


JoinEU-SEE: Information Sheet

University of Graz / Karl-Franzens Universität Graz	
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JoinEU-SEE contact person

Contact person for incoming students (Name, email address, phone number)	Ms Monika Ostir-Schein, erasmus.mundus@uni-graz.at , +43-316-380-1249
Contact person for outgoing students (Name, email address, phone number)	Ms Karin Schwach, karin.schwach@uni-graz.at , +43-316-380-2212
Contact person for incoming and outgoing staff (Name, email address, phone number)	Mr Blaz Ploj, erasmus.mundus@uni-graz.at , +43-316-380-2214

General websites

Website of the university	www.uni-graz.at
Website for JoinEU-SEE applicants (BA/MA/PhD)	http://international.uni-graz.at/en/koop-proj/sp/ema2/ema2-info/ema2-incoming-students/
Website for JoinEU-SEE applicants (Post-Doc and staff)	http://international.uni-graz.at/en/staff/pers-incoming/mobility-programs/ema-2/ If you need further assistance, please contact erasmus.mundus@uni-graz.at indicating whether you're applying as Post-Doc or Staff and attaching your CV and research/work plan.
Website of the International Relations Office / International Students	http://international.uni-graz.at/en/

General academic calendar

Link to academic calendar	http://studienabteilung.uni-graz.at/en/dates-deadlines/	
LECTURE PERIOD: Note that dates are partly still preliminary as the senate's decision on semester dates for 2015/16 is not due until Feb/March 2015. Preliminary dates are based on previous years and indicated in red in the following tables.		
First term 2015/2016 (winter term), preliminary	Start date: 01.10.2015	End date: 31.01.2016
	Registration session (welcome events), preliminary: 02.09.2015-23.09.2015	
	Examination period(s): end of semester / continuous (depending on course)	
Second term 2015/2016 (summer term), preliminary	Start date: 01.03.2016	End date: 05.07.2016
	Registration session (welcome events), preliminary: 03.02.2016-22.02.2016	
	Examination period(s): end of semester / continuous (depending on course)	

Language of instruction and verification of language proficiency

	EXCHANGE students (undergraduate/bachelor, PhD/doctoral level) No language certificate needed. However, preference will be given to applicants with a German language certificate (or English language certificate – in case you are only attending courses held in English). Exchange students without knowledge of German must have sufficient knowledge of English and must verify in detail in the online system whether they can find enough courses taught in English to fulfil the program requirements.	
accepted certificate(s)	German	Preferably ÖSD-certificate C1, Goethe-Institute certificate C1
	English	Preferably TOEFL, IELTS, Cambridge
Specific information regarding language requirements can be found on the academic offer of the respective university.		

Housing

Housing assistance	Yes, selected students will be informed about the procedures by the JoinEU-SEE contact person
Link to housing information/application	www.housing.oead.at
Housing application deadlines	1 June for winter semester
Approx. rental costs per month	Student dorms: approx. € 200-450 (depending on dorm) apartments: € 600-1200
Living expenses (incl. rent, food, public transport, etc.)	http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/
Facilities for students with special needs	Yes, http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/

Welcome Service

Mentor system	Buddy program (pick up and support by Graz student) available for exchange students: http://erasmus.oehunigraz.at/
Welcome event / orientation week	Welcome Events are mandatory and include sessions about orientation/registration/course system. Winter semester (preliminary): Registration and Welcome Events: 02.09.2015-23.09.2015
(Intensive) language courses offered before the beginning of the semester	Intensive German course in September/February (lasting for three weeks before the start of the semester): https://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/
(Intensive) language courses offered during the semester	Yes, various language courses on different levels: https://treffpunktsprachen.uni-graz.at/en/lehre/deutsch-als-fremdsprache/semester-courses/ http://treffpunktsprachen.uni-graz.at/en/teaching/foreign-language-courses/semester-courses-for-students/

Other useful information

Documents to be uploaded

The following documents must be uploaded to the JoinEU-SEE online application system by the JoinEU-SEE application deadline.

Students applying for doctoral exchange/degree must be able to provide the complete bachelor and master documentation by the deadline of the respective JoinEU-SEE call.

EXCHANGE mobility:

- Proof of enrolment in an equivalent/similar program and at the same level the JoinEU-SEE application is for at the home university signed and stamped by the admissions office / registrar of the home university (for **Doctorate only**)
- Diplomas of ALL previously completed university degrees, i.e. for PhD/doctorate application – undergraduate/bachelor and master diplomas (for **Doctorate and Post-Doc only**).
- Transcripts of records of ALL previously completed degrees, i.e. for PhD/doctorate application – undergraduate/bachelor and master transcript. (for **Doctorate only**)
- Research Plan (all levels)
- Recommendation Letter (all levels)
- Titles of bachelor and master thesis (**Natural Science PhDs ONLY**)
- Letter of Interest from a professor at University of Graz confirming interest in supervising the candidates research (all levels)
- Language certificate is not mandatory, however preference will be given to students providing one. Students planning to take only courses taught in English must make sure they can find enough courses taught in English (see offer at <http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/courses-taught-english/>).
- Passport copy (all levels)
- Curriculum Vitae (all levels)
- List of publications (**only academic staff**)

Translations of documents

If original documents (certificates, transcripts, etc.) are not in English or German, they must be accompanied by a translation into either English or German. Selected degree students will have to provide certified translations into German during the application process at the University of Graz.

Next steps after selection via the JoinEU-SEE consortium

The University of Graz requires selected students to complete the University of Graz application procedure, before visa and acceptance letters can be sent!

- Exchange students must complete the online application via the University of Graz online tool. A print-off of the “Application Form” signed by the student and the “Study Confirmation” signed by the advisor at the home university along with all relevant academic documentation must then be sent via surface mail to the contact person in Graz.

All students selected for University of Graz will be contacted by the Graz contact person upon the official confirmation of their selection by the coordinating university and advised in detail.

Other Useful Information

- Online course guide: <https://online.uni-graz.at>
- English-taught courses: <http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/courses-taught-english/>
- Guidelines for course system: <http://static.uni->

- www.ugo.graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww_s_ugo_guidelines.pdf
- Further information for degree seeking students: <http://studienabteilung.uni-graz.at/de/studieren/internationale-studierende/>
 - Further information for exchange students: <http://international.uni-graz.at/en/stud/incoming/nominiert/>
 - Welcome Guide for students: <http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/>
 - Information on the student facilities at the university: see welcome guide
 - Information about the city: <http://www.graztourismus.at/cms/ziel/2865539/DE/>