



Faculty of Business and Management - SoWi
IWW-Office



2018 / 19

- **Application process for business and economics students**
- **Housing**
- **Fact sheet and other information**

Incoming Coordinator: **OR Mag. Christoph KORNBERGER**

Wirtschaftsfakultät Universität Innsbruck - SoWi
Faculty of Business and Management
IWW-Office

Universitätsstrasse 15
6020 Innsbruck
Österreich

Phone: +43 512 507 73.181
email: iww@uibk.ac.at
www: <https://www.uibk.ac.at/iww>

Dear nominated student!



**Hello and congratulation
on your nomination as an exchange student at the Faculty of Business and Management!**

We - the members of the IWW-Office, Christoph (your incoming coordinator), Elke & Dilay - are happy that you have chosen our Institution - Faculty of Business and Management (SoWi) - as your exchange institution. We look forward to welcoming you at our faculty for the next academic year or semester!

As you know from your home coordinator, you need to go through an application process at your exchange institution to receive your „Letter of Acceptance“.

Please, find the 10 steps you have to follow on the next pages, to receive your ‚Letter of Acceptance‘.

Your application is your first impression. Therefore - we would kindly ask you to read all information carefully and to take your application serious - **it is a job.**

There is a lot to do, to read, it is work and you will see - time goes fast and suddenly you need to pack your bags.

During your application process, please, check your indicated email account regularly. You will be informed by the application system, if your documents are accepted, if your letter of acceptance is ready for download, etc..

You also will receive information emails from our IWW-Office (iww@uibk.ac.at) as incoming coordinators as well.

Please, **check** all deadlines. If you need to apply for a visa, apply as soon as possible and apply for housing.

Deadline to upload your application documents (Step 1 - 10) at Innsbruck University:

winter semester: **15.08.2018**

summer semester: **15.01.2019**

As rooms in student houses are limited, we want to advice you to book accommodation as soon as possible:
ÖAD-student-housing-agency: <https://oead.at/en/to-austria/regional-offices/innsbruck/accommodation/>

It is difficult to find private accommodation as the number of students is still increasing.

So - be ready for an exiting journey and start your application now - by registering you at the IWW-Office first! (see next pages ;-)

Homepage IWW: <https://www.uibk.ac.at/iww/index.html.en>

Start your application: <https://www.uibk.ac.at/iww/incomings/nominated-students.html.en>

All the best

Christoph

Leopold-Franzens-Universität
Faculty of Business and Management (SoWi)
IWW-Office

OR Mag. Christoph KORNBERGER
(your coordinator)

email: iww@uibk.ac.at
tel: +43 512 507 73.181

Universitätsstrasse 15
6020 Innsbruck
Austria

Innsbruck School of Management (SoWi)



Application for Admission

Faculty of Business and Management

Exchange Business & Economic students only!

The application process - steps 1-10

- Step 1 – Check application deadlines - <https://www.uibk.ac.at/iww/index.html.en>
- Step 2 – Check the availability of your university
- Step 3 – Check your exchange status
- Step 4 – Fill in the online application to register at the IWW-Office (IWW-Office = incoming coordinators)
- Step 5 – Prepare documents
- Step 6 – Create personal university student account
- Step 7 – Upload requested documents
- Step 8 – Documents check
- Step 9 – Acceptance letter - can be downloaded - you will be informed by email
- Step 10 – Admission documents - can be downloaded - you will be informed by email

Step 1 - Check application deadline to upload application documents

Winter semester: **August 15th**

Summer semester: **January 15th**

It is not possible to upload application documents after the deadline as the system will close the upload section!

Step 2 - Check availability of your university

Please, check if your university is available in the pulldown menu on our homepage, if not, send an email - by introducing yourself with name of your university, coordinators name, study program, semester in which you intend to come - to iww@uibk.ac.at - we will check and inform you by email.

Step 3 - Check your exchange status

Make sure that you are nominated as an ERASMUS / LLL / JOINT STUDY student for the faculty Innsbruck School of Management (University of Innsbruck) and that your institution has an agreement with one of the departments of Innsbruck School of Management - your home coordinator should have informed you.

Step 4 - Fill in the online application to register at the IWW-Office

(The member of the IWW-Office, OR Mag. Christoph KORNBERGER, is your incoming coordinator)

Before you fill in the online application form, please make sure, that you have the following information / data available, otherwise you will not be able to send the data online!

In general, you are **only allowed to choose a study programme, with which YOUR university has a contract**. Please contact your home coordinator if you do not know which programme you are allowed to choose!

Study Programme

Bachelor students:

If you are a bachelor student, please, select „Internationale Wirtschaftswissenschaften (IWW) (International Business and Economic Studies).

Master students:

If you want to apply for a master programme (you need to be enrolled as a master student in a business or economic programme at your institution or similar - please, read the master information on our homepage - **limited exchange places - first come first serve**), please, select your master programme.

ECTS

ECTS completed by the end of the semester before your exchange semester in Innsbruck starts

(if you are from overseas and your university does not offer ECTS credits, please fill in "0".)

- if you apply for "Internationale Wirtschaftswissenschaften" - fill in the ECTS you reached in your bachelor programme so far
- if you apply for a "master" programme - fill in the ECTS you reached in your master program so far.

First & Family name:

Make sure that you have your passport/ID ready, as you need to fill in exactly all the names from your passport or ID. In case of incorrectness - processing the documents will lead to delays.

Years of study

Years of study completed in your current program, before you come to Innsbruck.

European Union citizen?

Are you an European citizen? Yes/No

VISA

Do you need to apply for a VISA? Yes/No

In case you need to apply for a visa, we will send you an invitation letter which you need for your visa application as soon as the Letter of acceptance is available.

Please, note, to receive a visa confirmation it might take a while in your country, therefore apply soon.

Permanent address (the admission documents will be sent to this address)
Permanent e-mail address (the IWW-Office contacts you only at this email address)
Telephone number

Emergency number & emergency contact person:

Emergency number and contact: name of mother/father/etc. and phone number in case you have an emergency.

Medical /disability issue

Medical issue : eg need a doctor in Innsbruck, etc.

Disability: Please specify if you have any medical issue / disability and say how it might affect your studies. You need to bring a proof. (eg dyslexia)

Have you ever been admitted to an Austrian University before?

Remember, if you have been admitted to an Austrian University before? If yes, your Austrian-University-Student-ID-Number (Matrikelnummer) is required, as you keep this student ID for your lifetime.

Number of semesters you want to apply for.

- Number of semesters you want to stay in Innsbruck
- Bachelor students: max. 2 - Master students: max 1 semester!

Intended beginning

- Intended beginning of your studies in Innsbruck (semester/year)

Date, country and city of your graduation

Date, country and city of your graduation from your Secondary-School-Leaving-Certificate (Abitur, Matura)

Date of admission

Date of admission at your home university (month and year)

Home coordinator:

- Full name of your home coordinator
- This has to be a member from your international department of your home institution - **NOT a professor**

Home coordinator E-mail

We will send the nomination to this email address

German language skills: (B2 - at least - is required in the teaching language)

mother tongue, very good, good, little, no German

German level:

self-rating: A1, A2, B1, B2, C1, C2, did not reach a level (no certificate available)

German language course:

Do you seriously want to attend a German language course: yes / no

Your English language skills: (B2 - at least - is required in the teaching language)

self-rating: mother tongue, very good, good, little, no English

English level:

A1, A2, B1, B2, C1, C2, did not reach a level (no certificate available)

Passport data

If you are a Joint Study student you need to fill in your passport data, as we need to send you an invitation letter for your visa application:

- Passport no
- Issuing Authority
- issued from / valid until

All EU, EFTA and SWISS students who stay longer than 4 month in Austria need to apply - within these 4 month - for a special residence permit, the so called ("Aufenthaltsbescheinigung")

Passport and Insurance data are required for this application. If you want us to complete the form you can already fill in your passport and Insurance data. This makes it easier and saves time for you. Or feel free to hand it in, as soon as you are in Innsbruck.

Insurance data (see your EU-Insurance card)

All EU, EFTA and SWISS students who stay longer than 4 month in Austria need to apply - within these 4 month - for a special residence permit by law the so called ("Aufenthaltsbescheinigung")

Passport and Insurance data are required for this application. If you want us to complete the application form you can already fill in your passport and insurance data. This makes it easier and saves time for you. Or feel free to hand it in, as soon as you are in Innsbruck.

- Insurance Company
- Insurance number

Photo:

You have to upload a passport picture – Passport picture as jpg or pdf (jpeg is not working)

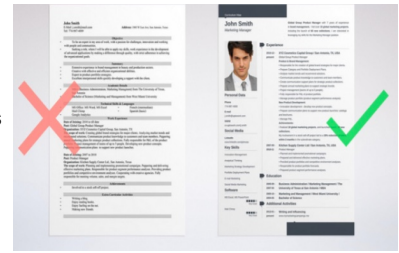
Criteria for the photo:

- **professional passport** picture
- 35x45 mm in size
- Your head must cover app. 2/3 of the picture
- The photo must not be older than 6 month and you must be clearly recognisable
- The photo has to be in colour
- The picture should meet the criteria of the international passport regulation
- no selfis - professional picture

Step 5 – Prepare documents

You have to prepare the following 4 (5) documents:

1. **Nomination** (the nomination will be sent from us to your coordinator. Your coordinator has to check, stamp and sign the document and need to send it to you, that you can upload the nomination.
2. **CV - Curriculum Vitae**
Criteria:
 - You need to create the CV by yourself
 - It need to be a resume - not a cover letter
 - Do not use forms from the internet - put effort in it, be imaginative, this is a job, create yours
 - 1 page minimum - 2 pages maximum
 - If you do not have an idea how to create a CV, google for it
 - **Please, take this serious.**
 - **The CV is the document we often do not accept, as it does not fulfill the criteria**
3. **ID or passport** with which you come to Innsbruck
4. **Professional passport picture** of you
5. **Transcript of Records** (only students who apply for a master programme)



Make your own creation!

You have to scan each documents as a single document - only PDF scans will be accepted - except the foto.

Please specify the files as follows:

1. Nomination: Nomination.pdf
2. Curriculum Vitae: CV.pdf
3. Passport / ID: ID.pdf
4. Transcript of records (master students only): Transcript.pdf
5. Foto: Foto.pdf / Foto.jpeg - see step 4: photo

Step 6 – Create university student account - LFU-Online student account

After registering at the IWW-Office, you can start your official application at Innsbruck University now.

As soon as you have registered at the IWW-Office, we will send (within 3 working days) you an email with the **link to create your personal student account** at Innsbruck University.

ATTENTION: Students who apply for the summer semester only, can only start creating their account from **16.08.2019**

To create your personal LFU-student-account you need to have the same (but less) data ready, as you have to register at the IWW-Office - see step 4:

Step 7 - Upload requested documents

After creating your personal student account you need to confirm the account and upload your prepared documents. We would appreciate, to **upload** all documents in **one go** - this saves time for all of us:

1. Nomination: Nomination.pdf
2. Curriculum Vitae: CV.pdf
3. Passport / ID: ID.pdf
4. Transcript of records (master students only): Transcript.pdf
5. Foto: Foto.pdf / Foto.jpeg

Step 8 - Documents check

Only if all documents are uploaded, they will be checked of completeness and correctness. In case of wrong, incompleted, incorrect documents, etc., you will not be accepted.

Step 9 - Acceptance letter can be downloaded

As soon as the documents are completed and accepted as correctly, you will receive the information, that your „Letter of Acceptance“ is ready for download from your student account. The system will send this information to your indicated email address. **Only with this email confirmation you can be sure to be accepted!!!** Therefore we kindly ask you to check your emails regularly!

Step 10 - Admission documents will be issued from WS: 09.07.2018 / SS 07.01.2019

After confirming the acceptance, the admission department start issuing the admission documents from

- for the WS- winter semester **09.07.2018**
- for the SS - summer semester **07.01.2019**.

- As soon as the admission documents are issued, the student will be informed by the application system that the documents are ready for download
- The admission documents contain your:
 - student record
 - student ID number
 - Innsbruck student email address
 - Innsbruck university email account and internet access

Now you have all documents available to study at the Faculty of Business and Management.

Accommodation:

To find accommodation is not easy. The demand is extremely high - and - to find private accommodation is not easy too.

We recommend students to apply at the ÖAD Innsbruck - which is the Innsbruck student house agency

*As only a certain number of rooms are available and the housing situation is not the best, students should apply as soon as possible. **WS - April, Mai / SS - October, November.***

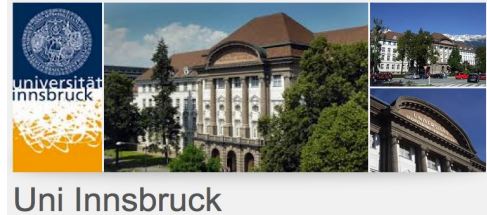
- ***If students apply "very early" they have a big chance that they get a room in the dorm they want to and/or get a single room, if desired***
- ***The students have to pay an application fee (35,- euro), which is not refundable (exception: if no room would be available)***
- ***This fee was introduced as students applied, cancelled, applied again, etc..***
- ***As soon as the student has paid the application fee, the student receives a room offer with the request to pay the deposit which is about 900 Euro, within 14 days.***
- ***If the student pays not the deposit within 14 days, reservation offer will be withdrawn and in case the student has/wants to apply again and has to pay the 35 euro again.***
- ***Please, write in the field remarks / comments „Student from Christoph - IWW-Office“ - This is only for students who apply via the IWW-Office and will be checked by the agency!***
- ***To apply online, you will be asked for a confirmation from your university. Have your a nomination letter from your home institution ready, in which indicates that you are nominated at the Faculty of Business and Management.***
- ***Our office (iww-office) is not in charge of housing – for further questions, please, contact the housing office ÖAD directly***
- ÖAD - (FAQ, application, etc): <https://housing.oead.at/en/faq-en>
- ÖAD student houses: <https://oead.at/en/to-austria/regional-offices/innsbruck/accommodation/>
- ÖAD application: <https://www.summer-university.com/en/application>

FACT SHEET
Faculty of Business and Management
IWW-OFFICE Innsbruck, Austria

University: *Leopold-Franzens-Universität Innsbruck*
Faculty: *Faculty of Business and Management*
Department: *IWW-Office – Internationale Wirtschaftswissenschaften*
International Economic & Business Studies
Erasmus Code: *AINNSBRU01*

Address

*Faculty of Business and Management
SOWI / IWW-OFFICE
Universitätsstraße 15
6020 Innsbruck
Austria*



Contact - pleas send emails ONLY to iww@uibk.ac.at

Phone / Fax number / e-mail / web

+43 512 507 73.181 / +43 512 507 73.197 / iww@uibk.ac.at / <https://www.uibk.ac.at/iww/index.html.en>



Head of department

*Ms. OR Mag. **Elke Kitzelmann** / Dean of studies / Responsible for **Outgoing** students*
+43 512 507 73.181 / iww@uibk.ac.at



Incoming Coordinator / Assistant

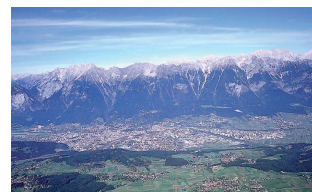
*Mr. OR Mag. **Christoph Kornberger** / Responsible for **Incoming** students*
+43 512 507 73.181 / iww@uibk.ac.at



Secretary Office / Promotional Materials

*Ms. **Dilay Yagmur***
+43 512 507 73.181 / iww@uibk.ac.at

LFU - **L**eopold **F**ranzens **U**niversität Innsbruck



Learning Agreement Information:

We kindly ask to complete the LA as follows:

Name: *Universität Innsbruck*

Faculty: *Faculty of Business and Management*

Department: *IWW-Office*

Erasmus Code: *AINNSBRU01*

Address: *Universitätsstrasse 15, 6020 Innsbruck, Austria*

Country(code): *Austria, AUT*

Contact (responsible) person: *OR Mag. Christoph Kornberger*

Email/Phone: iww@uibk.ac.at / +43 512 507 73.181

Web: www.uibk.ac.at/iww

Exact course title and course code (PS only) are required to check the LA from our side

Faculty/College students study in:

LEOPOLD FRANZENS UNIVERSITÄT INNSBRUCK / Österreich:

- *Faculty of Business and Management*
- *School of Political Science and Sociology*
- *Faculty of Economics and Statistics*



Web address for incoming students

- <https://www.uibk.ac.at/iww/index.html.en>



Winter semester duration (WS) / Application documents deadline

October – February (15 weeks) / August 15th

Summer semester duration (SS) / Application documents deadline

March – July (15 weeks) / January 15th

Online Application - Link

- *The online application link will be closed one working day before the document deadlines*

Introduction days:

- *App. 1 week before the semester starts*
- *winter semester: about end September / begin October*
- *summer semester: about end February / begin March*



Exam week (Bachelor only):

- *winter semester app. 15th February - +/- 3 days*
- *summer semester app. 15th July - +/- 3 days*
- *oral exams one week later, but we try to organize the oral exam within the written exam week.*
- *no distance exams*
- *Master students final exams take place: WS: end of January / SS: end of June*



Faculty of Business
and Management

The INTRODUCTION is compulsory for every business bachelor / master student

In the introduction the following information will be provided to the students:

- registration at the university
- about Innsbruck / Austria
- about the university / faculty
- general useful information
- modular system, registration, etc.

Other relevant dates

Modular enrolment will be done online during the introduction days. Deadline for module registration will be around the official semester start.

If students miss this date, they will not be able to register for modules/courses.

Application procedure

*Business bachelor/master students find **an online application** (will always be opened in April / closed Jan 15th) on our website.*

The application process - steps 1-10

- Step 1 – Check application deadlines - <https://www.uibk.ac.at/iww/index.html.en>
- Step 2 – Check the availability of your university
- Step 3 – Check your exchange status and sty programme
- Step 4 – Fill in the online application to register at the IWW-Office (IWW-Office = incoming coordinators)
- Step 5 – Prepare documents
- Step 6 – Create personal university student account
- Step 7 – Upload requested documents
- Step 8 – Documents check
- Step 9 – Acceptance letter - can be downloaded - you will be informed by email
- Step 10 – Admission documents - can be downloaded - you will be informed by email

Documents required for application:

*The student need to send the application documents **in one email**. More information are on our homepage.*

We strongly advice the student to make sure, that documents are correctly completed and signed:

- 1 Application – (application.pdf)
- 1 Nomination - (nomination.pdf)
- 1 Photo (passport sized) – (foto.pdf or foto.jpeg)
- 1 Copy of passport/ID (readable) – (ID.pdf)
- 1 professional CV (1 page minimum / 2 pages maximum) – (CV.pdf)
- Master students have to add: 1 x transcript of records – (transcript.pdf)

*ALL documents must be uploaded in ONE Email **but** each document in an extra pdf file (no download links, zip-file, etc.)*

Website for modules available for exchange students:

http://orawww.uibk.ac.at/public/pk203.lv_kursstart?ornr_in=4

https://orawww.uibk.ac.at/public_prod/owa/lfuonline_lv.home (need to change language from DE->EN)



City of Innsbruck

Study Programs

Bachelor:

We put the bachelor students in the diploma program IWW - Internationale Wirtschaftswissenschaften / International Economic and Business Studies (which is on master level) – as the range of modules is bigger.

You can only chose one study programme below **AND** your home institution **needs to have a contract with your chosen study programme!**

If a master student can not take any of these master programme as there is no contract between the two institutions, we recomand the student to chose the „Diploma Study IWW“, as it is on master level. A lot of master students took this opportunity in the past.

Diploma Program: IWW-International Economic & Business Studies

Master: Accounting, Auditing & Taxation

Master: Applied Economics

Master: Banking & Finance

Master: Organization Studies

Master: Strategic Management (Management, Marketing, Tourism)

Master: Commercial Informatics

as from: 2018 / 19

Master:

Our office supports bachelor students in academic and organizational questions only. But we also do the administration work for master students.

For master programme students we kindly ask the students to read the information on our homepage:

<https://www.uibk.ac.at/iww/incomings/nominated-students.html.en#master>

There is only a **limited number** of places in the Master Programmes - Especially „Strategic Management“.

Therefor we would advise the students to apply as soon as possible.

We have special prerequisites for the following master programs on which you have to bring the following proof:

To apply for a Master Program, the student needs to have passed the following at least in their Bachelor Study:

* Accounting, Auditing & Taxation

15 ECTS-AP Financial Accounting and Cost Accounting

15 ECTS-AP Taxation, Controlling, Management Accounting, Accounting or Auditing

* Strategic Management

15 ECTS-AP Financial Accounting and Cost Accounting

15 ECTS-AP Marketing, Retailing, Management, Tourism, Public-Management

7,5 ECTS-AP Mathematic or Statistic

* Banking and Finance

30 ECTS-AP Economics, Mathematics and/or Statistics

22,5 ECTS-AP Financial Management, Bank Management, Finance Management or Risk Management

* Organization Studies

100 ECTS-AP Business and Economics

* Business Informatics

100 ECTS-AP Business and Economics, Business Informatics, Informatics

Modules:

Attendance: Mandatory

In general - limited number of students allowed in each class (30 – 40 -> fire authority)

No places can especially be reserved for exchange students (for the module online computer registration, exchange students receive 2000 points – Austrians & non-exchange receive 1000 points only)

Language of Instruction:

German and English

Language requirement:

If the student chooses modules taught in German / English language, her/his command of German / English (spoken and written) has to be sufficient – **B2** at least - to study successfully at the Innsbruck University.

We do not ask for a language certificate.

From experience we recommend students to brush up their German/English

Language Business modules:

As the **business** language courses are reserved for regular students, exchange students can only choose a business language module if places are still available after the first course registration round.

Are intensive language courses offered and when?

German courses are only offered during the semester!

German courses are offered at three levels at the beginning of each semester. (beginners, intermediate and advanced).

The university offers special ERASMUS German courses: intermediate and advanced. The ERASMUS courses are free of charge – but: first come – first served. For other German courses (except beginners level) students have to pay tuition fee. JOINT study students usually will be offered a German language course by the IRO.

German language department – ISI:

https://www.uibk.ac.at/isi/intensivsprachkurse_deutsch_als_fremdsprache/

Academic prerequisites:

Two years of business/economics studies at home institution

Students from the 3rd and 4th year can apply as an exchange student

Full-time Workload for an exchange student at our institution:

4 modules per semester – 30 ECTS credits (7,5 ECTS each)

8 modules per academic year – 60 ECTS credits (7,5 ECTS each)

1 module = 4 hours per week – 1 semester -> 15 weeks

Learning expectations/ class format:

There is compulsory attendance in all modules!!!!

Final exams:**Distance exams: will not be offered!**

As many students did not appear for distance exams at their institution in the past, we do not offer this service anymore!! In case of re-examination the student needs to come back to Innsbruck

Bachelor students:

Final exams take place after the end of the semester (final exam week):

Winter semester: mid February / Summer semester: mid July

Exam mode: written exam 90 minutes / **advanced modules: written 60 minutes / oral after completion of the written exam. The oral exam will take place 1 – 2 week after the written exam. We try to organize the oral exam 1 – 2 days after the written exam, for those students who need to go home right after the exam week)**

Master students:

The exams take place at the end of the semester: Winter semester – end of January – Summer semester – end of June

In general:

EXAMS NEED TO BE WRITTEN IN INNSBRUCK ONLY !

It is not allowed to organize (distance) final exams.

Grading system:

1 very good (A)

2 good (B)

3 satisfactory (C)

4 sufficient (D)

4 sufficient (E)

5 fail (FX)

5 fail (F)



Accommodation and others

Accommodation:

The online form for housing (ÖAD) can be found on our webpage.

There is no pick-up service provided upon arrival! As only a certain number of rooms are available and the housing situation is not the best, students should apply as soon as possible. **WS - April, Mai, / SS - October, November, .**

It is very difficult to find private accommodation.

As soon as the student has done a reservation the ÖAD will ask for a deposit which is about > 900 €, which the student has to pay.

Others:

Students should especially study the items "Nominated Students" and "Course Information".

Estimated living expenses:

Students must be aware that life in Austria is quite expensive compared to other European countries. The average amount of money for accommodation and living will be appr. 800 € p.m.

Academic expenses excluding tuition fees:

Tuition fee is waived for exchange students, nevertheless, all students have to pay the student union fee at registration: 19,70 € per semester (2018 / 19)

Scholarship:

The university of Innsbruck does not offer scholarships to incoming students

Other expenses: There are many destinations to travel to/from Innsbruck. Season ticketst for skiing app. 399,00 (Price last season) €. Student semester bus ticket: 133,50 €.

Health insurance requirements:

European students have to bring the "European Insurance Card". Non-EU students should expect to buy private health insurance in their home countries before departure or directly in Austria (58,39 € p.m.).

It is important that winter(skiing) accidents are covered!! – Students who are planning to exercise winter sports should have coverage of SAR. (helicopter rescue can cost easily 5.000,- € and more, etc.) – there are special offers in Austria between 28 € - 57 € p.m.

Visa requirements:

Please check with the Austrian Government Office in your home country. The student should apply as soon as possible, that we can send the concerning documents to start their visa procedure.

ATTENTION: US and Canadian Students check this link: <http://www.austria.org/students-scholars/>

Students facilities on campus:

Fitness facilities, social clubs, computers, Mensa, social activities, organised trips, e-mail accounts, student tutors, W-Lan, modern technical equipment in lecture rooms, etc.

Student services provided:

The IWW-Office is for students based at the Innsbruck University School of Management only!!

How is our information distributed:

Web: yes

Email: yes

regular mail: **Transcript of Records as hard copy to students home address**

