

**Erasmus code**

**A WIEN05**

**Address**

Welthandelsplatz 1, LC building,  
1020 Vienna, Austria  
<https://www.wu.ac.at/io/en>

**Contacts at the International Office**

 /@wuinternationaloffice

**Main point of contact for partner universities**

(nominations, agreements etc.)

**Bachelor Exchange & Bachelor Double Degree Programs:**

Victoria Schwabl, [victoria.schwabl@wu.ac.at](mailto:victoria.schwabl@wu.ac.at)  
China (incl. Hong Kong), Israel, Europe (Central and Eastern Europe | Belgium | Finland | Ireland | Scandinavia | Netherlands | Turkey | United Kingdom); CEEPUS Network

Christa Karner, [christa.karner@wu.ac.at](mailto:christa.karner@wu.ac.at)

Latin America, Europe (Germany | France | Greece | Italy | Portugal | Switzerland | Spain), Asia (Korea | Indonesia | Malaysia | Singapore | Thailand | Taiwan | Vietnam)

Kaan Tasli, [kaan.tasli@wu.ac.at](mailto:kaan.tasli@wu.ac.at)

North America, Japan, Australia, New Zealand, Africa; Double Degree Program

**Graduate (Master & PhD) Exchange, Master Double Degree Programs and THEMIS, [graduate.outgoing@wu.ac.at](mailto:graduate.outgoing@wu.ac.at)**

Katrin Korber  
Helena Dabringer  
Charlotte Schinnerl  
Agnes Kandra  
Silvia Gordon



**Main point of contact for nominated students coming to WU**

(exchange, double degree, THEMIS students), [incoming@wu.ac.at](mailto:incoming@wu.ac.at)

Anna Rösch  
Annika Trapple  
Christiane Dietrich  
Volodymyr Heleta  
Sophie Neuner

**International Office Management**

Lukas Hefner, Head of International Office, [lukas.hefner@wu.ac.at](mailto:lukas.hefner@wu.ac.at)  
Caroline Heinle, Head of Division, Deputy Head, [caroline.Heinle@wu.ac.at](mailto:caroline.Heinle@wu.ac.at)

## Contents

<b>Academic calendar 2024/2025</b>	<b>2</b>
<b>Registration and nomination deadlines</b>	<b>3</b>
<b>Course information</b>	<b>3</b>
<b>German language courses</b>	<b>4</b>
<b>Documents</b>	<b>4</b>
<b>Orientation services for exchange students</b>	<b>4</b>
<b>Inclusion and accessibility</b>	<b>5</b>
<b>Accommodation</b>	<b>5</b>
<b>Entry and residence regulations</b>	<b>5</b>
<b>International Summer University<sup>WU</sup></b>	<b>6</b>
<b>WU Facts and Figures</b>	<b>6</b>

## Academic calendar 2024/25

### Winter semester 2024/25

**WU Incoming Kickoff**  
(mandatory attendance)

**WU Incoming Kickoff** for students registered for any pre-semester program(s):  
September 09 - September 10, 2024  
**WU Incoming Kickoff** for all other students:  
September 25 - September 26, 2024

The latest date of arrival is always one day prior to the welcome days

Recommended date of arrival for students registered for any pre-semester program(s):  
September 08, 2024

Latest date of arrival for all other students:  
September 24, 2024

**Pre-semester programs**  
(optional)

**Orientation and Cultural Program:**  
September 16 - September 27, 2024

**Pre-semester German language courses:**  
September 16 - September 27, 2024

**Teaching period**

**October 1, 2024 – January 31, 2025**  
Christmas break: December 24, 2024 – January 6, 2025 (*Several courses end before the Christmas break; students who cannot stay at WU in January should choose their courses accordingly.*)

**Semester break**

February 3, 2024 – March 3, 2024

### Summer semester 2025

**WU Incoming Kickoff**  
(mandatory attendance)

**WU Incoming Kickoff** for students registered for any pre-semester program(s):  
February 6, 2025 – February 7, 2025  
**WU Incoming Kickoff** for all other students:  
February 25, 2025 – February 26, 2025

**Pre-semester programs**  
(optional)

**Orientation and Cultural Program:**  
February 10, 2025 – February 21, 2025

**Pre-semester German language courses:**  
February 10, 2025 – February 21, 2025

**Teaching period**

**March 1, 2025 – June 30, 2025**  
Easter break: April 12, 2025 – April 21, 2025  
Pentecost break: June 7, 2025 – June 9, 2025

## Registration and nomination deadlines

<b>General information</b>	WU only accepts exchange students nominated by their home universities. The home university exchange coordinator is responsible for <b>nominating students online</b> and forwarding WU's <b>Nomination Letters</b> to the nominated exchange students.
<b>Prospectivel Incomings</b>	<b>Interested in studying at WU?</b> Prospective exchange students can find out more on <a href="#">our website</a> .
<b>Online nomination</b>	Partner universities are asked to send an email to WU's main point of contact for partner universities (see contacts above), indicating the number of students they wish to nominate, after which the online nomination link will be provided.
<b>Nomination deadlines</b>	For the winter semester: May 1 For the summer semester: November 1
<b>Application deadlines for students</b>	<ul style="list-style-type: none"><li>• Orientation and Cultural Program</li><li>• Pre-semester German language courses</li><li>• Online pre-enrollment for students</li></ul> <p>For the winter semester: May 20 For the summer semester: November 20</p> <p>Invitations to apply online for the Orientation and Cultural Program and the pre-semester German language course will be sent out after May 2/November 2.</p>
<b>Language requirements</b>	Depending on the language of instruction (English or German), <b>bachelor</b> exchange students must have a B2 level or above (according to the <a href="#">Common European Framework of Reference for Languages</a> , CEFR) in English OR German. <b>Master and PhD</b> exchange students must have a level equivalent to C1 of the CEFR. WU does not request official language certificates. However, if students do not meet the language requirements, we reserve the right to exclude them from courses.

## Course information

<b>Courses in English</b>	More than 250 English-taught courses are offered each term, covering all core fields of business and economics as well as related areas. Some courses are offered in block format to make scheduling easier.
<b>Courses in German</b>	Incoming exchange students can also attend courses <b>taught</b> in German. Courses & FAQs for bachelor's and master's students: <a href="https://www.wu.ac.at/io/academics">https://www.wu.ac.at/io/academics</a>
<b>Class format</b>	Although WU has seven different examination types, approx. 90% of courses available to incoming exchange students are continuous assessment ("PI") courses. These courses are highly interactive courses including lectures, case studies, papers, presentations, and group projects. Exams and tests are held during the regular course sessions, and there is no special exam week at the end of the semester.
<b>Attendance and participation</b>	Attendance is mandatory in all continuous assessment courses ("PI"), which account for 90% of all courses at WU.
<b>Course registration/course overlap</b>	WU's online registration system LPIS allows students to register for courses even if they overlap. As attendance is mandatory, it is the students' responsibility to only register for courses they can attend in full. Course registration is based on a first-come, first-served principle; therefore, we strongly recommend that students <b>choose two back-up courses</b> in case their registration for their preferred courses is not successful. Bachelor students can only attend bachelor level courses, master students only master level courses. Course numbers at WU have a purely administrative function and change every semester.
<b>Course load</b>	Students must take a full workload at WU, which corresponds to 24 to 30 ECTS credits. The maximum course load is 36 ECTS credits excluding language courses.
<b>Exam dates</b>	<b>Exam dates</b> depend on the courses chosen. There is <b>no specific examination period</b> for all courses.

## German language courses

<b>Before the semester</b>	WU offers pre-semester German language courses with levels ranging from absolute beginners to highly advanced speakers. These two-week intensive language courses are principally free of charge. A fee for administration and teaching materials (€ 40) will be charged. To participate, students need to apply by May 20 for the winter semester and by November 20 for the summer semester. Places are limited.
<b>During the semester</b>	WU's Business Language Center offers German courses at all levels. For students, courses (30 contact hours) cost € 224.

## Documents

<b>Confirmation of Stay</b>	Please note that a <b>Confirmation of Stay</b> will only be issued for the <b>period of the student's actual studies at WU</b> . Students can download their Confirmation of Stay. The WU Incoming Kickoff that students participate in, will be given as their date of arrival. The last day that can be confirmed on the Confirmation of Stay is the last day that students need to be present at WU (e.g. last day of classes, last exam).
<b>Transcript of records</b>	Students can download their transcript of records approximately two month after their last course. They will be sent from WU's International Office if a partner university does not accept them from students.
<b>Grading</b>	<p>The following grading scale applies at WU:</p> <ol style="list-style-type: none"><li>1 excellent (Sehr gut)</li><li>2 good (Gut)</li><li>3 satisfactory (Befriedigend)</li><li>4 sufficient (Genügend)</li><li>5 fail (Nicht genügend)</li></ol> <p>WU does not use a standardized percentage-based grading scale. The percentage scores needed to receive the grades given above differ from course to course. In most cases, the course-specific grading scales can be found in the course descriptions online.</p>

## Orientation services for exchange students

<b>Orientation and Cultural Program</b>	WU offers a two-week program, which includes activities such as social events, a sightseeing program, out-of-town field trips, presentations on Austria, etc. and costs € 350. To participate, students need to apply by May 20 for the winter semester and by November 20 for the summer semester. Places are limited.
<b>Academic advisors</b>	For each WU partner university, a specific WU faculty member acts as an academic advisor. Academic advisors support students in selecting appropriate courses and give advice on relevant academic matters.
<b>Buddy Network</b>	The Austrian Students' Union (ÖH) at WU are available to help exchange students find a "buddy" – a WU student who acts as their personal mentor. The Buddy Network also organizes a number of social activities for exchange students (skiing trips, trips to neighboring countries, theater evenings, etc.).



## Inclusion and accessibility

### General information

We would like to highlight that we gladly welcome students with physical, mental, and health-related conditions. WU Vienna offers a barrier-free campus experience and provides services, such as [BeAble](#), [Student Counselling](#), and an [Ombuds Office for Students](#). In Vienna, certain student residence halls also offer wheelchair-accessible and barrier-free facilities. If these housing options are of interest, please [click here for more information](#). In case students require assistance or other support services, they should contact the International Office of their home university, which will then in turn inform the International Office at WU Vienna. We are happy to assist and organize needed services if necessary.

## Accommodation

### General information

Off-campus student housing is available through student residence providers. Private flats can be found for example through the housing platform Housing Anywhere.

For more information on finding accommodation, click here: <https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/your-semester-at-wu-from-start-to-finish/accommodation>

### Living costs

Housing | approx. € 450–650 /month  
Health Insurance | approx. € 70 /month  
Food | approx. € 350 /month  
Studies & Personal requirements | approx. € 400 /month  
Students' Union dues | approx. € 23 / semester

## Sustainable exchange semester

### General information

WU encourages incoming exchange students to make environment friendly choices. As responsible university, we provide information on green mobility, sustainable housing options, and mindful consumer behavior. Further, WU offers student organizations and initiatives that allow for participation and an exchange of ideas.

To learn more about sustainable exchange at WU, please have a look at this website: <https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/your-sustainable-exchange-stay-at-wu/>

## Entry and residence regulations

### General information

Before traveling to Austria, students should make sure they are familiar with the regulations concerning visas and residence permits.

Nationals of non-EU/EEA countries and Switzerland (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Austria. The type of permit depends on the length and purpose of the stay.

### About Vienna

Further details: <https://oead.at/en/to-austria/entry-and-residence/>

Vienna ranks among the most attractive cities in the world. Tradition and culture, research and education, economic growth, and a safe and livable environment make it a place with a very high standard of living that is recognized internationally.

Further details: <https://www.wien.info/en>

## International Summer University<sup>WU</sup>

### General information

As an alternative to a full exchange semester, WU offers intensive three-week programs. These **short academic programs** take place at WU during the summer months (July and August). Students can attend two to three business courses on bachelor or master level. All courses are taught in English and cover several business-related topics.

Bachelor and Master students can earn 8 ECTS credits.

The program includes networking opportunities and a cultural and social program with fellow students from all over the world. Course materials, lunch on lecture days, and the public transportation ticket for Vienna are included in the fees.

### Registration

WU partner universities can nominate their students to participate in this program as exchange students.

Further details: <https://www.wu.ac.at/io/isuwu>

## WU Facts and Figures

### Facts & Figures

To learn more about WU, and for a quick overview over our facts and figures, please have a look at this website:

<https://www.wu.ac.at/en/the-university/about-wu/facts-figures/>