

**Welcome Guide 2011/12**  
for Incoming Students

» Office of International Relations

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ME!**

**ENGLISH**



**PREPARATION AND ARRIVAL IN GRAZ**

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**DEAR STUDENT,**

It is my pleasure to welcome you at the University of Graz and the city of Graz – Europe’s cultural capital 2003 and UNESCO City of Design– an exciting and inspiring environment for your studies abroad. You have made an important decision in choosing to add an international aspect to your academic career by spending a semester or year at the University of Graz. Taking part of your degree in a different academic and cultural environment will broaden your academic, social and cultural horizons.

The University of Graz is an institution with a strong international profile. Close ties with almost 500 universities world-wide form the basis for the mobility of students, faculty and staff and numerous joint projects in teaching and research as well as organizational and curriculum development. The university also profits from visits of guest professors and guest researchers who contribute significantly to the internationalization of our institution. By participating in various educational programs and networks within the European Union the university co-operates successfully with about 300 European partner institutions. As the only Austrian institution of higher learning, the University of Graz proves its role as an innovative and reform-oriented force within the COIMBRA Group and the UTRECHT Network.

Committed to implementing the aims of the BOLOGNA-Process, the University of Graz contributes significantly to the creation of a European platform of higher education and thus strengthens its position as an internationally oriented institution of higher learning.

Intensive co-operation with institutions of higher learning in South-Eastern Europe has been defined as one of the priorities within the university development strategy and has provided the University of Graz with an expertise unique in the German speaking area. Due to its profound knowledge of the potential and the needs of partners in the region and its international competence the university has long been an advocate of European integration and will continue to do so in the future.

Roberta Maierhofer  
*Vice Rector for International Relations*



# PREPARATION AND ARRIVAL IN GRAZ

## ADMISSION REQUIREMENTS

Upon nomination from the home university students will receive their codes for the online application. In a first step, they complete the online application and then send the signed print-outs together with the necessary enclosures (see list below) via surface mail to the IRO Graz. Detailed information will be provided in the guidelines for the online application.

- **Application Form** (print out from online application) signed by student
- **Study Confirmation** (print out from online application) stamped and signed by the program coordinator at your home university)
- **Diploma/s** (if applying for a level other than bachelor)
- **Transcript/s of records** (student copy)
- A **CV** (curriculum vitae) / résumé
- A **copy of your passport**  
*by June 15 for the following winter semester/academic year*  
*by November 15 for the following summer semester*

**! Faxed admission forms cannot be accepted**

## ANMELDEBESCHEINIGUNG/VISA/PERMIT OF RESIDENCE

**I) Citizens from EU/EEA member states and Switzerland** do not have to apply for a visa or residence permit. They need a valid travel document (passport) for their entry to Austria. However, if you plan to stay in Austria longer than 3 months, you need a so-called 'Anmeldebescheinigung' (confirmation of registration). You can apply for it after your arrival in Graz. Please bring along the following documents:

- Passport photo
- Proof of sufficient health insurance (insurance needs to pay costs directly in Austria)
- Proof of sufficient financial means (ERASMUS stipend plus bank statement or copy of a savings book)

**Costs: € 15**

**IIa) Non EU- or EEA-citizens staying in Austria for a time period of up to 6 months need a visa and must apply for it via the Austrian embassy in their home country.** Please contact the Austrian embassy/consulate in your country of residence to find out which application documents are required. You will receive a visa confirmation letter from the Austrian exchange coordinator which you can present at the embassy/consulate when applying for the visa. Note that visas can NEVER be applied for in Austria and can NOT be extended in Austria.

**IIb) Non EU- or EEA-citizens staying in Austria for more than 6 months need a residence permit** (Aufenthaltsbewilligung) which can be obtained from the Austrian embassy/consulate in your country of residence. Please contact us in good time for us to provide you with the confirmation of your acceptance to the University of Graz.

## ATTENTION:

Citizens from a number of countries can apply for the 'Aufenthaltsbewilligung' after their arrival in Graz. These countries include e.g. Australia, Canada, Croatia, Japan, Mexico and the USA. For a complete list check: <http://www.oead.at/index.php?id=574&L=1>

Please bring along the following documents:

- Passport photo
- Copy of your birth certificate
- Criminal Record (if available)
- Proof of sufficient financial means

**Costs: € 110**

## HOUSING

### ERASMUS, UTRECHT NETWORK, SEN, GUU MOSCOW, GO STYRIA

Housing is managed by the Housing Office of the Austrian Exchange Service (ÖAD). Registration has to be done on the website of the ÖAD: [www.housing.oead.at](http://www.housing.oead.at)

International students are usually accommodated:

- in student dormitories
- in shared flats together with other students
- with guest families
- in inexpensive apartments.

Please note that the minimum period of rent in student dormitories is one semester.



**Term of lease:** winter semester: 15.9. – 15.2. / summer semester: 15.2. – 15.7.

**Monthly Rent:** between € 143 and € 430

*Claudia Arnez, ÖAD*

*Steyrergerasse 5, A-8010 Graz, Austria/Europe*

*Phone: +43-316-31 87 84, Fax: +43-316-32 47 59*

*[www.housing.oead.at](http://www.housing.oead.at), [claudia.arnez@oead.at](mailto:claudia.arnez@oead.at)*

### **ISEP, JOINT STUDY, AEN, MAUI, BILATERAL AGREEMENTS NOVI SAD / BELGRAD, NOVI PAZAR, BEST OF SOUTH-EAST**

Student dorm housing is organized by the Office of International Relations for you.

**Options:** depending on the mobility program double or single dorm rooms in student dorms that are close to the main university campus.

The rooms are furnished, blankets and pillows are provided in some dorms. Do not bring your own linen/bed sheets because the size might differ. Every room has an internet connection.

**Rent:** to be paid in advance, varies from approx. € 700 to € 1600 for one semester (depending on the room)

**Deposits:** room deposit: € 500 – € 700 (refunded when you move out, provided that the room is in the same condition as when you moved in); depending on dorms, other fees might apply (e.g. cleaning fee, admin fees etc.)

**Private accommodation:** You can also share a private apartment with other students ('Wohn-gemeinschaft' – 'WG'). However, it is more expensive (€ 200 – € 300 per month, deposits up to 3 months' rent, no free internet access, usually not furnished). Furthermore, the Office of International Relations does not have the means to organize private accommodation; students will have to do that themselves, e.g. on this website: [www.sws.or.at](http://www.sws.or.at)

### **JOINT STUDY & MAUI STUDENTS**

- Have to fill out a housing form (part of the online application). We will then try to place you according to your list of preference, but we cannot guarantee that your first choice will be available.
- Have to pay rent per semester (check the online housing form for prices), which includes heating and electricity but not the telephone bill. There is also a room deposit to be paid prior to arrival. The rent has to be paid during the first two weeks of your stay for the whole semester. Please bear in mind that credit cards are not accepted.

### **ISEP**

You are usually accommodated in WIST student dorms. Please let your Graz coordinator know whether you prefer a single or double room and s/he will make a reservation. Note that single rooms cannot be guaranteed and are allocated on a first come, first serve basis. You don't have to pay rent, but there is a refundable room deposit and a non-refundable end cleaning fee.

## **ARRIVING IN GRAZ**

**Recommended arrival days in time for Welcome Weeks.**

**Participation in one of the Welcome Weeks during your first semester is MANDATORY!!**

### **1<sup>st</sup>/Winter Semester or Full Year:**

1 – 4 September 2011 – for students taking German Intensive Course

1 – 18 September 2011 – for students NOT taking German Intensive Course

### **2<sup>nd</sup>/Summer Semester:**

1 – 5 February 2012 – for students taking German Intensive Course

1 – 12 February 2012 – for students NOT taking German Intensive Course

All incoming students are advised to sign up for the buddy program (buddy = Austrian student who will help you settle in). You will then also be picked up by a buddy at Graz airport or the train station. You should try and plan your trip so that you arrive in Graz during the week and during the day. This makes moving into your room much easier. Please inform your dorm/landlord/landlady about your date of arrival. In case you arrive too late at night to be shown to your room, you can look for inexpensive overnight accommodation at: [www.graztourism.at](http://www.graztourism.at)

In order to be the picked up by a buddy, please sign up for the buddy program and let ESN (<http://oehweb.uni-graz.at/international/apply4mentor>) know when you are scheduled to arrive.

### **ARRIVAL AT VIENNA AIRPORT**

If you fly to Vienna, take the shuttle bus from Vienna airport to the train station called 'Wien Meidling'. Check [www.viennaairport.com](http://www.viennaairport.com) for the detailed schedule of the shuttle bus and information about the fare. The train schedule can be looked up at [www.oebb.at/en](http://www.oebb.at/en). Please do not forget to call your buddy from Vienna to inform her/him about which train you are going to take to Graz and when it will arrive.



## ARRIVAL AT GRAZ AIRPORT

If you fly to Graz ([www.flughafen-graz.at](http://www.flughafen-graz.at)) and are not being picked up, take the shuttle bus (approx. € 2) to the main train station. From there you can take bus lines #58 or #63 to the university. A taxi ride from the airport will cost approx. € 20.

## REGISTRATION IN GRAZ ("Meldebestätigung")

Every Austrian citizen and all foreigners intending to stay in Austria for more than three days are required to register with the magistrate within three days of arrival. Your buddy can help you with that.

### Please bring along:

- Registration form 'Meldezettel':
  - > available at the registration office or as download at [www.graz.at/cms/dokumente/10024916/e05a999a/Meldezettel.pdf](http://www.graz.at/cms/dokumente/10024916/e05a999a/Meldezettel.pdf)
  - > needs to be filled in and signed by you and must also be signed by the dorm administration or your landlord/landlady
- Passport

If you change your address during your stay in Graz, you must not forget to re-register. You are also required to cancel your registration before leaving Graz.

### Referat Meldewesen

Amtshaus, Schmiedgasse 26, A-8010 Graz, 3. Stock

Tel.: +43-316-872-52 52, Fax: +43-316-872-52 59, E-mail: [meldebehoerde@stadt.graz.at](mailto:meldebehoerde@stadt.graz.at)

Mon+Wed 7.30a.m. – 6.00p.m., Tue+Thu 7.30a.m. – 4.00p.m., Fri 7.30a.m. – 1.00p.m.

## CHECKLIST

### WHAT YOU HAVE TO DO BEFORE YOU LEAVE FOR GRAZ

- **Visa:** Please read the chapter on visa/permit of residence carefully and find out which steps you have to take and what you have to bring along to Austria.
- **Registration for the German Intensive Course:** via E-mail: [assistentz.trsp@uni-graz.at](mailto:assistentz.trsp@uni-graz.at). You can also register online: <http://www-classic.uni-graz.at/fszwww/trsp/kurseDaFonlineForm.php>
- **Insurance:** NON-EU/EEA citizens have to purchase travel insurance for the first 2 weeks in Graz and get emergency evacuation and repatriation coverage for the whole exchange period. You are required to buy the Austrian student health insurance plan after your arrival in Graz!

### PLEASE BRING ALONG

- A **copy of your passport and other important documents** in case you lose one of the originals.
- **Passport photos** for various IDs and applications
- **European Insurance Card** (EU/EEA-citizens)
- **International Student Card** (ISC) which will get you low student airfares, discounts to museums and which serves as identification while you are travelling.
- **ATM card** with PLUS or CIRRUS access (NON-EU/EEA countries) or take your MAESTRO card (EU/EEA countries) so that you can withdraw money from your home bank account while you are in Austria.
- An **adapter**: if you want to use your own electrical devices here in Graz (the voltage in Austria is 230V).
- Some **change** for renting a trolley at the airport or making a phone call after you have arrived, or for a bus ticket if you are not being picked up.

Of particular interest to US students: Try to avoid sending extra clothing, books etc. by mail as parcels have been held up by customs before and students were required to pay considerable customs duties.

**! IF ANY KIND OF PROBLEM SHOULD ARISE, PLEASE CONTACT YOUR COORDINATOR HERE IN GRAZ. THINGS CAN ALWAYS BE WORKED OUT!**



# STUDYING IN GRAZ

## REGISTRATION AT GRAZ UNIVERSITY

During **Welcome Week** we will help you with the official paperwork in order to register at Graz University. Attendance is compulsory! The invitation for these sessions will be sent to you by E-mail.

**For the Registration Session please bring along:**

- € 16.50 in cash
- passport

## GERMAN COURSES

**German language intensive courses:** Before the beginning of each semester, 3-week German Intensive Courses are offered at several levels and they cost € 255 (full price) or € 155 (reduced fee). You will be informed by your contact person in Graz which price applies to you depending on your mobility program. Participation is voluntary but highly recommended as a linguistic and cultural preparation for your exchange stay ([www.uni-graz.at/en/bibwww\\_wg\\_deutschkurs.htm](http://www.uni-graz.at/en/bibwww_wg_deutschkurs.htm)).

**Dates:**

2 – 23 September 2011 (**registration open: 6 June – 27 July 2011**)

3 – 24 February 2012 (**registration open: 21 November 2011 – 13 January 2012**)

You can register online: [http://www.uni-graz.at/fszwww\\_studierende-deutschintensiv](http://www.uni-graz.at/fszwww_studierende-deutschintensiv)

**German language semester courses:** Graz University offers a range of German language courses during the semester that have been developed especially to meet the needs of exchange students. More information on the available courses can be found at [www.uni-graz.at/treffpunktsprachen](http://www.uni-graz.at/treffpunktsprachen) before the start of each semester.

## COURSE INFORMATION

Students at the University of Graz organize their studies through UNIGRAZonline. Students can search for courses online and have to register for courses and for exams through this online system.

International students do not have to pre-register for courses at Graz University. Registration for all courses takes place after arrival in Graz. The Academic Advisors in Graz will meet with the exchange students to discuss their study plans and recommend some courses. It makes things easier if you know the requirements of your home university and bring course descriptions with you. The University of Graz uses the ECTS grading system. List of Academic Advisors of the University of Graz: [www.uni-graz.at/bibwww\\_acad\\_adv\\_en.pdf](http://www.uni-graz.at/bibwww_acad_adv_en.pdf)

**Online course catalogue:** [www.uni-graz.at/E](http://www.uni-graz.at/E)

(> Studies > Courses and exams) or on the homepages of the individual departments.

**How to search for courses:** [http://www.uni-graz.at/bibwww\\_s\\_ugo\\_guidelines.pdf](http://www.uni-graz.at/bibwww_s_ugo_guidelines.pdf)

**List of courses offered in English:** [http://www.uni-graz.at/bibwww\\_s\\_in\\_en\\_course.htm](http://www.uni-graz.at/bibwww_s_in_en_course.htm) – the updated list for the academic year 2011/2012 will be available in July.

**Course types:** lecture (VO) / proseminar (PS; class participation/attendance, term paper) / seminar (SE; like PS but advanced/graduate level) / tutorial (KO; class participation, discussion of special issues) / 'Übung' (UE; class participation, acquisition of practical competence) / course (KS; class participation/attendance)

- In some courses attendance is not checked. However, a continuous attendance of the course is strongly advised. Grades are based on a written or oral exam at the end of the term. (VO)
- In some courses active class participation is required. Assessment is based on the final exam and/or a term paper. Sometimes there are mid-term exams as well. (PS, SE, KO, UE, KS)



### Of particular interest for Joint Study, ISEP, MAUI, AEN students:

International students have access to regular university courses offered by the different schools and departments. The language of instruction is primarily German, so students must be fairly competent in German to be able to follow them. Typically, students who do not only take courses offered in English concentrate on improving their German language skills during the first semester, and in the second semester they select a few subject-specific courses to complement their studies at home.

Popular fields of study are: history, German language and literature, linguistics, philosophy, art history, European studies (including Eastern and Southeastern European studies), Slavic languages and literature, English and American studies, media, translation, business administration, sciences and musicology.

## UNIVERSITY FACILITIES

### LIBRARY (UB)

The main library ([www.uni-graz.at/en/ubwww](http://www.uni-graz.at/en/ubwww)) offers excellent working conditions and the borrowing of books is free. However, it is not an 'open shelf' library, i.e. you cannot browse through the books. You have to order the books you want online and after about an hour you can pick them up at the desk. The loan period is 30 days but can be extended. Your student ID (UNIGrazCARD) also allows you to take out books from the library – no additional registration is necessary! But you have to install your personal Uni Graz E-mail account first! In addition to the main library, most departments have their own libraries where you can actually browse through and also borrow books (normally for a shorter period of time than at the main library). You can, of course, also make use of the Library of the Province of Styria ('Landesbibliothek') in town.

### COMPUTER LABS & E-MAIL ACCOUNT

**Computer labs of the University of Graz:** main university building / RESOWI building / 'Wall Zentrum' (Merangasse 70) / GEWI-lab in 'Wall Zentrum' (can only be used by students of the humanities)

After registration you will receive a PIN code with which you can set up your UNIGRAZonline account providing you with free access to the internet as well as E-mail facilities. You will get more information about this procedure during the orientation sessions at the beginning of the semester. Most of the student dorms have internet access in the rooms (no modem required). Therefore, students who bring along their laptops will have free and unlimited access to the internet in their rooms.

### UNIVERSITY SPORTS INSTITUTE – 'UNIVERSITÄTSSPORTINSTITUT' (USI)

- 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. You will get more information on these courses during orientation.
- organizes the annual 'USI-Kleeblattlauf' in June, in which students, graduates and university staff of all four universities of Graz take part. A must for true sports-fans! There is always a big party after the race.
- [www.uni-graz.at/usiwwww](http://www.uni-graz.at/usiwwww)

## ACADEMIC CALENDAR

**WINTER SEMESTER:** 1. 10. 2011 – 31. 1. 2012

**Welcome Week I:** 2. – 9. 9. 2011 – for students taking the German Intensive Course  
**Welcome Week II:** 19. – 23. 9. 2011 – for students NOT taking the German Intensive Course  
**Participation in one of the Welcome Weeks is MANDATORY – do not make any other appointments during the Welcome Week sessions!**

<i>German Intensive Course</i>	2. 9. 2011 – 23. 9. 2011
<i>Beginning of courses</i>	1. 10. 2011
<i>Christmas Vacation</i>	19. 12. 2011 – 6. 1. 2012
<i>End of courses</i>	31. 1. 2012
<i>Spring break</i>	1. 2. 2012 – 29. 2. 2012
<i>There are no classes on official Austrian holidays:</i>	
Immaculate Conception	8. 12. 2011

**SUMMER SEMESTER:** 1. 3. 2012 – 29. 6. 2012

**Welcome Week I:** 3. – 14. 2. 2012 – for students taking the German Intensive Course  
**Welcome Week II:** 13. – 17. 2. 2012 – for students NOT taking the German Intensive Course  
**Participation in one of the Welcome Weeks is MANDATORY – do not make any other appointments during the Welcome Week sessions!**

<i>German Intensive Course</i>	3. 2. 2012 – 24. 2. 2012
<i>Beginning of courses</i>	1. 3. 2012
<i>Easter vacation</i>	2. 4. 2012 – 22. 4. 2012
<i>End of courses</i>	29. 6. 2012
<i>Summer break</i>	30. 6. 2012 – 30. 9. 2012
<i>There are no classes on official Austrian holidays:</i>	
Labor Day	1. 5. 2012
Ascension Day	17. 5. 2012
Rector's Day	18. 5. 2012
Whitsun	26. 5. 2012 – 29. 5. 2012
Corpus Christi	7. 6. 2012



# ADDITIONAL INFORMATION

## MEDICAL ASSISTANCE AND INSURANCE

**Students from EU/EEA-countries** who are insured need to bring their **European Health Insurance Card** with them, which can be obtained from their insurance companies in their home countries. However, as the range of health coverage varies from country to country, you should find out about your insurance benefits before you leave for Graz. You have to take the European Health Insurance Card with you when you consult a doctor. Currently, the costs for a prescription are € 5,10.

**Students from NON-EU/EEA-countries** have to register for the **Austrian health insurance** (at 'Gebietskrankenkasse' – GKK: [www.stgkk.at](http://www.stgkk.at)). For regular students this is offered for approx. € 50 per month also including eye and dental coverage (excluding medical evacuation and repatriation – you would have to get that extra with a travel insurance, for example). We will give you more detailed information about the Austrian health care system during orientation and we will help you to fill out the application form. After you have registered with GKK, you will receive an insurance card (the so-called 'e-card'), which costs approx. € 10 and which you have to take with you when you consult a doctor. Costs for a prescription currently are € 5,10. Should you need to be hospitalized most of the arising costs are covered by the GKK, but a small fee has to be paid by the patient! The GKK insurance also covers costs when you need to see a doctor during your travels in other European countries.

As mentioned before, the student union fee also includes **accident insurance** (covering accidents at and on the way to and from the university):

[www.oeh.ac.at/studieren/studierendenversicherung](http://www.oeh.ac.at/studieren/studierendenversicherung) (in German only)

In Austria, you may choose your own general physician or specialist by making your own appointment. You may also go to the university hospital clinic at the 'Landeskrankenhaus' (LKH) or to 'Steiermärkische Gebietskrankenkasse' (GKK) itself. In very urgent cases during

the night or on Saturdays/Sundays you may call the 'Ärztendienst' (doctor's emergency service), phone: 141. They make home visits. In case of an emergency, call the 'Rettung' (ambulance), phone: 144.

If you stay in Austria during the summer term, you are strongly advised to get a tick vaccination. For effective protection against tick bites (they can cause encephalitis) you need two shots: the first one around March and a booster 3–4 weeks later. You can go to GKK where you have to pay € 22.

If you currently take medication, please bring an additional prescription and a letter from your doctor explaining why you need to take this medication (prescription dosages etc.). In case you run out of medication, it will be easier for you to get what you need. If possible, bring enough medication with you to last throughout your stay. Drug stores are called 'Apotheke' in Austria. You can get prescription drugs there, but they also sell aspirin and general painkillers over the counter.

## FINANCES

**Exchange cash:** You may exchange cash at any Austrian bank ('Bank' or 'Sparkasse') without special identification.

**Traveler's checks:** If you want to cash traveler's checks, you will have to bring along your passport for identification. All banks will accept these checks, but you will be charged an extra fee.

**Transferring money:** If you decide to transfer money, it is advisable to open an account at a bank in Graz for the duration of your stay.

**US students:** Probably the cheapest way of obtaining funds while you are abroad is to use a Cirrus or Plus debit card (with a four digit pin number). Thus, you can withdraw money from your bank account for a low fee – but please check that with your home bank.

**Budget:** As for budgeting 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. € 700 – € 800 per month (including housing, food and personal expenses).



**Eating out:** An average meal including beverages will cost between € 8 – € 10. Most guests will give a tip by rounding up.

**Inexpensive student cafeterias:**

- UNI-MENSA, at Schubertstraße 2–4  
(also open during vacation, a full meal costs around € 4.50)
- RESOWI cafeteria on campus
- KATHOLISCHE MENSA, Leechgasse 24

## TELEPHONE

**Phone:** It cannot be guaranteed that you have a land-line phone in your accommodation. If there is a phone in your apartment, you should talk with your flat mates and find out about the billing system of the company they use. Telekom Austria, for instance, sends out bimonthly phone bills where the individual calls are not itemized.

**Mobile phone:** If there is no phone in your apartment, it is probably best to buy a mobile phone. Your mentor and the ESN-Section at the Student Union ('Österreichische Hochschülerschaft') will provide you with more information.

**Public phone:** There are also two types of public phones in Austria. One takes only coins, the other only phone cards. You can purchase phone cards ('Telefonwertkarten') at any post office and at the tobacconist's ('Trafik').

**! In Austria, local phone calls are not free as in the USA.**  
**The area code for Graz from within Austria is 0316; from abroad it is +43-316.**

## SHOPPING

**Non-EU/EEA students:** When purchasing goods valued € 75.01 or more in one transaction AND planning on taking them back home with you, you can get a form for VAT reimbursement (tax free, 'Mehrwertsteuerrückvergütung') filled in for you at the time of purchase. Shoes, coats and the like are good things to get money back on. All prices in Austria include 20% VAT. For more information call 0316-81 25 08 or check [www.globalrefund.com](http://www.globalrefund.com).

**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.

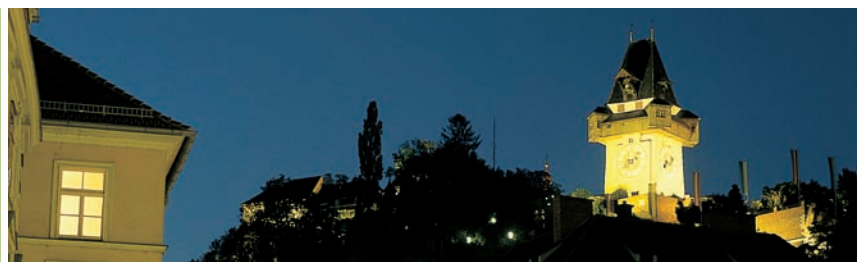
- **Annenpassage** (C&A, DM, BILLA, clothes), Bahnhofgürtel 38, A-8020 Graz
- **Styria Center** (SPAR, office supplies, Sushi Bar 'Osaka'), corner of Volksgartenstraße and Annenstraße, A-8020 Graz
- **Citypark** (a mall with a big selection of stores, SPAR), Lazarettgürtel 55, A-8020 Graz
- **Shopping Center West and IKEA**, Weblingergürtel 25, A-8054 Graz. To get there, you take tram #5 to the last stop (Puntigam Bahnhof). Bus #64 then takes you to the shopping center and IKEA.
- **Shopping City Seiersberg** - To get there, you take tram #5 to the last stop (Puntigam Bahnhof). Bus #78 then takes you to the shopping center.
- **Murpark** - To get there, you take tram #4 to the last stop (Liebenau – Murpark).
- **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.

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

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

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

Very popular places to shop for fruits and vegetables are the local farmers' markets, 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.



## OPENING HOURS

Generally, stores are open Monday to Friday between 9 a.m. and 6 p.m. or 7 p.m. (most grocery stores between 8 a.m. and 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 one of the stores listed below and buy what you need at quite a high price:

- Spar, in HAUPTBAHNHOF (main train station); open daily until 10 p.m.
- Hasiba, Grabenstraße 1; open Mon – Sat until 9 p.m.
- Laufke, Elisabethstraße 6; open daily until 11 p.m.
- Grazer Eck, Mariahilferstraße 24; open daily 8 a.m. – 10 p.m.
- Weingrill, Rechbauerstraße 25; open Mon – Sat until 10 p.m., Sun until 8 p.m.

Some Turkish/Oriental shops also stay open longer.

## LOCAL TRANSPORTATION IN 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 are valid for one hour in any direction in trams and buses! You may transfer as many times as necessary in order to reach your destination within an hour after having validated your ticket.

There are also other tickets, which are valid longer than one hour. An overview of the tickets available and the prices for public transportation in Graz as well as a route planner can be found at: [www.verbundlinie.at/lang/en/tickets.php](http://www.verbundlinie.at/lang/en/tickets.php)

### 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. You will get more information about it during Welcome Week.



## TRAVELLING WITHIN AUSTRIA

### TRAINS

The 'Österreichischen Bundesbahnen' (Federal Railway – [www.oebb.at](http://www.oebb.at)) provide an efficient means of transportation with which you can reach most parts of the country. From Graz, 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', with which you will be granted a reduction of up to 50% on all train fares within Austria (more information at [www.oebb.at](http://www.oebb.at) > Vorteils card). The pass is valid for one year.

### BUSES

Both the 'Österreichischen Bundesbahnen' 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](http://www.verbundlinie.at/lang/en), [www.postbus.at/en](http://www.postbus.at/en), [www.mobilzentral.at](http://www.mobilzentral.at) or call +43-50-67 89 10 (Mon – Fri 7 a.m. – 7 p.m., Sat 9 a.m. – 1 p.m.).



# A FEW FACTS ABOUT GRAZ

## GRAZ ON THE INTERNET

[www.graz.at](http://www.graz.at); [www.graz.at/stadtplaene](http://www.graz.at/stadtplaene); [www.graztourismus.at](http://www.graztourismus.at);  
[www.graz.net](http://www.graz.net); <http://istudy.iagora.com> (reports of exchange students in Graz)

## MUSEUMS & SIGHTSEEING

Graz has a great variety of museums, cultural centers and exhibitions which are worth a visit. Information on opening hours etc. can be obtained from the Tourist Information Office at Herrengasse 16 (Tel. +43-316-80 75-0). From there, guided tours through the city center are offered regularly at the cost of approx. € 10 per person.

## THEATERS & CONCERTS

You can either find a detailed program for theaters, the opera house and concert halls in the daily newspapers or online at: [www.kulturserver-graz.at/kalender](http://www.kulturserver-graz.at/kalender). A monthly schedule of theater and opera performances (the so-called 'Spielplan für das Opern- und Schauspielhaus') is also available in the box office ('Theaterkasse', Tel.: +43-316-80 00), Kaiser-Josef-Platz 10, and on the internet at: [www.theater-graz.com](http://www.theater-graz.com)

## CINEMAS & CULTURAL INSTITUTES

Graz has quite a number of cinemas where most of the films are shown in German. However, there are also some movie theaters where movies are shown in the original language ('KIZ-RoyalKino', 'Rechbauerkino'). A detailed program for all movie theaters in Graz is listed in the local newspapers or on the internet at: [www.uncut.at](http://www.uncut.at) > Kinoprogramm Graz. Cultural Institutes like the INSTITUT FRANCAIS and DANTE ALIGHIERI offer videos, magazines and books in French and Italian.

## NEWSPAPERS

The most popular local papers are 'Kleine Zeitung' and 'Kronenzeitung' (yellow press). Concerning nationwide quality papers, 'Der Standard' and 'Die Presse' are quite popular among students and academics. Foreign newspapers are sold at several newsstands in the city as well as at the bookstore 'Dradiwaberl' (Zinzendorfgasse 30, A-8010 Graz), in the vicinity of the university.

For a list of online newspapers see: [www.oesterreich.com/deutsch/medien/zeit.html](http://www.oesterreich.com/deutsch/medien/zeit.html)

## CLIMATE

The climate in Graz is continental, i.e. the winters are cold (lows are -10° to -15°C) and the summers are hot (around 30°C). Houses and dorms are well insulated and have central heating, so the temperature indoors is always comfortable. For the winter months, bring along good warm winter coat, gloves, a scarf, a warm cap and winter boots or a good pair of shoes with thermal insoles. It is a good idea to also pack a more formal outfit, in case you want go to the opera, theater, casino or a ball.

If you want to know what the weather is like in Austria and Graz at the moment, please take a look at: [www.orf.at/wetter](http://www.orf.at/wetter)



# IMPORTANT PHONE NUMBERS & ADDRESSES

## IMPORTANT ABBREVIATIONS

### REFERRING TO GRAZ UNIVERSITY ...

<i>BIB</i>	<i>Office of International Relations</i>
<i>ESN</i>	<i>Erasmus Student Network</i>
<i>GEWI</i>	<i>School of Humanities</i>
<i>KFUG</i>	<i>Karl-Franzens-Universität Graz</i>
<i>NAWI</i>	<i>School of Natural Sciences</i>
<i>ÖAD</i>	<i>Austrian Exchange Service</i>
<i>ÖH</i>	<i>Student Union</i>
<i>RESOWI</i>	<i>Building of the School of Law and the School of Economics &amp; Social Sciences</i>
<i>REWI</i>	<i>School of Law</i>
<i>SOWI</i>	<i>School of Economics and Social Sciences</i>
<i>THEOL</i>	<i>School of Catholic Theology</i>
<i>UB</i>	<i>Main University Library</i>
<i>URBI</i>	<i>School of Environmental and Regional Sciences and Education</i>
<i>USI</i>	<i>University Sports Institute</i>
<i>WS / SS</i>	<i>winter semester / summer semester</i>

### OTHERS ...

<i>GKK</i>	<i>Health Insurance Company</i>
<i>GVB</i>	<i>Graz Public Transport Authority</i>
<i>LKH</i>	<i>University Hospital Clinic</i>
<i>ÖBB</i>	<i>Federal Railways</i>

## IMPORTANT PHONE NUMBERS

<i>Fire Department</i>	<i>122</i>
<i>Police</i>	<i>133</i>
<i>Ambulance</i>	<i>144</i>
<i>Doctor's Emergency Service</i>	<i>141</i>
<i>Post Offices</i>	<i>88 00</i>
<i>Graz Airport</i>	<i>29 02-0</i>
<i>Train Station</i>	<i>05-17 17</i>
<i>Bus &amp; Train Information Center for Graz and Styria</i>	<i>05-067 89 10</i>
<i>Phone directory Austria</i>	<i>11 88 99 expensive line!</i>
<i>Phone directory other countries</i>	<i>11 86 96 expensive line!</i>

## IMPORTANT WEBSITES

<i>Graz University</i>	<i>www.uni-graz.at</i>
<i>International Relations</i>	<i>http://international.uni-graz.at</i>
<i>Incoming Website</i>	<i>www.uni-graz.at/en/bibwww_stud-incoming_exwithagn.html</i>
<i>Campus Map</i>	<i>www.uni-graz.at/allgemein/lage.html</i>
<i>Erasmus Student Network</i>	<i>http://oehweb.uni-graz.at/international/</i>
<i>Course Catalogue</i>	<i>https://online.uni-graz.at/</i>
<i>Faculties</i>	<i>www.uni-graz.at/E/ &gt; Faculties and Departments</i>

## IMPORTANT ADDRESSES

### **Office of International Relations / Büro für Internationale Beziehungen**

Universität Graz, Universitätsplatz 3, A-8010 Graz

Tel.: +43-316-380-12 49, Fax-DW: 91 56,

[international@uni-graz.at](mailto:international@uni-graz.at), <http://international.uni-graz.at>

### **ERASMUS, UTRECHT Network, SEN, CEEPUS, JoinEU-SEE**

Monika Oštir-Schein (380-12 46), [monika.schein@uni-graz.at](mailto:monika.schein@uni-graz.at)

### **ISEP, MAUI, AEN, Joint Study, Novi Pazar, GUU Moscow, Best of South-East, Go Styria, Erasmus Mundus Action 2 outside Europe**

Christa Grassauer (380-12 54), [christa.grassauer@uni-graz.at](mailto:christa.grassauer@uni-graz.at)

### **Housing Office / Austrian Exchange Service (ÖAD)**

Claudia Arnez

Steyrergasse 5, A-8010 Graz

Tel.: +43-316-31 87 84, Fax: +43-316-32 47 59

[claudia.arnez@oead.at](mailto:claudia.arnez@oead.at), [www.housing.oead.at](http://www.housing.oead.at)

### **Admission Office / Studien- und Prüfungsabteilung**

Universitätsplatz 3, A-8010 Graz

Tel.: +43-316-380-21 92, Fax: +43-316-380-91 05

### **Student Union (ÖH) / Erasmus Student Network (ESN)**

Schubertstraße 6a/1/5, A-8010 Graz

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

[international@oeh.uni-graz.at](mailto:international@oeh.uni-graz.at), <http://oehweb.uni-graz.at/international/>

### **Health insurance / Steiermärkische Gebietskrankenkasse**

Josef-Pongratz-Platz 1, A-8010 Graz, Tel.: +43-316-80 35-0, [www.stgkk.at](http://www.stgkk.at)

### **Travel agency / STA Travel Shop Graz**

Raubergasse 20, A-8010 Graz, Tel.: 82 62 62-0, [graz@statravel.at](mailto:graz@statravel.at), [www.statravel.at](http://www.statravel.at)

### **Tickets for concerts / Zentralkartenbüro**

Herrengasse 7, A-8010 Graz, Tel.: +43-316-83 02-55, [www.zkb.at](http://www.zkb.at)

### **Box office / Theaterkasse**

Kaiser-Josef-Platz 10, A-8010 Graz, Tel.: +43-316-80 00

[tickets@buehnen-graz.com](mailto:tickets@buehnen-graz.com), [www.theater-graz.com](http://www.theater-graz.com)