



FH Salzburg

# Welcome to FH Salzburg

Your booklet and  
loyal companion



Technology  
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# Welcome to FH Salzburg Salzburg University of Applied Sciences



FH Salzburg



Dear student,

A warm welcome to FH Salzburg! We consider all international students an enrichment to student life and a valuable opportunity for cultural exchange. The International Office will provide both advice and assistance in administrative and organisational matters regarding your exchange period.

We will gladly help you with potential problems that might arise during your stay as we are committed to making your stay a memorable experience.

All incoming students – study semester, research and internship placements – are required to arrive before the Welcome Days which are held in the week before the semester officially starts (Academic Calendar). The Welcome Days serve to familiarise you with FH Salzburg, its facilities and its location, and introduce you to your administrative and academic contacts. You will finalise your course schedule, make alterations to your learning agreement (if necessary) and learn about courses and activities offered by the International Office. The Welcome Days also provide the opportunity to socialise with other exchange students and meet the buddy students from FH Salzburg.

Feel free to contact us with any further questions you may have via email, MS Teams or telephone. We are always happy to help!

We look forward to a great semester with you at FH Salzburg. We will do our best to make your stay in Salzburg a unique study/working experience and memorable in all respects.

**Your International Office**



# General Information



## International Office

Campus Urstein  
2nd floor, room 270  
international@fh-salzburg.ac.at  
phone +43-(0)50-2211-1030



### Academic Calendar

[https://www.fh-salzburg.ac.at/fileadmin/fhs\\_daten/abteilungen/io/documents/incomings/Academic\\_Calendar.pdf](https://www.fh-salzburg.ac.at/fileadmin/fhs_daten/abteilungen/io/documents/incomings/Academic_Calendar.pdf)

Once you have been selected and nominated by your home university, please fill in the online application form on our website.



### Online Application

<https://application.fh-salzburg.ac.at/>

**Application Deadlines for Exchange Students:**  
**May 1st (Fall term) /**  
**November 1st (Spring term).**



**Campus Urstein**  
Urstein Süd 1,  
5412 Puch/Salzburg, Austria



**Campus Kuchl**  
Markt 136a,  
5431 Kuchl, Austria

## Name and Address of the Institution

**Fachhochschule Salzburg**  
**Salzburg University of Applied Sciences (SUAS)**

email: international@fh-salzburg.ac.at  
www.fh-salzburg.ac.at

**Erasmus ID: A SALZBUR 08**  
**EUC: 29324-IC-1-2007-1-AT-ERASMUS-EUCX-1**



**Campus Salzburg**  
Salzburger Universitätsklinikum,  
5020 Salzburg, Austria



**Campus Schwarzach**  
Kardinal Schwarzenberg Klinikum,  
5431 Schwarzach, Austria

## Executive Managers:

Mag.a Dr.in Doris Walter  
Mag. Raimund Ribitsch  
Office: Campus Urstein

## Rectorate:

Prof. Mag. Dr. Gerhard Blechinger (Rector)  
FH-Prof. Dipl.-Volksw. Dipl.-Soz.oec.  
Dr. Roald Steiner (Vice-Rector)  
Mag. Ulrike Szigeti (Vice-Rector)



# Entry and Visa Requirements

## Residence Permits

**Inform yourself early about entry requirements for Austria and apply as soon as possible for the documents needed. The information provided below provides an overview but you also need to check the links for further information.**

### Nationals of EU/EEA Countries and Switzerland:

If you have EU/EEA or Swiss nationality you need no visa. Please note that in case you are going to stay in Austria for more than 3 months, you have to register with the competent municipal authority (Magistrat Salzburg or Bezirkshauptmannschaft Hallein) within 4 months of your stay and you will receive a confirmation of registration (fee: 15€; additional fees may occur).

### Stays of more than 6 months:

You have to apply for the residence permit (Aufenthaltsbewilligung) in person at the competent Austrian representative authority abroad before travelling to Austria. Since your application will be forwarded to Austria, you need to apply at least 3 months before your intended entry to Austria.



For more information, please have a look at the information by your country's authorities or the OeAD.

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

## Insurance and Medical Facilities

If you are from an EU or EEA country, the European Health Insurance Card is available for you. If you are from overseas or doing a non-Erasmus+ funded stay, you are highly recommended to organise health insurance in your home country for the purpose of your travels or a self-insurance for students from the ÖGK (Österreichische Gesundheitskasse) upon your arrival. Some countries have a special insurance agreement with Austria, so we recommend you look into this as well.



There are also further health insurance companies and possibilities for which you can find more information on our website. Furthermore, we will discuss this matter briefly during the Welcome Days.

Finally, as a student registered in Austria you are obliged to pay the Austrian Student Union (OeH) membership fee, approx. 20€/semester, which includes a basic liability and accident (study-related) insurance.



Please find more information on our website:

<https://www.fh-salzburg.ac.at/en/international/incoming-students/housing-insurance-and-visa>

## Buddy Student Network



The Buddy Student Programme aims to support the cultural exchange between international exchange and regular degree seeking students at FH Salzburg. The information about who your buddy is will be sent to you prior to your arrival in Salzburg. You can contact your assigned buddy any time by means of the given email address and your buddy will assist you with essential issues like the pick-up of your keys and generally settling in here in Salzburg. This type of mentor system not only allows for international students like yourself to ask practical questions to peers, it also is a useful integration tool here at FH Salzburg, as it gives FH students the chance to socialise with international students. Many of the buddy students aspire to go abroad themselves and want to make connections and improve their foreign language skills.

Next to the communication via email, the main platform of communication between the incoming and buddy students is a team on Microsoft Teams, where you can communicate directly with each other. It enables you to ask questions about arrival, directions, housing, finding prospective roommates, campus life or registration procedures or generally, life in Salzburg and Austria. The buddy students may not be able to answer every single question you have, but (usually) they have lived in Austria for a long time and have a broad knowledge of how things work at FH Salzburg and the (geographical) area in general.

Please keep in mind to always contact the buddy students directly via email and/or the team on Microsoft Teams. It is up to you on how much you want to interact with other incoming students and buddy students. Generally, the buddy students become close friends with the incoming students – so do not miss your chance to meet some locals!

## Tandem Learning and Tandem Café



Tandem learning is a cooperative way of learning a language and discovering a culture. The Tandem partners support each other in an individually organised learning process. The German speaking partner helps with German, the incoming student with his/her mother tongue. Regular and incoming students may both gain 2 ECTS credits for Tandem Learning. To receive these credits, incoming students have to hand in a Tandem Learning Portfolio at the end of the semester.

If you are interested in Tandem Learning, the International Office will provide you with the requirements for Tandem Learning and the portfolio. You may contact your Tandem Learning Advisor in the International Office and ask for support at anytime throughout the semester. The Tandem Café is organised at least once a semester and helps get all interested students together. This can be useful at the beginning to find a possible partner. However, throughout the semester it is also a great opportunity to get together for an intercultural and language exchange.

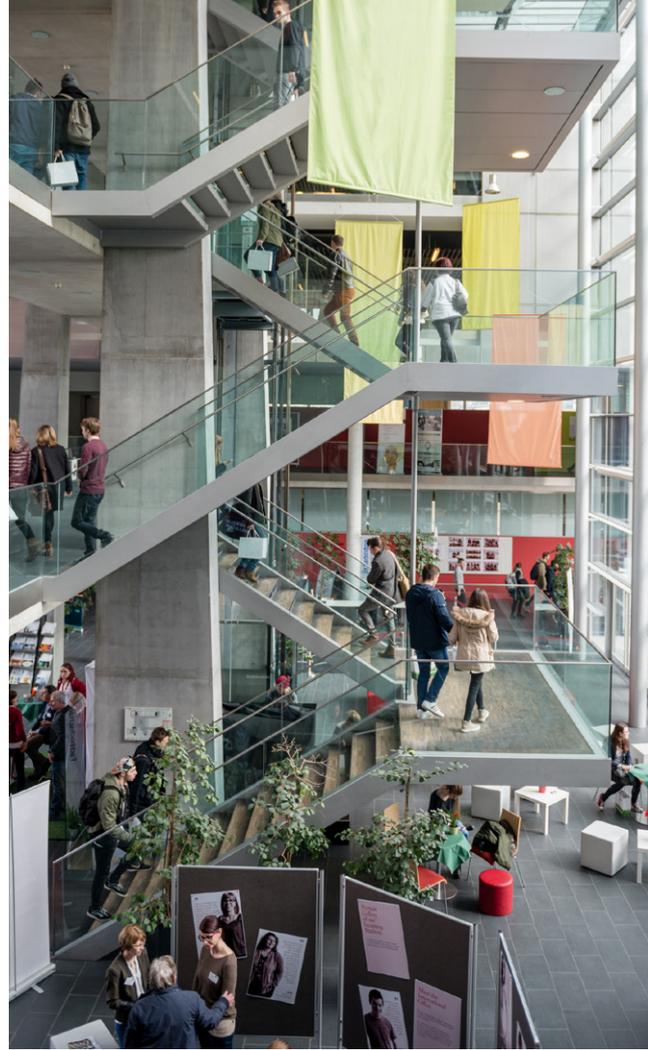


# WELCOME!

## Welcome Days

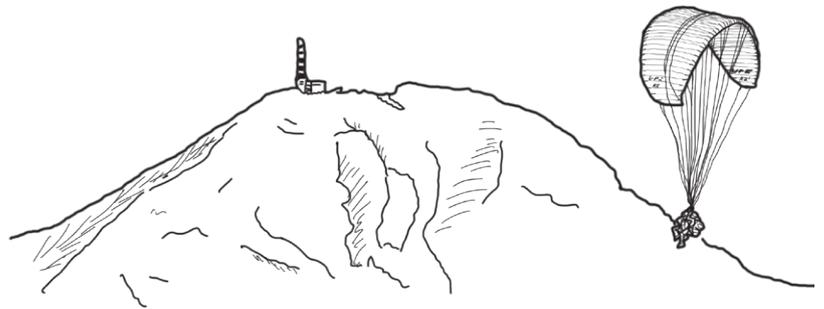
Attendance of the Welcome Days is mandatory for all incoming students. The Welcome Days are an integral part of your integration at FH Salzburg and they also allow for a solid preparation and a smooth beginning of term.

During the Welcome Days, you will receive important information about the rules and regulations of our university, its facilities and how you can use them, particularly regarding our computer system, library and eLearning. Further issues to be addressed are accommodation, insurance, the learning agreement and the International Office courses. Moreover, you will also get to explore Salzburg and its surroundings during various field trips. Finally, the Welcome Days are crucial for breaking the ice and creating and strengthening your social bonds with the other incoming students as well as towards the buddy students and the International Office.



Please find the programme here

[https://www.fh-salzburg.ac.at/fileadmin/fhs\\_daten/abteilungen/io/documents/incomings/Welcome\\_Days\\_programme.pdf](https://www.fh-salzburg.ac.at/fileadmin/fhs_daten/abteilungen/io/documents/incomings/Welcome_Days_programme.pdf)





## Attendance

Attendance is compulsory at FH Salzburg and is considered an integral part of the class participation and your final grade. There is a minimum attendance requirement of 75% of the overall contact hours. For a course that comprises 28 units, for example, you must attend at least 21 units in order to pass the course. If you cannot attend a class, you need to send an email ahead of time to the respective lecturer, providing a credible reason why you cannot come to class. In case of absence of more than three consecutive days and/or at exams, you need to send an excuse by email to your lecturer, provide a medical certificate and you also must inform the office of your degree programme. Absence without a medical certificate will affect your final grade and may even result in a failing grade for the entire class. If you miss more than the permitted 25%, a compensation work is obligatory. To ideally assist in the case of academic difficulties, we ask you to inform your International Departmental Coordinators or the International Office as soon as possible.

## Examination Regulations

The exam is usually announced by the lecturer in the first session of class. From a legal perspective you may take an exam three times: firstly, the main date which normally takes place on the last course session; secondly, the reexamination, which is to be coordinated by you and the lecturer; and thirdly, the oral committee examination, for which the office of the degree programme takes a lead in the organisation. As most incoming students are only here for a semester, the last two options hardly ever apply (except if students stay for a whole study year and only if they fail a course during the first semester of their studies). Students who miss the final exam or fail to do the required course work will neither receive a grade nor will they be awarded ECTS points.

## Learning Agreement (Erasmus+)

The learning agreement for studies / for traineeships (LA) provides the fundamental basis for the exchange semester. As an incoming student you need to have an approved LA by your home institution. At FH Salzburg, the International Departmental Coordinators are in charge of providing academic advice to your course selection and signing your Learning Agreement.



Find an overview of all International Departmental Coordinators here:

<https://www.fh-salzburg.ac.at/internationales/incoming-students/course-catalogue/international-coordinators>

As FH Salzburg has a strong practical focus with many teachers directly from the industry, please bear in mind that the schedule is sometimes only finalised shortly prior to the beginning of the semester. If necessary, changes to this LA are possible within the first two weeks of the semester and only after prior approval by the sending institution and the respective International Departmental Coordinator at FH Salzburg. If you want to switch or drop a class, you have to inform your International Departmental Coordinator; otherwise you will get a failing grade. Once registered for a course, attendance becomes mandatory. The final grades of the selected courses will appear on your transcripts of records at the end of the semester.



## The Study Support System (FHsys)

FHsys (Salzburg University of Applied Sciences Study Support System) is a web application for supporting the organisational and administrative aspects of your studies at FH Salzburg. Your online application at FH Salzburg is transferred into the FHsys and therefore provides details on your personal data, your home university, your course preferences etc. The Study Support System enlists your enrolled courses, your transcript of records as well as your FH Salzburg enrolment confirmation. For detailed information on how the system operates and which functions the FHsys offers for you as a student, please refer to the presentation during the Welcome Days as well as to the student handbook.



## MyFHS

Similar to the FHsys, incoming students can access the MyFHS of FH Salzburg through the general portal. MyFHS can be considered an internal Wiki, which consists of news posts, howto guides and event registration possibilities.



## eLearning Platforms: Moodle & Microsoft Teams

E-Learning is widely used at FH Salzburg. Course administration, documents, assignment hand-ins can all be used for a course, depending on the lecturer. In case a lecturer uses Moodle, you need to talk to the respective lecturer directly to add them to the course. This is also the case for Microsoft Teams. You should make sure you either receive an entry code or are enrolled by the lecturer in the course. Additionally, the International Office creates a team on Microsoft Teams for all Incomings, buddy students and a few others. This team can be used for questions and answers among students and additionally it is also used as an essential communication tool by the International Office. All important documents for incoming students, as well as the presentations from the Welcome Days are provided via this team on Microsoft Teams.



## Infrastructure

**Learning Facilities:** Here at the FH Salzburg we are proud to offer student-centered teaching methods with an excellent student-teacher ratio, small groups and individual tutoring. Additionally, we provide an advanced infrastructure which will become evident to you in our state-of-the-art labs, our library and modern teaching facilities.

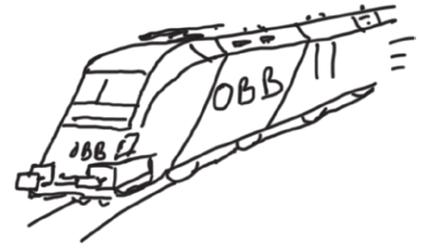
**Computer Labs:** FH Salzburg has various computer labs at both campuses. They are open to students from Monday to Saturday. Close to the computer labs you can find printers to be used for printing, scanning or copying.

**Facilities for Special Needs Students:** All study facilities and lecture rooms are accessible with wheelchairs. Please inform the International Office if you have any needs that we should be aware of – and do not hesitate to contact us if you are in doubt of coming to FH Salzburg due to special needs or conditions. We will do our best to accommodate your needs.

**Meals:** If you are staying in the Campus Urstein dormitory you have cooking facilities in your apartment. Our cafeteria FAGO ([www.besser-essen.at](http://www.besser-essen.at)) is located in the university building offering meals with student discounts. The supermarket SPAR is also a popular alternative for purchasing food (5 minute walk from Campus Urstein). At the Campus Kuchl meals are offered through a catering service. Similar to Urstein, there is also a SPAR supermarket within 10 minutes walking distance in Kuchl.

**Info Screens:** The info screens in the entrance areas of both campuses show all courses and the room they take place in. This is handy, in case you can't remember where your course is taking place and also if the room gets changed short notice.

# Getting around & other practical information



## Public Transportation

The public transportation system in Salzburg is safe – but it can be somewhat troublesome to grasp for foreigners. We recommend the »My Regio Pass-Student« to all incomings. This pass allows you to use the public transportation (trains & busses) in the entire Salzburg region for one semester for approx. 150€.

Moreover there is another card that we find to be quite useful. The »Vorteilscard« is a discount card for the Austrian Railway (OeBB) and grants you a discount of up to 50% for all OeBB train tickets in Austria. For students under 26 years of age, this card costs 19€ and is thus a very nice option for trips in and around Austria, such as a visit to Vienna.



### Transportation 1 My Regio Pass

<https://salzburg-verkehr.at/en/tickets-fares/time-cards/myregio-student-2/>



### Transportation 2 ÖBB Vorteilscard

<https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteilscard/alle-vorteilscards>

## Bicycles

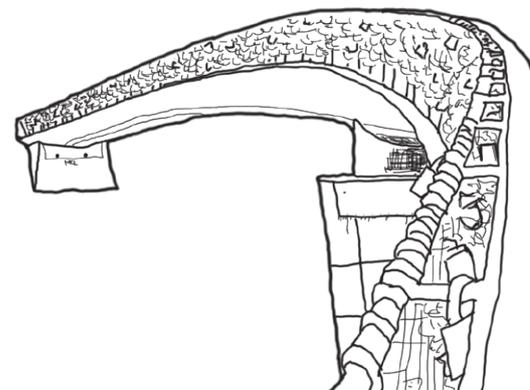
Getting around by bike in Salzburg is easy and very nice during the warmer seasons. Used bikes can be purchased at one of the many flea markets and second hand stores in Salzburg. To find the opening hours and location for a nearby flea market – visit the flea market overview [www.flohmarkt.at/flohmarkte/salzburg](http://www.flohmarkt.at/flohmarkte/salzburg). These flea markets usually take place on weekends and close between 3 and 5 pm. Bikes can also be found through private ads on Facebook, in local newspapers or at the VeloRep – a social project shop located in Elisabethstraße 17, 5020 Salzburg, where you can purchase used bikes at a very reasonable price <https://www.caritas-salzburg.at/hilfe-angebote/re-integration-und-nachhaltigkeit/carla-velorep/>.

## Banks

The official currency in Austria is the EURO (€). Please note that banks are closed on Saturdays, Sundays and public holidays. Credit cards are widely accepted. Make sure to retrieve information on where your card can be used from your home bank. Please inform yourself about inexpensive ways of international money transfers at your home bank. Some banks in Salzburg offer student accounts at favourable rates. If you want to open a bank account in Austria, make sure to bring your housing registration form, your passport/ID card and your confirmation of enrolment at FH Salzburg with you.

## Telephone

Local SIM cards can be purchased at many of the supermarkets, post offices and stores but be aware that it might not be suitable for use with your foreign mobile phone. We recommend you to talk to your Buddy about options. In Austria local phone calls are not free of charge as in several other countries! The area code for Salzburg from within Austria is 0662; from abroad it is +43.





## Post Office

There are post offices throughout Salzburg which are open Monday to Friday from 8 am – 12 pm and 2 – 6 pm for letters, parcels etc. The nearest post partner office is located in 5412 Puch, in the Copy Shop, Halleiner Landesstraße 26. It is closed on Saturday and Sunday. This post office is where big packages sent to you can usually be picked up if you are not at home for the delivery. Most post offices are closed on weekends and there is no regular mail delivery. The post office at the train station (Bahnhofpostamt) has extended opening hours (Monday – Friday from 7 am – 8.30 pm and Saturday from 8 am – 2 pm) and is also open on Sundays (1 pm – 6 pm). Post offices generally also offer fax services and EMS (Express Mail Service). Further information is available on the official website of the Austrian Postal Services [www.post.at](http://www.post.at).



## Sports and Leisure Facilities

There is a beach volleyball court directly on Campus Urstein. In approx. 30 minutes walking distance from campus is the Rif Sports Center. Some of the facilities like the outdoor track-and-field area (incl. basketball hoops, beach volleyball, street soccer possibilities and more) can usually be used by the public and free of charge. For others you will have to pay a fee (e.g. the climbing wall and the tennis courts), some facilities (especially indoors) like the pool or the gym can only be accessed if you are part of a course.

The FH Salzburg sports programme for each term can be downloaded from the website of FH Salzburg: Sports & Leisure / Life on Campus / FH Salzburg ([fh-salzburg.ac.at](http://fh-salzburg.ac.at))

The sports programme by the University of Salzburg can be downloaded here (in GER only): USI Kursheft (PDF): USI Salzburg / Universität Salzburg ([uni-salzburg.at](http://uni-salzburg.at))

For both programmes, the student course prices also apply to incoming exchange students.

## Who to contact



Find a doctor

[https://www.fh-salzburg.ac.at/fileadmin/fhs\\_daten/abteilungen/io/documents/incomings/Medical\\_Contact\\_Information.pdf](https://www.fh-salzburg.ac.at/fileadmin/fhs_daten/abteilungen/io/documents/incomings/Medical_Contact_Information.pdf)

## Emergency contacts

- Police-133
- Fire department-122
- General Medical Assistance-1450
- Ambulance/Medical Emergency-144
- International Emergency-112

# Fun, Fun, Fun in & around Salzburg!



Starting with the outings during the Welcome Week and throughout the semester, we do our best to offer fun cultural activities that connect everyone and give the incomings an insight into Austrian culture. In the past we've visited traditional events such as a »Krampuslauf« and »Maibaum« aufstellen. Furthermore, activities such as an international cooking evening and a hike are organised. Incomings can also look forward to touring world-famous sights, such as the Salzburg Festival halls.

In addition to the outings and activities by the International Office student groups such as the student union (OeH FH Salzburg), Klub Kuchl and the European Student Network offer a variety of events, parties and excursions.

For ideas and recommendations, feel free to ask your Buddy or even anyone at the International Office about their personal favourites. We can also strongly recommend this blog (in German), that has many tips for visitors as well as locals for the city and region of Salzburg.



Fräulein Flora

<https://www.fraeuleinflora.at/salzburg/>

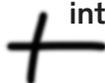


Photocredits  
Cover: shutterstock,  
istockfoto.com, FH Salzburg  
Further pages: Wildbild,  
Klaus Ranger, FH Salzburg,  
SalzburgerLand Tourismus,  
Salzburger Landeskrankenhaus,  
Kardinal Schwarzenberg Klinikum  
Illustrations: Dodo

Version: 2021/02;  
subject to changes and errors

# Useful links and websites for your time here in Salzburg

Check out some of our top recommendations for useful, interesting & fun resources:



## News & authorities:

- Austrian Broadcasting Corporation: <https://orf.at/> (GER)
- Austrian Ministry of Social Affairs & Health: <https://www.sozialministerium.at/en.html> (EN)
- Austrian Ministry of Foreign Affairs: <https://www.bmeia.gv.at/en/> (EN)

## Popular radio channels:

- Fm4: mixture of music genres; slightly alternative and not super mainstream. News at the half and full hour and many programmes are in English! Frequency: 104.6, online live: <https://fm4.orf.at>
- Ö3: popular and commercial music, language of news and programmes is German. Frequency: 99.9, online live: <https://oe3.orf.at>
- Ö1: a focus on classical music, opera, jazz, documentaries, and more, language of news and programmes is German. Frequency: 90.9, online live: <https://oe1.orf.at>

## For activity recommendations

- Salzburgerland (EN), the official tourism organisation of the entire Salzburg region: <https://www.salzburgerland.com/en/>
- Salzburg Tourism (EN), the official tourism organisation of the city of Salzburg: [www.salzburg.info](http://www.salzburg.info)
- Fräulein Flora (GER), an online magazine dedicated to giving you recommendations (restaurants, hikes, culture, events) for in and around Salzburg: <https://www.frauleinflora.at/salzburg/>
- 1000 Things to do (GER): A great blog about recommendations for Austria, which can also be categorised to the various regions: <https://www.1000things.at/blog/ausflugsziele-in-salzburg/>

## Social Media Profiles:

- International Office: (Facebook) International Office FH Salzburg
- FH Salzburg: (Facebook) FH Salzburg, (Instagram & Twitter) @fhsalzburg
- ÖH FH Salzburg: (Facebook) ÖH FH Salzburg, (Instagram) @oeh.fhs
- Salzburgerland: (Instagram) @salzburgerland
- Salzburg Tourism: (Instagram) @visitsalzburg
- Fräulein Flora Salzburg: (Instagram) @frauleinflorasbg
- FM4: (Instagram) @radiofm4
- Zeit im Bild: (Instagram) @zeitimbild
- Salzburger Nachrichten: (Instagram) @salzburgerlnachrichten





✓ **First Days in Salzburg**

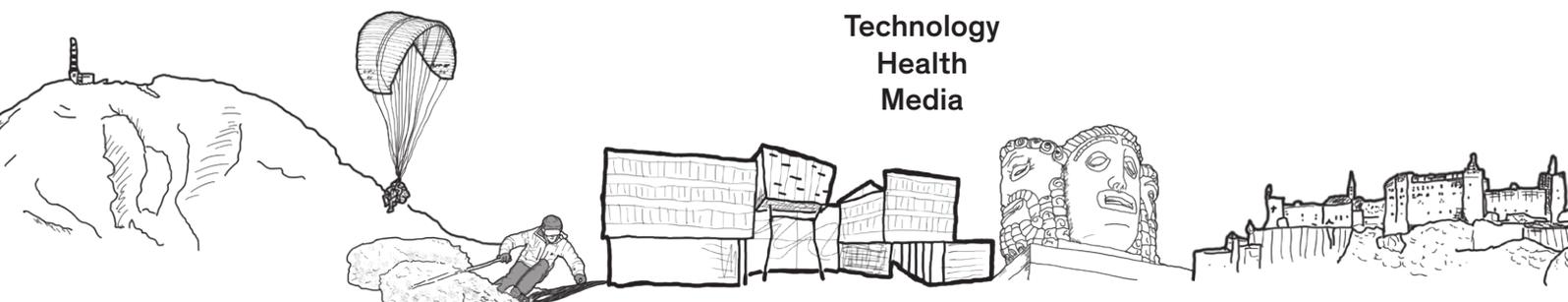
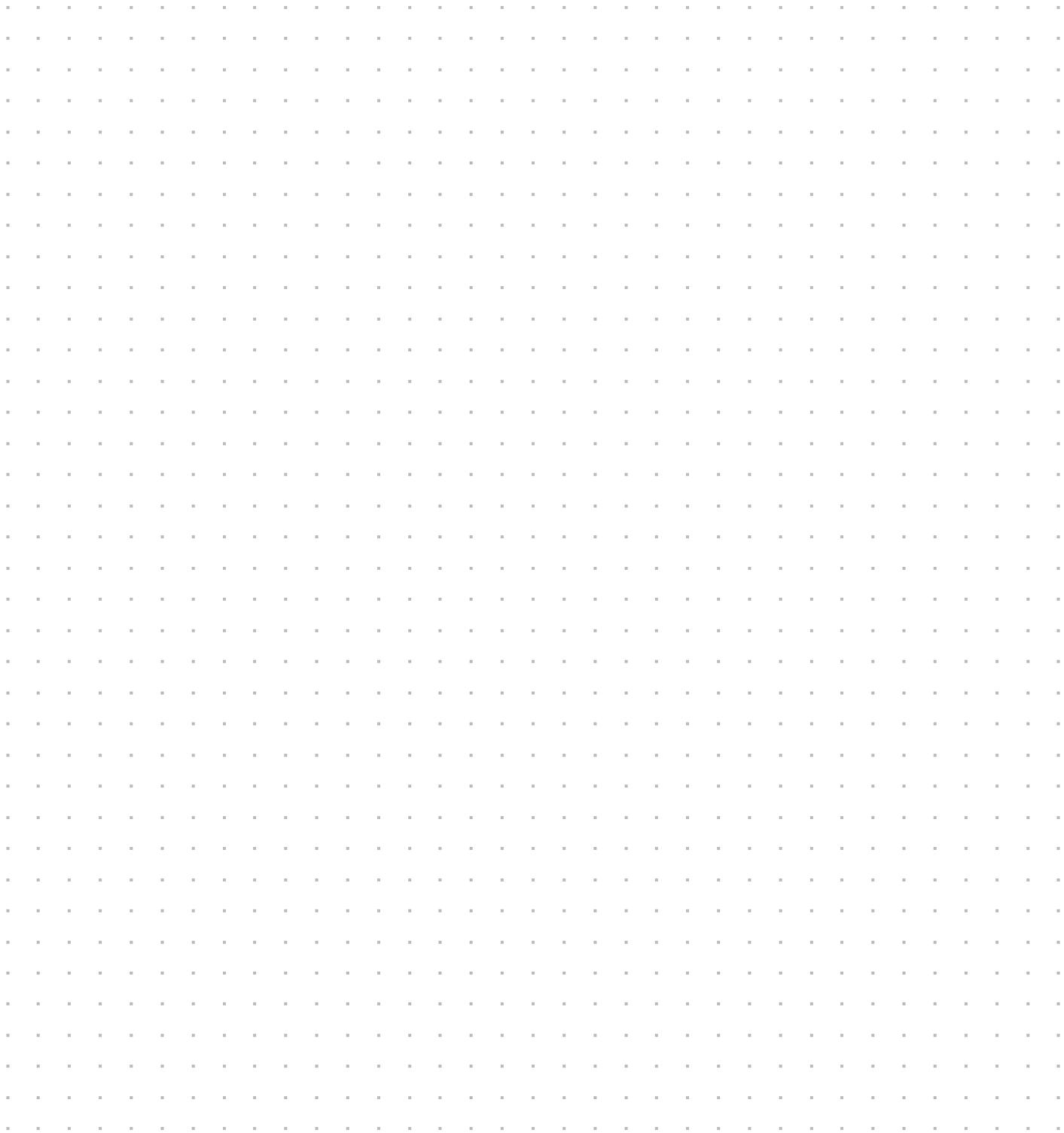
- I introduced myself to the International Office staff
- I paid my first month's rent
- I signed the OeAD Housing contract for my accommodation
- I finalised my Learning Agreement if changes were made
- I participated in the mandatory Welcome Days
- I received my student ID card, student account and email address
- I did my civil registration (Meldezettel)
- I filled out and submitted all important documents whicher were discussed during the Welcome Days
- I forwarded the arrival form to my home university
- I drafted my course schedule to make sure there are no overlaps
- I considered the transportation cards for the semester: myRegio card, Vorteils card

✓ **Before Departure**

- I returned my books to the FH Salzburg library
- I cleaned my room and will return my key or know who can do this for me
- My Confirmation of Stay is signed by the International Office
- My civil registration (Meldezettel) is cancelled
- I know where to download my transcript of records when all grades have been entered
- I informed myself about travel regulations of both Austria and my home country
- I closed my Austrian bank account (if applicable)
- I cancelled my Student Health Insurance (if applicable)
- There are no open bills



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