



Incoming Student Guide Academic Year 2024/25

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I. Studying at the St. Pölten UAS

1. The St. Pölten UAS

Situated 60 km to the west of Vienna in Austria's oldest baroque town, the St. Pölten University of Applied Sciences (St. Pölten UAS) was founded in 1996. It is an expanding institution of higher education with more almost 4,000 enrolled students.



Campus St. Pölten – Copyright: Peter Rauchecker

You want to know more about the St. Pölten UAS? Click [here](#) for detailed information.

1.1. Institutional Data

Official name:	Fachhochschule St. Pölten/ St. Pölten University of Applied Sciences
Erasmus code:	A ST-POLT03
Erasmus University Charter:	83637-IC-1-2007-1-AT-ERASMUS-EUCX-1
Address:	Campus-Platz 1 3100 St. Pölten, Austria
Website: Facebook: Incomings Group Facebook: Twitter: YouTube: Instagram: ESN Group Instagram:	www.fhstp.ac.at , http://english.fhstp.ac.at www.facebook.com/fhstp https://www.facebook.com/groups/284609344927328/ http://twitter.com/FH_StPoelten www.youtube.com/fhstpoeelten https://www.instagram.com/fhstp/?hl=de https://www.instagram.com/esn_fhstp/?hl=de
Head of Institution:	FH-Prof. Dipl.-Ing. Dr. Alois Frotschnig Chairperson of the Board tel: +43 2742 313 228-601
Legal representatives:	FH-Prof. Dipl.-Ing. Hannes Raffaseder Chief Executive Officer (CEO) tel: +43 2742 313 228-616 FH-Prof. Dipl.-Ing. Johann Haag Chief Executive Officer (CEO) tel: +43 2742 313 228-631

1.2. International Office

The International Office is your first point of contact for everything pertaining to your student mobility at the St. Pölten University of Applied Sciences. The St. Pölten UAS' Incoming Student Coordinator processes your application and answers questions before, during and after your mobility.

The team of the International Office offers support and advice for students, lecturers, staff and researchers in all matters relating to internationalisation. It is responsible for the implementation and realisation of international activities.

You want to contact the International Office? Write an e-mail to incomingstudents@fhstp.ac.at.

1.3. International Coordinators

The international coordinators are your contact for any academic questions you might have before, during and after your mobility at the St. Pölten University of Applied Sciences. They consult incoming in subject-related matters, in particular in course selection. The international coordinators work in close collaboration with the Office for International Relations, which offers organisational and administrative support.

You want to contact your International Coordinator? Click [here](#) for the contact details.

1.4. Academic Calendar

The academic year is divided into two semesters, a winter semester and a summer semester. At the beginning of each semester, the Orientation Days for incoming students are held. Depending on your study programme, the winter semester starts in the beginning/middle of September and ends at the end of January/in the beginning of February. Depending on your study programme, the summer semester starts in the middle of February and ends at the end of June/in the beginning of July.

You want to access the latest academic calendar? Click [here](#) for more.

2. Studying

The St. Pölten UAS runs bachelor and master degree programmes and a number of further education programmes in the fields of Media, Digital Technologies, Communications, Management, Computer Science, Security, Mobility Engineering, Health, and Social Sciences.

2.1. Full Bachelor and Master Degree Programmes

You want to find out more about the St. Pölten UAS' programmes at bachelor level? Click [here](#) to access the list of all bachelor degree programmes offered.

You want to find out more about the St. Pölten UAS' programmes at master level? Click [here](#) to access the list of all master degree programmes offered.

Access to classes taught in study programmes of the St. Pölten UAS might be restricted for incoming exchange students. You are unsure whether selecting a class for your exchange semester in St. Pölten is possible? Write an e-mail to incomingstudents@fhstp.ac.at to find out.

2.2. English Semester Programmes

Teaching at the St. Pölten University of Applied Sciences is primarily in German. However, the St. Pölten UAS offers tailor-made semester modules for incoming exchange students in English.

- European Project Semester – EPS (winter semester and summer semester)
- Interdisciplinary iLab – iLab (winter semester and summer semester)
- ICT Module (winter semester)
- Computing Module (summer semester)
- Spotlight on Digital Business (winter and summer semester)
- English courses in Digital Healthcare (upon request)

You want to access the detailed list of courses? Click [here](#) for course descriptions and more about the English Semester programmes.

2.3. Internships

If your stay at St. Pölten University of Applied Sciences includes a work placement, you should contact the International Office well in advance about it.

You will first have to find an internship with a company or institution. Some departments can recommend institutions that have repeatedly recruited students from St. Pölten, e.g. for students of Social Work, , and Healthcare & Nursing. The Department of Computer Science and Security and the Department of Dietetics have offered in-house research internships in the past, depending on availability. Please note that in-house research internships are usually unpaid. Erasmus+ students might want to ask their home university for the possibility of receiving Erasmus+ funding for an internship abroad.

Please note that you need to have a very good command of German for most placements.

Depending on their residence status, students who are nationals of non-EU and EEA countries might need a work permit for their internship in Austria.

As it may take some time to find a suitable internship, so we highly recommend you to start organising everything well in advance.

3. Application

You can find detailed information on our application procedure for incoming students [here](#).

3.1. Application Deadlines

- 15 May for the winter semester
- 15 May for the whole academic year
- 15 November for the summer semester

3.2. Letter of Acceptance

We will send a Letter of Acceptance to your home university (and a copy to you) as soon as we have processed all your application documents.

3.3. Learning Agreement

Visit our [website](#) to select courses for your learning agreement and follow your home university's learning agreement procedure. You can find our English semester programmes [here](#). If you want to select subjects in German, please send a preliminary list of the classes you wish to take to incomingstudents@fhstp.ac.at before submitting your official Learning Agreement.

3.4. Changes to the Learning Agreement

After your arrival in St. Pölten you still have the chance to change your Learning Agreement if you cannot attend a course due to e.g. time overlaps or if the course does not correspond to your expectations. Changes of the Learning Agreement have to be completed by

- 30 September (winter semester) and/or

- 5 March (summer semester)

You cannot change your study programme after the dates mentioned above.

3.5. Language Requirements

The minimum language requirement for studying at the St. Pölten UAS is B1 or higher according to the [Common European Framework of Reference for Languages \(CEFR\)](#).

Exchange students who select classes in German, must prove that they have sufficient knowledge of German. Students who select classes in English must prove that they have sufficient knowledge of English. If you are a native speaker of English or German and you exclusively selected classes in your native language, you are exempt from having to provide proof of your CEFR level in your native language.

The St. Pölten UAS accepts internationally recognised language certificates such as

- PTE Academic
- TOEFL
- Cambridge
- IELTS
- Telc
- TOEIC
- UNlcert
- ÖSD-Zertifikat
- TestDaF
- Goethe-Zertifikat
- DSH
- DSD

We also accept a written confirmation about your level of German and English by an authorised staff member of your home university (language teacher, university's language institute, etc.). Please contact your International Office to find out whether your home university can issue such written confirmations.

If you are unsure whether your proof of language competency is admissible, please contact incomingstudents@fhstp.ac.at.

Please note that the St. Pölten University of Applied Sciences does not accept [OLS](#) test results, [Duolingo](#) tests, [EFSET](#) certificate, or similar testing formats as valid proof of language proficiency.

4. Onboarding and Enrolment

4.1. Orientation Days for Incoming Students

Each semester starts with the Orientation Days for Incoming Students. All exchange students are asked to attend the Orientation Days without fail. You can find the dates of the upcoming Orientation Days on our [website](#).

4.2. Enrolment

The enrolment takes place on the first day of the Orientation Days. You will be enrolled in the degree programme in which you choose the most subjects.

4.3. Timetable

The current timetable of all degree programmes and your personal timetable can be found in our [Campus Information System \(CIS\)](#). We will send you your login data a few weeks before your start of studies.

Please make sure to check the timetable regularly for any short-term changes.

If your personal timetable shows time clashes, if you add and/or delete courses, or if you change groups, please inform our Incoming Student Coordinator as soon as possible.

In the first session of each lecture/seminar/lab, please introduce yourself to the lecturer and check if your name is on the attendance list. If your name is not on the attendance list, add it and inform the Office for International Relations.

4.4. Student ID Card

Student ID cards are issued during the Orientation Days. The student ID card (= Campus Card) can be used as a copy and printing card. We also recommend you to use your Campus Card to take advantage of reduced student prices for many attractions in Austria, like cinema tickets, theatre, sports club membership, etc.

In case you lose your Campus Card, you need to pay € 10.00 in the Campus Service Centre to get a new one. If you break the card, the first replacement is for free as a gesture of goodwill, the second replacement costs € 10.00.

4.5. Tuition Fees

Erasmus students and students from partner institutions are normally exempted from tuition fees. Tuition fees are € 363.36 per semester. Higher tuition fees may apply to free movers from non-EU universities. You can find more information [here](#).

In addition to the tuition fees, a student contribution ("ÖH-Beitrag" of currently € 24.70) is collected by the St. Pölten UAS on behalf of the [Austrian Students' Union](#) (ÖH). Upon payment of the Students' Union fee, you become a member of the ÖH and automatically take out an accident and liability insurance.

5. Examination Regulations, Assessment and Grading

5.1. Examination Regulations

You can find the Examination Regulations in Part 2 (Study Law) of the Statute of the St. Pölten UAS in the [download centre](#) on the website.

Examinations may take various forms: formal written or oral examinations, assessment of course papers, a combination of the two, or other means such as presentations during seminars.

5.2. Exam Period

The exam period of most degree programmes is in the last week of each term (end of January/early February in the winter semester, end of June/early July in the summer semester) and in the first week of each term before teaching starts (mid/end of February for the winter semester, mid/end of September for the summer semester). Occasionally exams are held earlier.

If a course is blocked, exams are usually held right after the block. Exam dates are announced by the lecturers at the beginning of the semester.

5.3. Re-sits

If a student fails an exam, he or she can re-sit the exam. If this is also failed, the student is examined by an especially appointed board of professors (= kommissionelle Prüfung). If this exam is not passed, the student has to accept a negative grade.

5.4. Compulsory Attendance

Attendance in all classes (lectures, seminars, labs, etc.) is compulsory. If you fall short of the minimum attendance requirements, you cannot receive a positive grade.

5.5. Transcript of Records

At the end of your stay, you will receive a Transcript of Records listing all the subjects you attended at the St. Pölten University of Applied Sciences and the grades you obtained.

It can take up to five weeks after you have submitted your last assignment or taken your last exam until your grade will be entered into our system. As soon as all your grades are entered, our Incoming Student Coordinator will issue your Transcript of Records and send it to your home university.

6. Extracurricular Activities

6.1. Campus Sports

Incoming students are exempt from the membership fee for the sports club. They only have to pay participation fee of € 15 – 50 per semester. To register, go to the [Campus Service Center](#) during the opening hours. For any questions, please contact astsport@fhstp.ac.at.

Click [here](#) to access the current sports programme.

6.2. Campus Media

St. Pölten UAS has its own television, print media and radio channels.

Click [here](#) to find out more.

6.3. Language and Culture Programme for International Students

- German 1, 3 ECTS credits
For learners without previous knowledge of German
- German 2, 3 ECTS credits
For learners with some knowledge of German on the first [basic user level of CEFR](#)
- Scouting Austrian Culture, 3 ECTS credits – **in English**
Workshop sessions on Austrian culture including excursions

German language and Austrian culture classes are free of charge. Click [here](#) for the course descriptions.

6.4. Optional Subjects

To register for a voluntary subject, go to [CIS](#) > 'My CIS' > 'My registrations' and register online. Some optional subjects have an attendance fee of up to EUR 50.00, while others are free of charge.

7. Student Associations

7.1. Austrian Students' Union (ÖH) St. Pölten

All students at the St. Pölten University of Applied Sciences are members of the Austrian Students' Union (ÖH).

Click [here](#) to find out more about the St. Pölten section of the ÖH. To contact the ÖH St. Pölten representatives for Internationalisation, write an e-mail to intref.oeh@fhstp.ac.at.

7.2. Erasmus Student Network (ESN) St. Pölten

The [Erasmus Student Network St. Pölten \(ESN\)](#) is a subsection of [ESN International](#) – one of the biggest student associations in Europe. The ESN carries out a variety of activities with the international students, e.g. cinema evenings, picnics, boardgame nights, visits to museums, trips to Vienna and other Austrian places, etc. These activities are partially sponsored by the university and the costs of taking part are therefore usually affordable.

More information about the activities of the ESN in Austria can be found [here](#).

7.3. Peers4You

Peers4You consists of an interdisciplinary group of students who made it their task to support other students. They are there for you and lend a helping hand in case of difficulties.

Click [here](#) for more information.

8. Facilities

In the autumn of 2021, the St. Pölten UAS opened its new Campus building which features even more well-equipped new seminar rooms, modern studios and labs, self-learning zones, the Learning Café, and a large library with studying booths.

Click [here](#) to take a look at the new Campus St. Pölten.



Main Hall – Copyright Peter Rauchecker

8.1. How to Find Us

Click [here](#) to find out where the Campus is located and how to find us. Access our [navigation guide](#) to find your way around the Campus St. Pölten.

8.2. Computer Services and E-Mail

The St. Pölten University of Applied Sciences has several computer rooms equipped with up-to-date technology. Students can use the computers in the computer rooms when no lectures are held. During weekends and on holidays students can enter the computer rooms with their student ID card 24/7.

You will receive your own e-mail account at the St. Pölten Universities of Applied Sciences and you can also use the WIFI. Please be aware that you are obliged to check your e-mails regularly during your entire stay at the St. Pölten University of Applied Sciences, as you will receive much important

information by e-mail. Please only use your St. Pölten UAS e-mail account for communication with UAS staff members.

St. Pölten University of Applied Sciences has an e-learning platform called '[eCampus](#)'. Students are asked to carefully read the [eCampus Manual](#) to familiarise themselves with the St. Pölten UAS' e-learning platform.

The [Campus Information System \(CIS\)](#) is used for administrative matters such as correcting their student data, accessing grades, or checking their timetable. Students are asked to familiarise themselves with the [CIS Guide](#) at the beginning of the semester.

WIFI is available all over the campus. You can find the [WIFI Guide](#) in the CIS.

Students receive a username and an initial password before the semester start. As soon as they have changed their initial password, they can use the same login data for their e-mail, the CIS, eCampus, the computer rooms, and the WIFI.

8.3. Copy Machines and Printers

The student ID card can be used as a copy & print card, in the student cafeteria and in the library (rent books, magazines, DVDs – only after activation!). Your student ID card gives you access to the university building 24/7, to the laboratories (only for authorised persons) and the computer rooms.

Students are advised to consult the following manuals before using the copy machines and the printers:

- [Printer Installation Guide](#)
- [Brief Instructions for Copying and Printing Devices](#)
- [Print Guide](#)

8.4. Canteen

A meal costs at the canteen costs about €5.00 – €8.00. You can access the weekly meal plan and the canteen opening hours [here](#).

8.5. Campus and Study Center

The Campus and Study Center (CSC) is in the main hall of building B. The CSC is responsible for general queries. You may find the opening hours and a list of their services [here](#).

8.6. Gender and Diversity Management

Incoming students are asked to inform the Office for International Relations in advance about any special needs so that appropriate measurements can be taken. There is a box in the application form for incoming exchange students where they can indicate any special needs.

The university building is equipped with lifts so that people with impaired mobility can access all floors and classrooms without any problems. All entrances of the building are also easily accessible.

The parking place of the St. Pölten University of Applied Sciences has parking lots for people with physical impairments.

Further information about gender and diversity matters can be found [here](#).

8.7. Alumni and Career Center

The St. Pölten UAS' Alumni & Career Center offers advice and guidance for all students and alumni concerning matters such as the application process, career start and business foundation.

Enrolled students can find vacancies on the job platform of the Alumni and Career Center. Click [here](#) to learn more.

8.8. Library

With a current stock of over 50,000 items, the library offers specialised resources to students of all study programmes taught at the St. Pölten UAS.

Click [here](#) to learn more about the library and access the opening hours.



Campus Library – Copyright Peter Rauchecker

II. Living and Studying in Austria

9. All You Need to Know About Studying in Austria

Click [here](#) to obtain detailed information for international students who plan to study in Austria.

9.1. Austrian Grading Scheme

The Austrian education system has five grades.

Austrian Grading Scale

- 1 = Sehr gut/Very good
- 2 = Gut/Good
- 3 = Befriedigend/Satisfactory
- 4 = Genügend/Sufficient
- 5 = Nicht genügend/Not sufficient, Fail

met = Successfully completed

oet = Not completed

If you participate in a course regularly but do **not** fulfil the course requirements, you can only be awarded the grade 5 (Fail) or “Ohne Erfolg teilgenommen”/Not completed. Please note that in this case your home university will not give you credits for this course.

Usually, 50% of available points have to be obtained to pass an exam, but lecturers can set the limits according to their own requirements.

9.2. ECTS Credits

The European Commission has developed the [European Credit Transfer and Accumulation System](#) (ECTS) for students who want to study abroad without ‘losing time’ in completing their degree. ECTS credits are used to compare learning achievements of different courses in European countries.

In ECTS credits, a year of study is represented by 60 credits and six months by 30 credits. These credits are allocated to course units depending on the workload required to complete them. Credits are awarded only if a course has been completed and all examinations have been passed.

9.3. Financial Support for Students

For information on grants and scholarships for your stay in Austria go to the [Austrian Scholarship Database](#) of the Austrian Exchange Service (OeAD) or consult our [website](#).

9.4. Mental Health Support

- Austria has six Psychological Counseling Centers to help students start their university studies, assist them in their personal development and provide guidance for academic and personal challenges. The closest Psychological Counseling Center for students studying in St. Pölten is located in Vienna. Professional mental health support is provided for free by clinical psychologists and psychotherapists.

Click [here](#) for more information.

- At the St. Pölten UAS, trained student volunteers of Peers4You offer support to other students in difficult situations.

Click [here](#) for more information.

- The free hotline for mental health emergencies in Lower Austria is 142.

Click [here](#) for more information.

10. Accommodation

The St. Pölten UAS' Office for International Relations gives incoming students support in applying for a place in a student home in St. Pölten if desired. Students may also look for a flat or a shared flat independently. Please note that the St. Pölten UAS cannot guarantee accommodation for exchange students.

There are three student dorms near the St. Pölten UAS: 'Campus Domus', 'Wihast' and 'Campus Villa'.

10.1. Application for Accommodation in a Student Home

The St. Pölten UAS has a number of rooms reserved for exchange students at the student dorms 'Campus Domus' and 'Wihast'. If you wish to live in one of the student dorms, tick the student dorm you prefer in the application form. We do not have any rooms reserved at 'Campus Villa'. Please contact Ms Krakowczyk directly if you want to live at 'Campus Villa'.

Rooms in the student homes are allocated according to the first come-first served principle. The sooner you send your application form, the better your chances of getting a room in the student dorm of your choice. In case all rooms reserved for exchange students in your preferred student homes are allocated, our Incoming Student Coordinator will check if there is still a vacant room in the second student dorm. If both dorms are fully booked, you will have to look for private accommodation.

After filling out the application form, our Incoming Student Coordinator will inform you by e-mail what to do to get the room in the student home. Please follow the instructions in her e-mail carefully. It is important that you stick to all the deadlines and that you transfer the security deposit in time. Otherwise, the room will be given to another student on the waiting list.

It is important to plan your arrival carefully and make sure to organise how to get your keys if you arrive outside the opening hours.

'Campus Domus'		'Wihast'	'Campus Villa'
Domus GmbH Herzogenburger Straße 69 3100 St. Pölten, Austria		Wihast Studentenwohnhaus Herzogenburger Straße 36 3100 St. Pölten, Austria	Campus Villa St. Pölten Mühlweg 16 3100 St. Pölten, Austria
Contact:			
Ms Gisela Travnicek, tel. +43 (2742) 90 500 E: anmeldung@campus-domus.at I: www.campus-domus.at		Ms Bettina Schütz tel. +43 (2622) 88 408-199 E: heimstp@wihast.at I: www.wihast.at/en/home/	Ms Barbara Krakowczyk Living City GmbH Mühlweg 16 3100 St. Pölten, Austria tel. +43 2742-37 732 E: office@livingcity.at I: www.livingcity.at/campusvilla
Office hours:			
Mon – Thur: 8.00 – 12.00 14.00 – 16.00 Fri: 8.00 – 12.00 The office is closed on weekends.		<u>Phone hours:</u> Mon – Fri: 08.00 – 13.00	Contact Ms Krakowczyk to make an appointment if necessary. Phone hours: 09:00 – 13:00
Distance to university:			
5 minutes by foot		5 minutes by foot	2 minutes by foot
Rooms:			
3 students share 1 flat consisting of 3 single rooms, 1 shared kitchen, 1 shared bathroom, 1 shared toilet and anteroom. All rooms are equipped with cable TV access and internet access. Included: <ul style="list-style-type: none"> ■ Bicycles storage ■ Sports area ■ Ping-pong table ■ Laundry Extras: <ul style="list-style-type: none"> ■ Parking place / garage 		2 students share 1 flat consisting of 2 single rooms 1 shared kitchen and dining corner, 1 shared bathroom, 1 shared toilet. All rooms are equipped with cable TV access and internet access. The student home 'Wihast' provides rooms for students with special needs upon request. Included: <ul style="list-style-type: none"> ■ Common room ■ Gym ■ Table tennis ■ Bicycle storage Extras: <ul style="list-style-type: none"> ■ Laundry ■ Garage 	8 single rooms 2 single rooms with a double bed 4 double rooms <ul style="list-style-type: none"> ■ Fully equipped kitchen: fridge, freezer, microwave, dishwasher, coffee machine, dishes incl. cutlery ■ Balcony on both floors, big park ■ All rooms are equipped with cable TV and internet access. ■ Panoramic lift ■ Caretaker on site Extras: <ul style="list-style-type: none"> ■ Finnish sauna (with pre- payment meter) ■ Washing machine and dryer (with pre-payment meter) ■ Parking place (€25 per month); garage parking place (€75 per month)
The following items are NOT included in the price:			
Blankets, pillows, bedclothes, dishes		Blankets, pillows, bedclothes, dishes	Blankets, pillows, bedclothes

Price per room per month:		
Single room: €350 plus one-off safety deposit: €700 (rent for 2 months) lump sum for cleaning: €120 (to be paid at the end of your stay)	Single room: €404 plus one-off safety deposit: €300 lump sum for cleaning of the room €80 (to be paid at the end of your stay)	Single room: €450 Double room: €370 plus one-off safety deposit: €600 (minimum rental period 10 months)
Additional information:		
Campus DOMUS offers key lockers if you arrive outside the opening hours. Please contact Ms Travnicek in case you want to make use of the key deposits to receive more information.	WIHAST offers key lockers to offer you access to your rooms. Please contact Ms Schütz to receive a code to enter the lockers.	

10.2. Bed Sheets and Dishes

The following items are not available in the flats:

- blankets
- pillows
- bedclothes
- dishes

The UAS' Office for International Relations has a limited supply of dishes that can be borrowed by exchange students. To do so, please contact incomingstudents@fhstp.ac.at.

Here are a few suggestions on where you can buy bedding and anything else you may need for your flat:

- Möbelix and Momax: 1.3km north of the UAS, right beside the Traisenpark shopping center
- Action: 1.2km north of the FH, south of the Taisenpark at the very end of Herzogenburger Straße
- Jysk: 1.1km north of the FH, opposite the Traisenpark shopping Bennett
- XXXLutz: 2km south of the FH, close to Europaplatz roundabout
- Interspar: 600m south of the FH, occasionally has bedding but can be expensive

10.3. Private Accommodation

Some students live in private rooms and shared flats, which often appear on the market at short notice. Students can use private search platforms to find additional housing possibilities:

- <https://www.studenteninserate.at/rc/16-zimmer/26-niederoesterreich/43-st-poelten>
- <https://www.wg-gesucht.de/wg-zimmer-in-St-Poelten.517.0.1.0.html>

Because of the language barrier and the small market for shared flats in St. Pölten, we do not recommend students to look for private accommodation if they do not speak German.

Many students also live in Vienna as the train ride between Vienna and St. Pölten is about 30 minutes. However, the commute is rather expensive. In general, we advise international students to search for housing possibilities in St. Pölten – especially if they are coming from countries outside of the EU.

11. Insurance

We strongly advise incoming students to take care of insurance issues before their arrival in Austria.

11.1. Health Insurance

Austria has an excellent health-care system. If you are staying in Austria for less than one year, you should find out if there is an agreement between your home country and Austria regarding health insurance.

Between most EU countries, there is a reciprocal health insurance system. You need to bring your [European Health Insurance Card \(EHIC\)](#) from your national health insurance provider in your home country before coming to St. Pölten to ensure that you can be treated in Austria in the event of illness without having to pay for it.

If you are not covered by such a health insurance agreement, you will need a medical insurance policy from your home country covering the time of your stay in Austria. The insurance policy must be arranged before your arrival in Austria.

People who need a visa or residence permit for entry to Austria have to provide proof of health insurance when applying for the visa or residence permit.

For more information, please see the website of the [Austrian Exchange Service \(ÖAD\)](#).

In Austria, there are doctors that have contracts with, and are paid directly from national health insurance providers. There are also doctors that do not have such contracts ("Wahlarzt"), and will require payment from the patient. To be sure if your health insurance covers your doctor appointment, always make sure to ask beforehand.

11.2. Accident and Liability Insurance

All students at the St. Pölten UAS are members of the Austrian Students' Union (ÖH). At the beginning of the semester each student has to pay a membership fee of currently € 24.70 per semester (membership fee + insurance). This also applies to incoming students. The insurance payment is forwarded to the insurance company 'Allianz Elementar Versicherungs AG' and provides an accident and liability insurance for the students.

Insurance is provided for all accidents and liability issues in causal relation to the education (e.g. accidents in classrooms, during project weeks, work placements, on the way to or from the university, etc.). Accidents and liability matters in the private environment are not covered by this insurance.

For more information go to the [Website of the Students' Union](#).

12. Entry and Residence Requirements

We recommend you to familiarise yourself with the entry and residence requirements in Austria in good time before you come to Austria.

Click [here](#) to find out which visa or residence title you need.

12.1. Registration of Residence ('Meldezettel')

Every student is obliged to inform the Austrian authorities within 3 days of moving to Austria / moving to a new accommodation. For the registration of residence, you have to fill in the so-called 'Meldezettel' ([download here](#)). The Meldezettel must be duly signed by your student home or your landlord/landlady and submitted to:

Meldeamt St. Pölten, Rathaus

Rathausplatz 1, 3100 St. Pölten
tel. + 43 (2742) 333-3023 -3024 or -3025
e-mail: meldeamt@st-poelten.gv.a

Office hours:

Mon, Wed, Thu:	7.30 – 16.00
Tue:	7.30 – 18.00
Fri:	7.30 – 13.00

Don't forget to bring your passport or ID Card. You can request an information sheet with detailed instructions on how to register your residence in Austria at the International Office.

12.2. Information for Nationals of EU/EEA countries & Switzerland

If you are a national of an EU/EEA country or Switzerland you need no visa and enjoy freedom of domicile. If you have sufficient financial means to finance your stay in Austria and a valid health insurance covering all the necessary costs, you only need a valid travel document (passport or identity card) for entry and residence in Austria.

If you are going to stay in Austria for more than 3 months, you have to register with the competent municipal authority (Magistrat) **within 4 months of your stay (!)** and you will receive a confirmation of registration/ 'Anmeldebescheinigung' (fee of €15).

Magistrat St. Pölten, Rathaus

Niederlassungs- und Aufenthaltsbehörde
Rathausplatz 1, 3100 St. Pölten

Office hours:

Mon – Fri: 8.00 – 12.00

Contact:

tel. +43 (2742) 333-2082, -2083 or -2084
e-mail: niederlassungsbehoerde@st-poelten.gv.at

For this registration, you must submit the following documents:

- filled in and signed [application form](#)
- valid identification card or passport,
- proof of health insurance covering your stay in Austria (e.g. European Health Insurance Card, insurance policy, student insurance, etc.),
- proof of sufficient financial means (e.g. deposit at an Austrian bank, traveller's cheques, bank statement, etc.):
- confirmation of admission to the St. Pölten University of Applied Sciences.

This registration is necessary in addition to the registration of residence ('Meldezettel'). You can request an information sheet with detailed instructions on how to register as an EU/EEA/Swiss citizen in Austria at the International Office.

12.3. Information for Nationals of Other Countries (Third Countries)

If you do not have EU/EEA or Swiss nationality, you will need to apply for a visa or a residence title for your semester in Austria.

12.4. Notice of Departure ('Abmeldung' Section in the 'Meldezettel')

Every student is obliged to inform the Austrian authorities of their departure. To give a notice of departure, you have to fill in the section 'Abmeldung' in the 'Meldezettel'. The notice of departure must be given within three days before or after you move out of your registered accommodation in Austria.

13. Living in St. Pölten

13.1. Cost of Living

LIVING COSTS PER MONTH	EUR
Student dorm (excl. safety deposit)	~ 350.00
Food (excluding luxuries and tobacco)	~ 350.00
Study and personal requirements, books, culture, recreation	~ 400.00
TOTAL	approx. 1,100.00

AVERAGE PRICES	EUR
Cinema	~ 10.00
Entrance to clubs	~ 10.00 – 15.00
Sandwich at a bakery	~ 4.50
Coffee, tea	~ 3.50
Beer (0.5 l)	~ 4.00
Meal in the canteen	~ 6.00 – 8.00

13.2. Medical Facilities

General practitioners in St. Pölten:

Dr. Elisabeth Hasenzagl
Dr. Adolf-Schärf-Str. 9
tel.: +43 676 / 622 15
tel.: +43 (2742) 34 84 34-0
l: <https://traisenpark.at/zfg/allgemein-medizin/>

Dr. Anna Klima
Herrengasse 1, Stiege 6
Tel.: +43 2742 353 205
e-mail: ordination@drklima.at

Pharmacies:

Center Apotheke
Daniel-Gran-Str. 13, Super City Center
tel.: +43 (2742) 219 39
fax: +43 (2742) 219 39-15
l: <http://www.center-apotheke.at>
e-mail: info@center-apotheke.at

Apotheke Traisenpark
Mag. pharm. Erich Zöchling
Dr.-Adolf-Schärf-Str. 5, Traisenpark
tel. +43 (2742) 34 83 00-0

I: <https://www.drklima.at/Startseite/>

fax: +43 (2742) 36 82 10

I: <https://www.apotheke-traisenpark.at>

Pharmacies operate a rota system for night and Sunday duty. When a pharmacy is closed, a notice is displayed giving details of the nearest pharmacies that are open. You can also access information on current night and Sunday duties [here](#).

Hospital:

Landeskrankenhaus St. Pölten
Propst-Führer-Str. 4
tel.: +43 (2742) 9004-0
fax: +43 (2742) 9004-65040
I: www.stpoelten.lknoe.at
e-mail: office@stpoelten.lknoe.at

Emergency telephone numbers:

Fire brigade:	122
Police:	133
Ambulance:	144
International Emergency Number:	112
Mountain rescue:	140

13.3. Banks and Credit Cards

Most Austrian banks are open from Monday to Friday.

To open a bank account in a bank in St. Pölten, you need the following documents:

- valid passport or identification card,
- your enrolment confirmation
- your 'Meldezettel'.

You can request an information sheet with detailed instructions on how to open a bank account in Austria at the International Office.

Most businesses in Austria accept all major international credit cards.

13.4. Information for Tourists

TOURIST INFORMATION OF THE CITY OF ST. PÖLTEN

Address:

Rathausplatz 1
3100 St.Pölten
tel.: +43 2742/ 333 5000
e-mail: tourismus@st-poelten.gv.at

Opening hours:

November to March:
■ Mon-Fri: 08:00-17:00

April to October:

■ Mon-Fri: 08:00-17:00
■ Sat: 09:00-17:00
■ Sun: 10:00-17:00

USEFUL LINKS:

Austria	www.lower-austria.info
Lower Austria	www.niederoesterreich.at
Vienna Tourism	www.wien-tourismus.at

III. Erasmus Policy Statement

Erasmus Policy Statement: Erasmus Declaration on Higher Education Policy

An **active and dynamic internationalisation policy** is a key objective of the St. Pölten University of Applied Sciences (UAS) and therefore prominently anchored both in the mission and the strategy. The qualitative and quantitative expansion of all international activities aims at further promoting an open learning and innovation culture. In this context, special emphasis is placed on the promotion of **interdisciplinarity, internationality and innovative strength** in order to contribute to a knowledge-based, open society and to lay the foundation for lifelong learning. The St. Pölten UAS strives to enable its students to think globally, in networks and in terms of society as a whole. Furthermore, they are taught to develop an astute **social commitment** and act as competent and responsible citizens who see themselves as part of a united European community. The Erasmus programme and the alignment with **common principles of the European Higher Education Area** play a central role in pursuing these objectives.

The St. Pölten UAS is committed to the continuous improvement of its intensive collaboration with partners and universities in other countries within the framework of European **cooperation projects** and research activities as well as the language and intercultural skills of students, teachers and administrative staff, and the attractiveness of the St. Pölten UAS for international students, teaching staff and researchers. The ambitious strategic goal is to ensure that every graduate of the St. Pölten UAS has gained at least one international and/or interdisciplinary experience during her/his time at the UAS.

By means of the increased expansion of **English-language as well as intercultural and interdisciplinary study programmes**, the St. Pölten UAS makes an effort to become an attractive place to study for international students. International networks of teaching and administrative staff play a central role in this context.

The **academic mobility of students, teachers and administrative staff** remains at the core of the internationalisation agenda of the St. Pölten UAS. The target is to generate high-quality mobilities with an annual growth rate roughly 5% in academic mobility. The mobilities to and from Erasmus programme countries are the most important component in terms of these figures. The consistent compliance with the quality standards of the Erasmus programme (use of ECTS, learning and training agreement, diploma supplement, etc.) applies correspondingly as a guideline for other mobility programmes as well.

The UAS service unit International Relations **informs, advises and supports** all incoming and outgoing persons in organisational and administrative matters pertaining to their mobilities. A particular focus is placed on counselling non-traditional students and encouraging them to engage in international exchanges. International coordinators in the study programmes are a key interface between teaching staff and the service unit International Relations. The “International Student Network” features student advising and supporting incoming fellow students.

Most (but not all) mobilities take place with **partner universities**. Incoming and outgoing mobility in the form of so-called “free movers” is encouraged but happens to a considerably lesser extent. Another goal is networking with the cooperation partners in the fields of teaching and research. The mobility activities have their geographical focus within Europe. Partner institutions are selected primarily according to the compatibility of study programmes and the teaching language(s). However, the ties to partner countries predominantly in the USA and South Africa are supposed to be strengthened and expanded through the new global component of the Erasmus programme generation. Additionally, the St. Pölten UAS strives to

make increasing use of the opportunities offered by the **KA107 “International Credit Mobility”** in this context.

A key strategic goal is the promotion of the **internationalisation in the curricula**, particularly including the advancement and adaptation of mobility windows in all study programmes, the use of digital tools such as MOOCs, the internationalisation of courses and the implementation of short-cycle mobilities such as blended learning, summer schools, etc. The experience gained through successfully implemented, currently ongoing international semester formats like the “iLab” and the “European Project Semester” is invaluable in this endeavour.

Short-cycle formats as an affordable and low-threshold type of mobility are supposed feature prominently in addition to “traditional” semester mobility in the form of studying and internships abroad. The idea is to further promote inclusion by reaching a larger group of persons, e.g. part-time students (which comprise a continuously growing number of students) and non-traditional students. The St. Pölten UAS intends to work out and implement a concept for recording these mobilities. In this context, a special focus is placed on the expansion of **Blended Mobilities** by using the corresponding opportunities offered by the Erasmus programme 2021-2027. The annual inter-departmental **International Week** is to be developed further to include as many study programmes as possible and to make the week an integral part of their curricula.

A mobility software is used to promote the **digitalisation**, professionalisation and administrative simplification in the handling of mobilities and cooperation agreements. In this way, the St. Pölten UAS also strives to implement the targets of “Erasmus without Paper” and, as a consequence, to support the efforts for the realisation of the European Student Card.

In order to achieve the internationalisation goals, the St. Pölten UAS plans to increasingly **participate in cooperation projects under Key Action 2** as well as knowledge transfer projects in general. In this respect, the submission of an application of a “**European University**” deserves special mention. In 2020, the UAS took the lead in a consortium which submitted a project with the objective of empowering European regions and promoting collaboration of medium-sized towns in smaller EU countries – with a focus on entrepreneurship and innovation. In case the European University project application is not granted, the St. Pölten UAS strives to implement selected aspects of the project with the currently involved institutions (and potential new partners), provided that the financial, personnel and temporal resources allow for such an endeavour (which may take place under Key Action 2 such as Strategic Partnerships or Knowledge Alliances). In the course of the next Erasmus programme generation, the submission of an **Erasmus Mundus Joint Master Programme** is planned as well. The already submitted **Knowledge Alliance, Sector Skills Alliance and Strategic Partnership** projects will – if they are approved – make further important contributions to the internationalisation and modernisation of the curricula, the teaching and learning methods, and the intensification of the relationships with the respective project partners and sectors. Within the constraints of temporal, financial and personnel resources required for the submission and implementation of such projects as well as the dissemination of the results, the St. Pölten UAS is planning on increasing its active participation in Erasmus cooperation projects. The service unit International Relations offers professional assistance in the execution of the projects.

The Board of the St. Pölten UAS has launched a **sustainability** committee. Climate-friendly mobility forms by bus or train as an alternative to air travel and a focus on Blended Mobilities offer possibilities to make internationalisation activities as sustainable as possible. Furthermore, plans are being made to gradually increase the range of activities pertaining to sustainability and digitization in teaching in research, provided that these endeavours are adequately financed and approved nationally.