

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Universität Wien
Erasmus Code	A WIEN 01
EUC	28545
Institution Web site	http://www.univie.ac.at
International relations office Web site	http://international.univie.ac.at
Online course catalogue	http://vorlesungsverzeichnis.univie.ac.at

1.2. Main contacts

RESPONSIBILITY	ERASMUS INSTITUTIONAL COORDINATOR
Contact person	Karin Krall
Contact details	Erasmus.agreements@univie.ac.at

RESPONSIBILITY	HEAD OF IRO
Contact person	Dr. Lottelis Moser
Contact details	International.office@univie.ac.at

RESPONSIBILITY	ADMINISTRATIVE CONTACT FOR BILATERAL AGREEMENTS
Contact person	Karin Krall
Contact details	Erasmus.agreements@univie.ac.at

RESPONSIBILITY	CONTACT PERSON FOR OUTGOING STUDENTS
Contact person	Arne Sytelä or Sabine Palatin
Contact details	Erasmus.outgoing@univie.ac.at

RESPONSIBILITY	CONTACT PERSON FOR INCOMING STUDENTS
Contact person	Roman Schett, Katharina Obermeier or Alexandra Pospisil
Contact details	Erasmus.incoming@univie.ac.at

RESPONSIBILITY	CONTACT PERSON FOR STAFF MOBILITY
Contact person	Maximilian Kudler
Contact details	Maximilian.kudler@univie.ac.at

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	813	German	B1
Staff Mobility for Teaching			

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please see the course catalogue at the link: <http://vorlesungsverzeichnis.univie.ac.at>

2.2. Calendar

2.2.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	Nomination deadline: 1st May
Spring term	Nomination deadline: 1 st November

2.2.2. Decision Response

We will send our decision within 6-8 weeks.

2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution.

2.2.4. Termination of Agreement

Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

<http://international.univie.ac.at/en/incoming-students/erasmus/>

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

Contact person	Roman Schett, Katharina Obermeier or Alexandra Pospisil
Contact details	Erasmus.incoming@univie.ac.at
Website	http://international.univie.ac.at/en/incoming-students/erasmus/

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm.

Contact person	Roman Schett, Katharina Obermeier or Alexandra Pospisil
Contact details	Erasmus.incoming@univie.ac.at
Website	http://international.univie.ac.at/en/incoming-students/erasmus/

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

Contact person	Roman Schett, Katharina Obermeier or Alexandra Pospisil
Contact details	Erasmus.incoming@univie.ac.at
Website	http://international.univie.ac.at/en/incoming-students/erasmus/