

Joint Study period

CHECKLIST

Beforehand:

Gather initial information about your period of study abroad from the following sources:

- International Office (on the website, at information events, in person)
- Current list of partner universities: refer to the AAU website
- Website of the partner university/universities
- Discussion with the coordinator of the applicable AAU Joint Study agreement
- Former Joint Study students
- Joint Study students coming to AAU

Requirements for submitting an application for a Joint Study period:

- You must be enrolled as a degree student at AAU.
- Students must already have at least 60 ECTS (European Credit Transfer System) credits (before the start of the study period) (this does not apply to Master's students).
- Universities in the English-speaking world usually only accept exchange students completing Bachelor's degree programmes.

Application deadlines:

Study period during WS X1 → 15 November X0
Study period during SS X1 → 15 June X0

BEFORE YOUR JOINT STUDY PERIOD

Step 1: Online application via ZEUS/MOBIS

- Under 'My applications' → 'Submit a new application' → 'Apply for Joint Study period'.
- Enter your key information (chosen partner universities, length of study period, bank account details).
- Upload your important documents (application form, CV and personal statement written in one of the languages of tuition used at the host university).
- Submit your application online.

At this point, your application for a Joint Study period will be sent to the International Office and the relevant coordinator. Your coordinator will be responsible for putting applicants forward depending on whether the requirements are met and whether places are available. You will be sent an email informing you of the decision. If your application is not successful, your coordinator is obliged to provide the reasons behind their decision. You will be sent this feedback.

Step 2: After your coordinator has nominated you for a Joint Study period

- The International Office passes on the names of the successful students to the partner university and informs the students.
- Students register with the host university** and keep the International Office informed about their registration status.
- Students provide the host university with any additional documentation (e.g. confirmation from the bank, medical certificate, TOEFL test result) as soon as they ask for it. Such requests may come up to two months after a student is nominated.
- The **student union fee** must be paid to AAU (tuition fees do not have to be paid to either university).
- Once students have received their confirmation of acceptance from the host university, they **apply for a visa** from the relevant embassy. Flights should also be booked at this point.
- We recommend that students **find out about any additional insurance** required overseas and take out any policies they need. Some host universities provide compulsory health insurance.
- Application for the preliminary recognition of examinations: Students submit an application for preliminary recognition to the relevant programme director before they go abroad. This is the only way to guarantee that credits are awarded for the courses taken at the host university.

The International Office arranges the Joint Study grant for students who do not receive financial aid. Students who do receive financial aid need to contact the financial aid office to enquire about financial support for a semester abroad (www.stipendium.at).

DURING YOUR JOINT STUDY PERIOD

Compulsory interim report:

- Submit an **interim report** to the International Office within four weeks outlining the courses you have already registered for (this also applies to students receiving their grant through the financial aid office). There is an online guide to writing the progress report.

- You must pass courses equating to 12 ECTS (European Credit Transfer System) credits that are relevant to your subject of study (compulsory or elective subject). Music, sport and language courses do not count.

AFTER YOUR JOINT STUDY PERIOD

The following steps must be completed within one month of your Joint Study period ending:

- Send a **final report** to the International Office by email (there is an online guide to writing the final report).
- Submit the original of Transcript of records from your Joint Study semester to Ms Agnes Mallner in the Admissions Office.
- Submit an application for recognition of examinations to the relevant programme director.

Within two months:

- Recognition** of the courses completed abroad by the programme director for the relevant department and the Admissions Office.

You will only receive your grant after having completed your Joint Study period, once you have submitted your final report and presented your Transcript of Records from the partner university. If your performance during your Joint study period is unsatisfactory, you will not receive your grant.

Important information:

You must pass courses equating to at least 12 ECTS (European Credit Transfer System) credits during your Joint Study period.

International Office

Servicegebäude building, 1st Floor
Universitätsstraße 65-67
9020 Klagenfurt, Austria

Important links:

www.aau.at/international (International Office)

www.campus.aau.at (ZEUS/MOBIS registration under 'My applications')

www.stipendium.at (financial aid office)