

FACT SHEET - updated: **Juni 2016**
Innsbruck University School of Management
 IWW-OFFICE Innsbruck, Austria



University	<i>Leopold-Franzens-Universität Innsbruck</i>
Faculty	<i>Innsbruck University School of Management</i>
Department	<i>IWW-Office – Internationale Wirtschaftswissenschaften International Economic & Business Studies</i>
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ID Code (for European Partners only)	<i>AINNSBRU01</i>

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Web address for incoming students	https://www.uibk.ac.at/iww/exchange-students/

Winter semester (WS) / Application documents deadline	<i>October – February (15 weeks) / August 15th</i>
Summer semester (SS) / Application documents deadline	<i>March – July (15 weeks) / January 15th</i>
Introduction dates:	<p><i>App. 1 week before semester start (see homepage)</i> <i>winter semester: about end September / begin October</i> <i>summer semester: about end February / begin March</i> <i>This course is compulsory for every business bachelor / master student</i></p> <p><i>The introduction consists of:</i></p> <ul style="list-style-type: none"> - registration at the university - about Innsbruck / Austria - about the university / faculty - general useful information - modular system, registration, etc. -
Academic calendar including exam dates.	<p><i>Academic calendar ->homepage</i> <i>Exam week: winter semester app. 15th February</i> <i>summer semester app. 15th July</i></p>

Other relevant dates	Modular enrolment will be done online in the introduction week. 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 New since WS 2016	Updated application procedure since WS 2016: Business bachelor/master students find an online application (will always be opened in April / closed Jan 15th) on our website. After having filled in the online form the student will receive an e-mail that we have received the application datas. Within 72 the student will be sent a PDF with further important information and the ADMISSION form. Simultaneously the nomination form will be sent to the indicated coordinator. The coordinator has to send the completed nomination to the student via email. The student has to send all documents in one go to us – see item “documents required for application”
Documents required for application: NEW !!!	The student need to send the application documents in one PDF via Email . More information are on our homepage. We strongly advice the student to make sure that documents are 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: 1 x transcript of records – (transcript.pdf) ALL documents must be sent in one Email but each documents in an extra pdf file (no download links, zip-file, etc.)
Institution Website:	http://www.uibk.ac.at/iww/exchange-students/
Website for modules available for exchange students:	http://orawww.uibk.ac.at/public/pk203.lv_kursstart?ornr_in=4 http://orawww.uibk.ac.at/public_prod/owa/lfuonline_lv.home
Faculty/College students must study in:	LEOPOLD FRANZENS UNIVERSITY INNSBRUCK / AUSTRIA: <ul style="list-style-type: none"> • Innsbruck University School of Management • School of Political Science and Sociology • Faculty of Economics and Statistics
Bachelor:	We put the bachelor students in the diploma program IWW – as the range of modules is bigger.
Master:	Our office supports bachelor students in academic and organizational questions only. But we do the administration work for master mtudents. For master programme students we kindly ask the students to read the information on our homepage: http://www.uibk.ac.at/iww/exchange-students/nominated-students.html.en#master There is only a limited number of places in the Master Programmes. 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 need 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

	<p><i>* Organization Studies</i> 100 ECTS-AP Business and Economics</p> <p><i>* Business Informatics</i> 100 ECTS-AP Business and Economics, Business Informatics, Informatics</p>
Modules:	<p>Attendance: Mandatory</p> <p>In general - limited number of students allowed in each class (30 – 39)</p> <p>No places can especially reserved for exchange Students (for the online computer registration exchange students receive 2000 points –Austrians & non-exchange 1000 points)</p>
Language of Instruction:	German – English
Language requirement:	<p>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.</p> <p>From experience we recommend students to brush up their German/English</p>
Language Business courses:	As the business language courses are reserved for regular students, exchange students can only choose a business language if places are still available after the first course registration round.
Are intensive language courses offered and when?	<p>German courses are only offered during the semester!</p> <p>German courses are offered at three levels at the beginning of each semester. (beginners, intermediate and advanced).</p> <p>The University offers special ERASMUS German courses: intermediate and advanced. The ERASMUS courses are free of charge – but: first come – first serve. For other German courses (except beginners level) students have to pay tuition.</p> <p>German language department – ISI: http://www.uibk.ac.at/isi/sprachkurse/deutsch/deutsch_ueberblick.html.en</p>
Academic prerequisites:	<p>Two years of business/economics studies at home institution</p> <p>Students from the 3rd and 4th year can apply as an exchange student</p>
Full-time Workload for an exchange student at your institution:	<p>4 modules per semester – 30 ECTS credits (7,5 ECTS each)</p> <p>8 modules per academic year – 60 ECTS credits (7,5 ECTS each)</p> <p>1 module = 4 hours per week – 1 semester -> 15 weeks</p>
Learning expectations/ class format:	There is compulsory attendance in all modules!!!!
Final exams:	<p>Bachelor students:</p> <p>Final exams take place after the end of the semester (final exam week): Winter semester: mid February / Summer semester: mid July</p> <p>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)</p> <p>Master students:</p> <p>The exams take place at the end of the semester: Winter semester – end of January – Summer semester – end of June</p>
Distance exams:	<p>In general:</p> <p>EXAMS NEED TO BE WRITTEN IN INNSBRUCK ONLY !</p> <p>It is not allowed to organize final exams.</p> <p>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</p>

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 is available students should apply as soon as possible. As soon as the student has done a reservation the ÖAD will ask for a deposit which is about >900 Euro, 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. 750,- EURO per month.
Academic expenses excluding tuition fees:	Tuition fee is waived for exchange students, nevertheless, all students have to pay the student union fee at registration: 25 EURO per semester
Other expenses:	There are many destinations to travel to from Innsbruck. Season tickets for skiing app. EURO > 300. Student semester bus ticket: 130 EURO.
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 (appr. 55 Euro per month – since July 2011). 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,- euro and more, etc.) – there are special offers in Austria between 24,- and 40,- euro p.a.
Visa requirements:	Please check with the Austrian Government Office in your home country!!
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: no
Learning Agreement Information:	We kindly ask to complete the LA as follows: Name: Innsbruck University Faculty: Innsbruck School of Management Department: IWW-Office Erasmus Code: AINNSBRU01 Address: Universitätsstrasse 15, 6020 Innsbruck, Austria Country(code): Austria, AUT Contact (responsible) person: Mag. Christoph Kornberger, OR Mag. Elke Kitzelmann Email/Phone: iww@uibk.ac.at / +43 512 507 73.181 Internet: www.uibk.ac.at/iww Exact course title and course numbers are required to check the LA