Joint-Study period abroad

CHECKLIST

First steps:

Gathering initial information about your planned study period abroad from the following sources:

- International Office (on the AAU website, at information events, in person)
- Current list of partner universities: refer to the AAU website
- Website of the partner university/universities
- Consultation with the coordinator of the relevant AAU Joint-Study partnership
- Former Joint-Study outgoing students
- Joint-Study incoming students

Requirements for applying for a Joint-Study period abroad:

- You must be enrolled as a regular student at AAU.
- Students must have already acquired at least 60 ECTS credit points before the start of the mobility (Joint-Study period abroad).
  (This does not apply to master students.)
- Universities in English speaking countries usually only accept exchange students on the Bachelor/undergraduate level.

Application deadlines:

15th November for the following winter semester
15th June for the following summer semester

BEFORE THE JOINT-STUDY PERIOD ABROAD

Step 1: Online application via ZEUS/MOBIS (https://campus.aau.at/)

- 'My applications' → 'Submit a new application' → 'Applications related to mobility programmes' → 'Joint Study'. Students need to:
  - Fill in the online form (chosen partner universities, length of study period abroad, bank account details).
  - Upload the required documents (CV and motivation letter written in one of the languages of instruction of the host university as well as your certificate of academic performance/transcript of records).
- Submit their application online.

At this point, the student application for a Joint-Study study period abroad will be received by the International Office and the responsible Joint-Study coordinator. If the submitted application meets the requirements and exchange spots are available, the responsible Joint-Study coordinator will nominate the student. Students will be notified about the decision. If a Joint-Study application is not successful, the responsible Joint-Study coordinator is required to provide the reasons behind their decision.
**Step 2: After nomination by a Joint-Study coordinator:**

- The International Office nominates the students at the partner university and informs them about the nomination.
- **Students register with the host university** and keep the International Office informed about their registration/application status.
- Students provide the host university with any additional documentation (e.g. bank confirmation, medical certificate, certificate of language proficiency) that might be required.
- The **student union fee** must be paid at AAU (tuition fees do not have to be paid at either university).
- Once students have received their confirmation of acceptance from the host university, they can **apply for a visa** at the competent representation authority. Flights should also be booked at this point.
- We recommend that students **inform themselves about any additional insurance** required during their mobility and purchase an insurance policy accordingly. Some host universities may require mandatory health insurance.
- Application for the preliminary recognition of examinations: Students are strongly encouraged to submit an application for preliminary recognition (to be found on this page) to the responsible study programme director before their mobility. This is the only way to guarantee that credits are awarded for the courses taken at the host university.
DURING THE JOINT-STUDY PERIOD ABROAD

☐ **Academic performance:** Subject-related courses (compulsory or elective subjects) corresponding to min. 12 ECTS credit points have to be completed during the Joint-Study period abroad. Music, sports or language courses are not eligible/cannot be recognized.

☐ **Mandatory interim report:** Within four weeks after the start of the period abroad an interim report is to be submitted to the International Office. The guidelines on writing the interim report are available online in the download section of [this page](#).

AFTER THE JOINT-STUDY PERIOD ABROAD

The following documents must be uploaded in ZEUS/MOBIS within one month after the Joint-Study period abroad:

☐ **Final report**
   (The guidelines on writing the final report are available online in the download section of [this page](#).)

☐ **Transcript of Records** from the Joint-Study period abroad

☐ **Completed Feedback Survey** (available online in the download section of [this page](#))

**Important note:**
The scholarship will only be paid out after uploading the above-mentioned final documents. In case of an insufficient academic performance, the grant can be revoked or reduced.

Within two months:

☐ **The application for recognition of courses taken abroad** based on the original Transcript of Records is to be submitted in the electronic examination book (ePB).
Contact information:

International Office
Building “East Wing (O)”, 1st Floor
Universitätsstraße 65-67
AT-9020 Klagenfurt, Austria

E-mail: outgoing.exchange@aau.at
Tel.: +43 463 2700 9249

Important links:

www.aau.at/international (International Office)
www.campus.aau.at (ZEUS/MOBIS registration under 'My applications')
www.stipendium.at (financial aid office)