo.org/searching/free/espacenet.html.

A global brand database can be found here: www.wipo.int/portal/index.html.en

By registration of an **industrial design** the appearance of a commercial product is protected (e.g. the shape of a mineral water bottle) – this is possible for 5 years which can be extended four times up to a maximum of 25 years.

Community Trade Marks and designs can be registered at OHIM, the Office of Harmonization for the Internal Market (<http://oami.europa.eu>), the official trademarks and designs registration office of the European Union. The Community Trade Mark (CTM) and the Registered Community Design (RCD) are perceived as the gateway to the European single market.

serv.ip (www.servip.at, in German only) at the Austrian Patent Office is a high-performance service centre which employs specialists when it comes to commercial legal protection.

For information regarding universities and inventions please see the website of uni:invent (www.uniinvent.at, in German only).

IPR Issues at application stage

Different organisations have different ways of dealing with IPR Issues. As there might be sensitive information which has to be given to the partners before submitting a proposal which should be protected or if the partners want to make sure that all partners are in line with the conditions and really join the project if it is approved, there should be a contract or an agreement signed beforehand.

This could be a Letter of Intent, an Agreement of Assignment of Rights or a Confidentiality Agreement – Model Agreements might be available at your organisation or the university. Links to such models can also be found at http://rp7.ffg.at/rp7_antragstellung_geistiges_eigentum.

Useful Links

Austrian Patent Office: www.patentamt.at (in German only)

AMS/EURES (Download as .pdf from www.ams.at/english.html)

IPAG - Intellectual Property Agreement Guide: www.ipag.at (in German only)

uni:invent: www.uniinvent.at (in German only)

European Patent Office: www.epo.org

Central European Trade Mark Observation Service: www.cetmos.eu

IPR Helpdesk (for IPs in EU Framework Programmes): www.iprhelppdesk.eu

WIPO (World Intellectual Property Organisation): www.wipo.int

1.9 Accommodation – Housing

1. Hotels:

<http://www.boku.ac.at/en/international/themen/international-staff-coming-to-boku/das-zib-hilft-bei/unterkunft/hotels/>: On this page the Center for International Relations of the University of Life Science has listed some hotels offering a special price for BOKU guests. You can ask for it at the hotel directly, or you ask the person you will visit at BOKU. Staff members have to be logged in at the BOKU Homepage, then they can see the prices on the German page.

Questions: housing@boku.ac.at.

2. Apartments:

Please see also: <http://www.boku.ac.at/en/international/themen/international-staff-coming-to-boku/das-zib-hilft-bei/unterkunft/wohnmoglichkeiten-in-wien/>

3. Further information:

General information concerning housing, regarding ownership, rentals, grants and financing can be found online at the Austrian Government HELP Service. Furthermore, the OeAD Housing Office provides accommodation in flats and student halls of residence for recipients of OeAD grants, for

ERASMUS students, visiting lecturers, foreign researchers and guests in the city of Vienna and in the federal provinces.

General information on housing in Austria can be found in the publication “[Living and working in Austria](#)” of the Public Employment Service Austria (Arbeitsmarktservice).

Austrian Government HELP Service:

www.help.gv.at/Portal.Node/hlpd/public/en > Building & Housing

OeAD Housing Office: www.housing.oead.a

Publication “[Living and working in Austria](#)” (http://www.ams.at/docs/eurespubl_en.pdf),

2. ABOUT LIFE IN VIENNA – AFTER ARRIVAL²

2.1 Arrival in Vienna

From Airport or Station to the City Centre:

It is advisable to only use a car in Vienna in the outer districts and for excursions (in the inner districts a “Parkpickerl” or parking permit is required). For the inner districts and inner city we recommend that you use public transport, a bike or walk.

BOKU is located in the Northwest of Vienna and has three different “campuses”:

Boku Türkenschanze,

Boku Muthgasse and

Boku Tulln.

Please find a city map through Google and at: <http://www.anachb.at/>

Arrival at Wien-Schwechat Airport:

When you arrive at the Airport Wien-Schwechat you will be in the Bundesland (Federal State) of Lower Austria, about 15 kilometres south of Vienna.

There are regular bus transfers from the airport to the „Hauptbahnhof“, the „Westbahnhof“ and to the underground station “Landstraße“. A ticket costs € 8.00 and it lasts about 20-45 minutes. The first bus leaves at 5:55 in the morning and the last short past midnight, with a frequency of 30 minutes each. Further information can be found at:

<http://www.viennaairport.com>

The suburban railway (S-Bahn) runs from the airport to the underground station “Landstraße – Wien Mitte” and then on to “Floridsdorf (U6) and costs € 2.4 (€ 1.20 with Vorteils card). It’s a bit cheaper if you buy a ticket for public transport in Vienna and then buy a ticket for the train up to the city boundary (Stadtgrenze). The first train leaves at 4:31 in the morning, the last one at 11:46 in the evening.

Timetables can be found at: <http://www.oebb.at>

You also have the possibility of using the **City Airport Train (CAT)** to get from the airport to „Landstraße – Wien Mitte“. A ticket costs € 17.00 and the journey takes 16 minutes. The first train leaves at 5:38 in the morning every day, and then every half an hour until 11:08 in the evening.

<http://www.cityairporttrain.com/default.aspx?lang=en-US>

A taxi to the centre is around € 27 to € 40.

Arrival at Hauptbahnhof:

Many trains from southern and eastern Europe arrive at the new main station (Hauptbahnhof),

The new main station (Hauptbahnhof) is located at the subway station “Südtirolerplatz” (U1). Tram D takes you directly to the center (Karlsplatz with connections to U1, U2 and U4).

Furthermore, you can take tram O and 18 (to the “Westbahnhof”) or the buses 13A and 69A. There is also a suburban train stop at the “Hauptbahnhof”.

Arrival at train station Wien Meidling:

If you arrive at the train station Wien Meidling you can take the subway U6.

² Information available for download (pdf): BOKUtipps – International Guide

http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/B-International_Students_coming_to_BOKU/I-

[Wie plane ich mein Studium an der BOKU/Welcome Guide 1_EN.pdf](#)

Arrival at Westbahnhof:

Many trains from western or northern Europe arrive at "Westbahnhof". From there, you can take the underground U3 (orange) and U6 (brown) as well as trams 5, 6, 9, 18, 52 and 58.

Getting to BOKU:***Finding your way around BOKU***

BOKU has **3 main campuses**:

- **Wien - Türkenschanze**
- **Wien - Muthgasse: located directly next to the last U4 station, Heiligenstadt**
- **Tulln: located 20 minutes away from U4 Heiligenstadt by train**

How to find rooms: You can find rooms on BOKUonline under the "search" select-list on the right. You will also find the room on every course description including a link to a map of the building.

Transport to BOKU Türkenschanze:

Bus Line 40 A This connects the city centre and the U6 ("Währinger Straße" station) with Gregor-Mendel-House (main building) - "Linnéplatz" stop – and with the ZIB and other departmental buildings at the "Dänenstraße" stop.

Bus Line 37 This connects the U4 ("Spittelau" stop) and the U6 ("Nußdorfer Straße" stop) with the BOKU headquarters (terminal Stop "Dänenstraße").

Bus Line 10 A This connects the S-Bahn ("Gersthof" or "Heiligenstadt" stops) and the U4 ("Heiligenstadt" stop) with the BOKU buildings. Furthermore, it also connects the BOKU headquarters with the buildings in Muthgasse (transfer to bus line 11A or use the pedestrian terminal towards Muthgasse).

Departments and Institutes:

The University of Natural Resources and Life Sciences is divided into 15 departments (for more information about BOKU, please see chapter 3: about BOKU):

- Department of Material Sciences and Process Engineering
- Department of Biotechnology
- Department of Water, Atmosphere and Environment
- Department of Nanobiotechnology
- Department of Chemistry
- Department of Integrative Biology and Biodiversity Research
- Department of Food Sciences and Technology,
- Department of Spatial-, Landscape-, and Infrastructure-Sciences,
- Department of Economics and Social Sciences
- Department of Sustainable Agricultural Systems
- Department of Structural Engineering and Natural Hazards
- Department of Forest- and Soil Sciences
- Department of Crop Sciences
- Department of Agro biotechnology (IFA Tulln)
- Department of Applied Genetics and Cell Biology

Furthermore, there are also some other special facilities and Scientific Research initiatives (e.g. Centre for Development Research). Information about these can be found at this link: <http://www.boku.ac.at/en/scientific-initiatives-and-other-scientific-units/>

Every department is allocated a three-digit number, which should facilitate the search when selecting courses. "H" is the classification letter for BOKU. These departments are then divided into several institutes.

The institute of the various departments cannot always be found in the same building. The stated addresses refer to the contact person of the department. Further information can be found on the BOKU-homepage at <http://www.boku.ac.at/>.

2.2 Registration in Vienna

Nationals of all countries, no matter whether they entered Austria with or without a visa, have to register with the registration office at their place of residence in Austria within three days after arrival in Austria.

The registration offices are the municipal authorities. This means that in the university cities the “Magistrat” is the competent authority and in all other places the “Gemeindeamt” is in charge of registration, cancellation of registrations and changes of registrations.

Any change of the residential address has to be reported to the registration office within three working days, change of any other data has to be reported within one month.

The confirmation of registration (Meldebestätigung) should be kept safe because it will be needed for certain dealings with the authorities (e.g. for a renewal of your residence title).

For more information, please see:

Austrian Government HELP Service:

<https://www.help.gv.at/Portal.Node/hlpd/public/en> > Living in Austria

Required documents

To register you need:

- Travel document
- Birth certificate
- Marriage certificate as applicable
- academic titles as applicable
- Registration form (Meldezettel), available from the registration office or at the Center for International Education (ZIB) at BOKU; this has to be signed both by the landlord/landlady and by the tenant.

Costs: The registration is free of charge.

The municipal district offices can be found here:

1st district:	Wipplingerstraße 8, ground floor	+43-1-4000-01550
2.	Karmelitergasse 9, ground floor, room 15-17	+43-1-4000-02551
3.	Karl-Borromäus-Platz 3, ground floor, “Service-Center Landstraße”	+43-1-4000-03551
5.	Rechte Wienzeile 105, Service Center Wienzeile	+43-1-4000-05551
6.	Hermannngasse 24-26, 1st floor, rooms 102	+43-1-4000-07551
9.	Wilhelm-Exner-Gasse 5, 1st floor, rooms E.11 and E.13	+43-1-4000-09551
10.	Laxenburger Straße 43-45, ground floor, rooms 1-4	+43-1-4000-10551
11.	Enkplatz 2, Amtshaus, left entrance, rooms 1-4	+43-1-4000-11552
12.	Schönbrunnerstraße 259, 2nd floor, rooms 208 – 209	+43-1-4000-12551
13.	Dommayergasse 12, 3rd staircase, 3rd floor, rooms 301-306	+43-1-4000-13551
15.	Gasgasse 8-10, main entrance, Front-Office	+43-1-4000-15551
16.	Richard-Wagner-Platz 19, ground floor	+43-1-4000-16551
17.	Elterleinplatz 14. 2nd floor, room 210	+43-1-4000-17551
18.	Martinstraße 100, ground floor, room 2	+43-1-4000-18552
19.	Gatterburggasse 14, raised ground floor, right, room 119	+43-1-4000-19551
20.	Brigittaplatz 10, 1st floor, rooms 106-109	+43-1-4000-20551
21.	Am Spitz 1, 1st floor, rooms 108-110	+43-1-4000-21551

22. Schrödingerplatz 1, ground floor, „Service Zentrum Donaustadt“ +43-1-4000-22551
 23. Perchtoldsdorfer Str. 2, Service –Center Liesing +43-1-4000-23551

Registration in Austria (for a stay longer than 3 months):

If you are an **EEA citizen (EU country + Iceland, Liechtenstein, Norway) or a Swiss citizen** and you want to stay in Austria for longer than 3 months, you have to register with the competent municipal authority (Magistrat, Bezirkshauptmannschaft) at the latest 4 months after your registration in Vienna and you will receive a confirmation of registration (up to EUR 55 fee).

For this registration the following documents are necessary:

- filled in and signed application form
- valid identification card or passport,
- proof of a health insurance covering all necessary costs (e.g. European Health Insurance Card),
- proof of sufficient financial means

This registration is necessary in addition to the registration according to the registration act! A fine may be imposed in case of non-compliance with this regulation.

For more information, please see:

<http://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/daueraufenthalt/bescheinigungen/anmeldebesecheinigung.html><http://www.wien.gv.at/verwaltung/personenwesen/pdf/anmeldebesecheinigung.pdf>

2.3 Transport

2.3.1 Public means of transportation - Wiener Linien

Vienna has a dense network of public transport. Its 117 lines—underground, tram, bus—plus the local trains (S-Bahn) can take you easily to any place in Vienna.

Wiener Linien Customer Centre—at the U3-stop Erdberg, Erdbergstraße 202, A-1030 Wien, Customer Service: +43 1 7909 100; Email: kundendienst@wienerlinien.at

<http://www.wienerlinien.at/w/ep/home.do?tabId=0>

Opening hours:

Mo, We, Fr 8.00 am–3:00 pm, Th 8.00 am–5.30 pm

Night Busses

On weekends the subway runs 24 hours a day with at least one every twenty minutes. During the week, there are night busses every 30 minutes when the underground is closed. No special ticket is required as normal tickets are valid.

Timetable

On the homepage of the “Wiener Linien” (Viennese public transport) you find timetables and route maps: <http://www.wienerlinien.at/>.

2.3.2 Austrian Federal Railway System (ÖBB)

An online-timetable and online tickets for Austria and certain destinations abroad can be found on the **ÖBB website**: <http://www.oebb.at/en/index.jsp>.

For a journey with the ÖBB within the core zone Vienna (“Kernzone 100”) you only need a valid ticket for the “Wiener Linien”. If you already have a ticket for Vienna you only need to get an ÖBB-ticket starting at the city limit (“Stadtgrenze”). Tickets bought online or at machines are slightly cheaper than when you buy them at the counter.

2.3.3 Bikes

Citybikes

The **Citybike Wien** (<http://www.citybikewien.at/>) system is an innovative and environmentally friendly means of public transport and not a conventional bike rental system.

You can hire their bikes at many bike stations across Vienna and return them at any station, independent of where you started your trip, 24 hours a day. To use Citybike Wien services, one-time registration is required, either via the Internet or directly at a Citybike terminal. Registration is possible by using a MAESTRO card (cash-dispensing card) issued by an Austrian bank, a credit card from VISA, MasterCard, or JCB Credit card. Following your initial registration, you can hire one bike per card immediately. Every time you use the bike, the first hour is free of charge, afterwards you pay a certain fee.

Second hand bikes

Every first Wednesday of the month between 3 and 5pm the WUK bicycle work shop organises a bicycle flea market. You can find WUK at Währingerstraße 59, 1090 Vienna.

Other good places to find inexpensive used bikes and plenty of other important things for cyclists are IG Fahrrad (<http://ig-fahrrad.at/>) and Radhaus (<http://dasradhaus.at/>). From April to October you can also go to FahrRadHaus Wien (<http://www.wien.gv.at/verkehr/radfahren/fahrradhaus/>) for bike-related workshops, discussions, a library, borrowing cargo and other bikes and much more.

Additionally you can find cheap used bikes at www.willhaben.at or www.ebay.at.

2.3.4 Cars

Due to the difficult parking situation, we recommend that you use public transport or bikes in the centre of Vienna (for the inner districts a “Parkpickerl” or parking permit is required for cars). Further information about Parkpickerl and parking generally can be found at: <http://www.wien.gv.at/verkehr/parken/kurzparkzonen/> (in German).

2.4 Everyday life in Vienna – useful information

2.4.1 Bank account

Office hours vary from bank to bank. In general, the following timetable can be used as a guideline: Mo, Tue, We, Fri: 8.00 am – 12.30 pm and 1.30 am – 3.00 pm, Thu 8.00 am – 12.30 pm and 1.30 pm – 5.30 pm. **Exchanging money** is possible without any identification at every Austrian bank. In most cases you have to pay a fee. You need a passport for identification to exchange travellers-cheques. All banks accept cheques but charge a fee. **A cash card** (“Bankomatkarte”) allows you to withdraw money from any cash machine in Austria from your account in your home country. Ask at your bank whether you have to pay a fee for this service. Credit cards (Visa and MasterCard) are accepted in most of the major stores but not in Diskonters such as Hofer or Lidl or supermarkets.

To open a bank account, in most banks you need **your passport and your I.D.**

2.4.2 Phone and Internet

Telephone Book

The website <http://www.herold.at/en/> helps you find phone numbers online.

Post offices should provide you with telephone books, which includes all regions of Austria.

Public phones

In Austria there are either coin-box telephones (taking 20 cent coins, 50 cent coins, 1 Euro and 2 Euro coins) or ones that can be used with a calling card. You can buy calling cards in post offices and “Tabak Trafiken” (tobacco shops).

International Calls

International calls are cheapest when using a calling card for international calls. Like the ordinary calling card you get them in post offices and in “Tabak Trafiken” but also in some special shops. There’s quite a number of providers – ask for the cheapest price for your country.

To use the card you need to dial a specific number, after that you need to type in a code (which is usually behind a scratch-off panel on the card) before you can dial the phone number. These cards mostly have a value of € 5, € 10 or € 20.

Mobile Phone (“Handy”)

The most important provider of mobile phone services in Austria are A1, T-Mobile, Drei, bob and Telering. You can either choose a one year contract or a prepaid card model. Currently, the cheapest option of using mobile phones is most likely a prepaid simcard from Yesss!. or HoT that you can buy at Hofer supermarket.

You can find a price comparison at: <http://prepaid-vergleich.at/wertkarten-tarife-vergleich.html> (in German).

Internet

There are plenty of cafés and public places with free WIFI, you can check them out on:

<http://www.helge.at/wlan/>

2.4.3 In case of illness

A list of doctors in Vienna can be found in the phone book and at www.praxisplan.at (search for language skills is possible). In case you need a doctor you should try to find out in advance whether he/she is working together with the BVA health insurance service.

In order to see the doctor, you either need a health insurance card or a European Health Insurance Card (e.g. EHIC). This form should be accepted by most of the doctors. If you have an expired EHIC card you need to take it to the Viennese health service straight after your arrival. In case of illness you need to get a “health certificate” from the Viennese health service and give it to the doctor. If you have insured yourself directly with the Viennese health insurance service you also need the get a health certificate there.

In Vienna, you can find many hospitals. Here’s just a small selection:

Allgemeines Krankenhaus der Stadt Wien (AKH),
Währinger Gürtel 18-20, A-1090 Wien
Tel.: +43- 1- 40400-0
<http://www.akhwien.at>

Krankenanstalt Rudolfstiftung
Juchgasse 25, A-1030 Wien
Tel.: +43 1 71165-0
<http://www.wienkav.at/kav/kar/>

Sozialmedizinisches Zentrum Ost –Donauspital
Langobardenstraße 122, A-1220 Wien
Tel.: +43 1 288 02- 0
<http://www.wienkav.at/kav/dsp/>

Wilhelminenspital
Montleartstraße 37, A-1160 Wien
Tel.: +43 1 49150-0
<http://www.wienkav.at/kav/wil/>

Krankenhaus Lainz
Wolkerbergenstraße 1, A-1130 Wien
Tel.: +43 1 80110-0
<http://www.wienkav.at/kav/khl/>

Unfallkrankenhaus Lorenz Böhler
Donaueschingerstraße 13, A-1200 Wien
Tel.: +43 1 33110
<http://www.auva.sozvers.at>

Krankenhaus der Barmherzigen Brüder
(also helps patients WITHOUT INSURANCE)
Johannes von Gott-Platz 1, A-1020 Wien
Tel.: +43 1 21121-0 <http://www.barmherzige-brueder.at/site/wien/sprachen/en>

2.4.4 Safety

It is worth living in Vienna!

For the fourth time Vienna has been rated **the most liveable city worldwide** according to the 2012 Quality of Living worldwide city ranking published by the international consulting firm Mercer. The Mercer study takes into account political, social, economic and environmental aspects, but also a number of further factors like personal safety and public services in various fields, e.g. healthcare, education and training, or traffic and transport.

The ranking "**Best student cities in the World 2012**" published by the British international education company Quacquarelli Symonds, puts Vienna in **fifteenth place**, behind only 5 cities in Europe - Paris, London, Zurich, Munich and Berlin.

However, in certain places, you should take good care of your belongings. If something is stolen from you or you lose something, immediately report it to the closest police station. In Vienna, you can also turn to the lost and found service ("Fundstellen") of the municipal authorities ("Magistratische Bezirksämter" - only in German) or to the headquarters of the lost and found service (only in German).

If you lose an important document e.g. certificate, contract, I.D., you should report it to the police or a lost and found service. Here you will receive an official notice of loss, which you need to take to the issuer of the document in order to get a replacement.

Emergency phone numbers:

- Fire brigade: 122
- Police: 133
- Ambulance: 144
- European Emergency Services: 112
- Emergency services for the hearing impaired : 0800 133 133
- On-duty medical unit: 141
- Support for women: 01/71 71 9
- Telephone Counselling Hotline: 142

In case of problems, please contact your coordinator at the Department/Institute or the Centre for International Relations for support.

2.4.5 Foreign representatives in Vienna

The foreign representatives of your country (embassy, consulate ...) can be found at the pages of the **Austrian Foreign Ministry**: <http://www.bmeia.gv.at>

On the main page you can choose a country in the box on the right side “**country information**”.

If you mark “**representations in Austria**” as topic, you will reach a page with the contact persons and addresses.

2.4.6 Shopping in Vienna

The main shopping streets are “**Kärntnerstraße**”, “**Mariahilfer Straße**”, “**Landstraßer Hauptstraße**”, “**Favoritenstraße**”, „**Meidlinger Hauptstraße**”.

A good way to find shops is by having a look at the [yellow pages](#).

Shopping centres are located at the main shopping streets or on the outskirts, e.g. the “**Millenium City**” (U6 Handelskai), “**Gasometer**” (U3 Gasometer), and the “**Donauzentrum**” (U1 Kagran).

A bit outside Vienna, you find the “**Shopping City Süd** (SCS) – you can get there with a local train

(“Badner Bahn”). There's also **IKEA** in Vienna, at the SCS and at the “**Südosttangente**” - a main road connecting the north with the south of the city (24A Zwerchäckerweg).

Unfortunately, there are also some pickpockets around in the city, especially near the major markets like “Naschmarkt” or “Brunnenmarkt”.

Please take care of your backpacks and purses.

2.5 Learning German

Universities and private language schools have joined forces to form **CAMPUS AUSTRIA** (www.campus-austria.at/en/campus_austria). Strict quality criteria characterise this association of schools offering instruction in “German as a foreign language”.

Of course the Austrian universities also offer language courses; another possibility is to attend a so-called “Sommerkolleg”. These are bilateral language courses in which Austrian students receive instruction in the language of the host country (mainly Eastern and South-eastern European languages) and students from the host countries get German language knowledge.

The main language of instruction at Austrian universities and universities of applied sciences is German, only a few programmes are taught in English. An overview of international programmes can be found at: www.studienwahl.at/en.

In order to be admitted to a degree programme students have to prove sufficient knowledge of German. At some universities they need proficiency in German corresponding to level B2, at others corresponding to level C1 of the Common European Framework of Reference for Languages. There are different diplomas that are accepted, e.g. the Österreichisches Sprachdiplom Deutsch, Austria's officially recognised examination system for German as a foreign language with licenced examination centres all over the world.

University Preparation Programmes

The University Preparation Programmes offer intensive German language courses for foreign applicants for a place at university to prepare them for supplementary examinations prescribed by the universities. Attention: Only students who have been admitted by an Austrian tertiary education institution can attend these courses.

Further information:

www.vwu.at (for universities in Vienna)

www.vgu.at (for universities in Graz)

The Austrian Language Diploma (Österreichisches Sprachdiplom)

The Österreichische Sprachdiplom (ÖSD) is a state-recognised four-level examination system for German as a foreign language. It has been designed for people wishing to learn German in Austria and abroad. This diploma is of international importance as a proof of proficiency in German and is recognised as a qualification by universities, educational institutions and employers in many countries.

The ÖSD is conceived as a central examination that is not dependent on a certain course and that is oriented towards communicative skills. It is not so much linguistic knowledge but rather proficiency in speaking with a view to future situations in which the language is going to be used that is examined.

Further information: www.osd.at

Austria Institute (Österreich Institut)

The Österreich Institut conducts German language courses outside Austria (Rome, Ljubljana, Warsaw, Krakow, Bratislava, Budapest and Brno). It promotes and supports education in German as a foreign language and collaborates with interested partner institutions in the field of German as a foreign language and other languages.

Further information: www.oei.org

3. ABOUT BOKU – THE UNIVERSITY OF NATURAL RESOURCES AND LIFE SCIENCES³

The University of Natural Resources and Life Sciences, Vienna has been founded in 1872. The current main building („Mendel-Haus“) has been built in 1894 to 1896.

The University of Natural Resources and Life Sciences, Vienna, the Alma Mater Viridis, perceives itself as a teaching and research center for renewable resources, which are necessary for human life. It is BOKU's objective to help make a considerable contribution to the conservation and protection of resources for future generations by providing diversity in its fields of study. Connecting natural sciences, engineering and economic sciences, we wish to increase knowledge of the ecologically and economically sustainable use of natural resources, to provide a harmoniously cultivated landscape.

An important feature of BOKU's research lies in its recognition of future problems and our efforts to provide and stimulate practical relevance, internationality and among disciplines. Interdisciplinary cooperation of scientists on an international level should help create comprehensive questions about the future of our planet and lead to innovative problem solving.

BOKU's teaching is designed holistically and in a coordinated manner. It leads graduates to knowledge, understanding and flexibility. From BOKU programs, they gain the willingness to face future challenges and the capability to meet them in a competent way. We teach state of the art content and current issues that are based on dynamic research and a high level of practical relevance using modern didactic methods. This motivates students and graduates to develop their own ideas. Our cosmopolitan scientific vocational education and training enables them to understand complex interdisciplinary relationships.

In order to reach these objectives, cooperation that is based on mutual trust and flexibility is necessary. Whenever possible, those concerned are integrated in the decision making processes, so that all BOKU members can identify with our university and its objectives. This also opens up the possibility for decentralized decision making, effective acting and the ability to respond to new challenges in a flexible manner.

For the public, BOKU is also a competent and self-conscious partner. It combines the willingness to accept criticism with the readiness to take the responsibility of taking a clear position.

We at BOKU commit ourselves to international performance in research and teaching, cooperation on regional, national and international levels, and to receptiveness to new developments.

³ Information available for download (pdf): BOKUtipps – International Guide
http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/B-International_Students_coming_to_BOKU/I-Wie_plane_ich_mein_Studium_an_der_BOKU/Welcome_Guide_1_EN.pdf

Your department/ institute assists you with:

Particularly in cases where the incoming teaching staff member/ scientist only visits one BOKU institute / Department, the hosting institute assists the guest with:

- accommodation reservation
(<http://www.boku.ac.at/en/international/themen/international-staff-coming-to-boku/das-zib-hilft-bei/unterkunft/>)
- if applicable: providing a work space at the institute
- if applicable: arranging for a BOKU-account / library ID card for the guest.

The Center for International Relations assists incoming teaching staff (scientists) / BOKU institutes with:

- Accommodation information
- Visa- and Entry regulations
- BOKU-internal procedures (e.g. invitation letters)
- Code of practice for visitors meeting several BOKU departments (e.g. delegations of partner universities)
- General advice (e.g. places to eat nearby the different BOKU buildings, finding a doctor)
- Travelling to and within Vienna
- "Portal Your Europe- Live in the EU (e.g. validity of driving licence, social security systems, double taxation, etc.)", "Your Europe Advice - independent legal experts which offer legal advice for questions related to legislation in EU countries via e-mail or telephone for free and in all EU languages."

3.1 Programs and program structure at BOKU

Since the academic year 2004/05, all study programs have followed the Bachelor and Master's system („Bologna Process“, see chapter 1.3). Every study program has a classification number allocated and this system is called the “Studienkennzahl“. “H” is the classification letter of BOKU. Further information can be found at:

<http://www.boku.ac.at/en/studienangebot/bachelorstudien/> (Bachelor Programs)

<http://www.boku.ac.at/en/studienangebot/deutschsprachige-masterstudien/> (German Language Master's Programs)

<http://www.boku.ac.at/en/studienangebot/englischsprachige-masterstudien/> (English Language Master's Programs)

<http://www.boku.ac.at/en/studies/international-masterstudies/> (International Master's Programs)

<http://www.boku.ac.at/lehre/studabt/themen/infos-studienabschluss/studienabschluss-von-individuellen-studien/> (Individual Master's Programs - only available in German)

<http://www.boku.ac.at/en/studienangebot/doktoratsstudien/> (Doctoral/PhD Programs)

3.1.1. Bachelor Programs

(See also <http://www.boku.ac.at/en/studienangebot/bachelorstudien/>)

Duration of study: 6 semesters; awarded title: “Bakkalaureus der technischen Wissenschaften” or “Bakkalaura der technischen Wissenschaften” (short: “Bakk. techn.”)

Most courses in the Bachelor programs are taught in German.

3.1.2. Master's Programs

Duration of studies: 4 semesters, amounts to 120 ECTS; awarded title: "Diplomingenieur" or "Diplomingenieurin" (short: "Dipl.- Ing." or "DI"). **Please note:** students are required to have completed a Bachelor degree in order to enrol in a Master's Program.

Master's Programs taught in German (several courses offered in English):

<http://www.boku.ac.at/en/studienangebot/deutschsprachige-masterstudien/>

The following Master's Programs are offered in English:

<http://www.boku.ac.at/en/studienangebot/englischsprachige-masterstudien/>

International Master's Programmes:

<http://www.boku.ac.at/studienangebot/internationale-masterstudien/>

3.1.3. Doctoral/PhD Programmes:

<http://www.boku.ac.at/en/studienangebot/doktoratsstudien/>

At BOKU 5 doctoral/PhD programmes are offered:

- Doctoral studies of Social and Economic Sciences (784)
- Doctoral studies of Natural Resources and Life Sciences (788)
- PhD-Study Bio molecular Technology of Proteins (Bio ToP) (794 755)
- Doctoral studies "International Graduate School in Nanobiotechnology (IGS-Nano Bio)" (794 760)

All doctoral/Phd programmes last 3 years for a total of 180 ECTS.

3.2. Course Types

Most courses are carried out in units of two semester hours per week (90 minutes, 1 unit = 45 minutes). The semester usually lasts 15 weeks. Due to teaching reasons or the content, some courses take the form of blocks (e.g. 3 hours every two weeks or 2 full days). For most course types attendance is compulsory (not for lectures).

Lecture (VO)

Usually 2 hours a week (1 hour = 45 minutes). Registration is not required and there is no attendance sheet. They are usually held by professors. Grades are based on a written or oral exam at the end of the term.

Exercise (UE)

The emphasis is on the acquisition of practical knowledge. Students are expected to participate actively in class and therefore, attendance is compulsory.

Seminar (SE)

The emphasis is on the acquisition of theoretical and practical knowledge. Assessment is based either on the final exam or a term paper that has to be submitted by the student. Active class participation is required. Attendance is compulsory.

Further Course Types:

Internship (PR)

Mandatory practical seminar (PP)

Bachelor's seminar (BA)

Master's seminar (MA)

Excursion (EX)

Lecture and seminar (VS)

Lecture and exercise (VU)

Lecture and excursion (VX)

Seminar and excursion (SX)
Exercise and excursion (UX)

3.3 ECTS - European Credit Transfer System

ECTS was developed by the European Commission as a means of facilitating academic recognition and the transfer of credits from one university institution to another using a common basis of measurement.

ECTS provides a means of building bridges between institutions and widening the choices available to students. The system makes it easier for institutions to recognise the learning achievements of students through the use of a commonly understood system which is made up of credits and grades. It also provides a means to interpret between national systems of higher education.

For more information, please see http://ec.europa.eu/education/ects/users-guide/assets/ects_users-guide_web.pdf

3.4 Teaching / Studying with children / KinderBOKU

Daycare facilities at BOKU

For professors and students with children, BOKU offers different facilities such as a Kindergarten and a toddler group. Students of BOKU, along with BOKU employees, receive preferential treatment with regards to the available places in the childcare facilities and together they are the target group for this parent administrated childcare facility. BOKU students and BOKU employees who have their main residence in Vienna can enrol their children free of charge until the child is eligible for lunch money contributions (Essensgeldbeitrag).

The job of the Verein Kindergruppen BOKU is to administrate and guarantee childcare for children of staff and students of BOKU. Currently, this is done in two childcare groups: “**Krabbelstube BOKU**” (nursery BOKU), “**Kindergarten BOKU**” and “**Family group BOKU**”. All activities of the group are not-for-profit. With the exception of the qualified childcare staff, all work areas are organised and administrated by the participating parents, e.g. membership management, employer functions, children’s meals, and cleaning. In practice, this means that at least one parent of every child independently takes on a defined activity in the organisation.

The **educational care** of children is done by trained and qualified supervisors, the number of which depends on the size of the groups of children. The teachers are chosen and assigned by the Verein Kindergruppen BOKU committee. As it is a major concern of parents that their children have the best care possible, you will be pleased to know that the competency of child carers at BOKU is above the average of comparable public institutions.

What does “parent administrated kindergarten” mean?

In the case of a child joining Kindergruppen BOKU, the parents are introduced to the structure and organisation of the groups of children and of the association. At the introduction the tasks that require active parental involvement (shopping, organisation of events, hygiene and cleaning, maintenance, committee etc.) are explained and assigned. Depending on the type (on-going or periodic) and the extent (amount of time/work required for completion) of the task, large task groups are formed who work together to complete the task independently. The responsibilities of the tasks are found in the list of jobs and will be updated and assigned at the general meeting.

Rights and duties of members:

The right on child daycare during opening hours

The right on co-determination during general assembly

The duty to take care of tasks as noted on the job list (one job per child)

The duty to aid in fundraising activities, like fairs and parties
The duty to attend general assembly

Costs:

BOKU students and BOKU employees who have their main residence in Vienna can enrol their children free of charge until the child is eligible for lunch money contributions (Essensgeldbeitrag). For children living in Vienna, and to whom the funding rules of MA10 apply, admittance is free of charge due to the admittance model of “free kindergartens in Vienna” (excludes costs for meals). For those children coming from **outside** Vienna, the monthly admittance fee is to be paid. The actual fee is calculated according to the funding of MA10 / Vienna for children living in Vienna. More information can be found in our application form. The children meals (morning sandwich, two-course lunch and afternoon sandwich) consists of daily prepared, fresh organic food (“bio”). Parents have to provide a monthly fee for the food of 67 Euro (as of 1/11/2014). For low-income parents, there is the possibility to ask the magistrate MA 11 for support.

A professional cook is hired to provide healthy and fresh food. When formulating the menu, the cook pays close attention to the use of fresh and wholesome food from organic farms. In addition to taking on a “job” membership requires any further work that arises be taken care of. This can be, for example, assisting at various parties and activities (preparation of meals or supervising), and cleaning/maintaining the premises.

Information for registration :

Tel. +43-1-47654-2013 (Kindergarten) and on the website of daycare facilities

- **1-3 years:** „Krabbelstube BOKU“ - nursery Peter-Jordan-Straße 76, 1190 Wien;
Tel. +43-(0)677 61420579. Opening hours: Mo-Thu 07:45 am until 05:00 pm, Fri 07:45 am until 3:30 pm
- **2-6 years:** Family group, Tel. +43-(0)664 8666203, Opening hours: Mo-Thu 07:45 am until 05:00 pm, Fr 07:45 am until 03:30 pm
- **3- 6 years** Kindergarten BOKU Borkowsigasse, Baracke 2, 1. Stock (1st floor), Tel. +43-1-47654-2013, Opening hours: Mo-Thu 07:45 am until 05:00 pm, Fri 07:45 am until 3:30 pm

KinderBOKU

The goal of KinderBOKU is to improve and support children and parents facilities at BOKU. Areas of responsibility:

Providing information and advice for students and staff with children

Ensuring compatibility between families and work

Ensuring compatibility between study and families on a legal basis

Organisation and support of childcare at BOKU

Cooperating with Kindergruppen BOKU

Childcare for events

Childcare during the holidays

Contact: Dipl.-Ing. Martina Fröhlich Zentrum für Lehre/KinderBOKU Tel: +43-1-47654-1033

kinderboku@boku.ac.at

3.5 Facilities for people with special needs

The integration of handicapped persons is a special concern of the staff members of the University of Natural Resources and Life Sciences Vienna.

The University offers a **consulting service** for handicapped persons: the “**Stabstelle zur Betreuung von Menschen mit besonderen Bedürfnissen**“ (the office for the care of people with special needs).

DI Ruth Scheiber

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University of Natural Resources and Life Sciences Vienna Gregor-Mendel-Straße 33/3/24
Telefon: +43- 1-47654-1300
e-mail: ruth.scheiber@boku.ac.at
Website: <http://www.boku.ac.at/en/universitaetsleitung/rectorate/staff-units/betreuung-von-menschen-mit-besonderen-beduerfnissen/>
Link to the Homepage: <http://www.boku.ac.at/universitaetsleitung/rektorat/stabsstellen/betreuung-von-menschen-mit-besonderen-beduerfnissen/vorstellung-der-stabsstelle/>

3.6 Cultural activities

- **BOKU-Choir**

In the BOKU choir, students and employed people sing together. The choir arranges trips and choir weekends. Take a look at the BOKU choir website to learn more about their activities.

<http://bokuchor.boku.ac.at/>

- **BOKU brass band**

In 2010, Austria's first university brass band was founded at BOKU. The brass band organizes several concerts in every academic year. See: <http://blaskapelle.boku.ac.at/>

- **BOKU Ball**

The BOKU ball takes place in the Viennese imperial palace (Wiener Hofburg). In this great ambience, the beautiful celebration occurs at the beginning of every year. If you want to get to know the famous Austrian ball tradition, this ball will be a great event for you. Have a look at the BOKU ball website for further information: <http://www.bokuball.at/ball2014/index.php/de/>

- **Vienna Ball of Sciences**

The Vienna Ball of Sciences takes places at the end of January in in the splendid ball room of Vienna's town hall. Vienna's academic community waltzes to a tune of diversity and openness – one of the got-to-be-there events for the international science community.

<http://www.wissenschaftsball.at/>

Contact

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OeAD (Österreichischer Austauschdienst)- Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH)

Ebendorferstraße 7, 1010 Wien, Austria

Tel.: +43-1- 534 08-252, info@oead.at

Österreichische Forschungsförderungsgesellschaft mbH (FFG)

Sensengasse 1, 1090 Wien, Austria

Tel.: +43- 5- 7755-0, mobility@ffg.at

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[Wie_plane_ich_mein_Studium_an_der_BOKU/Welcome_Guide_1_DE.pdf](#)

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