

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)