



NON-EU STUDENT EXCHANGE PROGRAM

of the University of Vienna for the academic year 2018/19

What does the exchange program offer?

All students of the University of Vienna are offered the possibility to participate in the Non-EU Student Exchange Program. Nominated students can spend one semester or an entire academic year at a partner university without being obliged to pay the partner university's tuition fees. Tuition fees do not have to be paid at the host university on the condition that the exchange student does not acquire an academic degree during the stay abroad. The **exchange student** will have a **no-fee/non-degree status**.

The University of Vienna offers **university-wide agreements**, which are available to all students of all departments of the University of Vienna. Moreover, there are also **departmental agreements**, which are available to students of the respective field of study and the specific department that negotiated the agreement. A list of all university agreements is available on our website: <http://non-eu-exchange.univie.ac.at>.

In order to find out if the students' favored courses are offered by the partner university, the students need to check with the partner university's course catalogue.

Nominated candidates receive a grant from the University of Vienna. **These grants are not cost-covering, but are intended to help students to deal with their increased living expenses during their stay abroad.**

Recipients of the Austrian study grant *Studienbeihilfe* can receive their study grant payments during the stay abroad. Moreover, they are entitled to apply for additional financial assistance (study grant abroad). For further information and application details, please contact the Austrian Study Grant Authority *Studienbeihilfenbehörde*: Gudrunstraße 179 a, A-1100 Wien, Tel.: 01/601730, <http://www.stipendium.at/stbh>

Who is eligible to participate?

Applications may be submitted by all students of the University of Vienna who,

- at the time of application, have successfully completed **2 semesters** as well as the **introductory and orientation period (STEOP)**,
- have not overrun the minimum duration in their degree program for more than 4 semesters and
- have not yet finished their degree course (Magister/Master).

A stay abroad within the Non-EU Exchange Program is only possible once per study cycle.

Note: Depending on the partner university, there can be specific application requirements! A list of specific information on application details of all agreements is available on our website.

Language requirements

1. Language requirements of universities in English-speaking countries (e.g. Australia, Canada and USA): the TOEFL or IELTS is needed in order to apply for our program. The minimum score for the internet-based **TOEFL is 90** out of 120 points, the minimum score for the **IELTS is 6.5 overall** (with a 6.0 in writing) out of a total of 9 points. At the time of the application, the students must already have completed their TOEFL or IELTS exam successfully.

Depending on the partner university, the minimum score can be higher! To find out more about specific TOEFL or IELTS score requirements, please consult our partner university's website or have a look at our list of specific information on application details. **Please note:** Australian universities, in particular, have very specific TOEFL/IELTS scores for each band (reading, listening, writing and speaking).

The TOEFL or IELTS score requirements of at least one university must be achieved in order to be invited to an interview.

2. Language requirements of universities in non-English-speaking countries:

- Philologies:
 - **Transcript** is accepted as a proof of language skills
- Other fields of study:
 - Certified language tests
 - Language certificate: min. **level B2**
e.g. issued by the Language Centre of the University of Vienna: <https://sprachenzentrum.univie.ac.at/en/>

Even if the lectures are taught in English only, you need both a language certificate for English (e. g. TOEFL, IELTS etc.) and a certificate of basic knowledge of the respective national language.

Please have a look at our **list of specific information on application details** of our partner universities on our website: <http://non-eu-exchange.univie.ac.at>

TOEFL (Test of English as a Foreign Language)

Österreichischer Austauschdienst (ÖAD)

<http://testing.oead.at/>, <http://www.ets.org/toefl>

The ÖAD offers the internet-based TOEFL as well as preparatory sessions and test simulations (at cost price).

IELTS (International English Language Testing System)

The British Council

<https://www.britishcouncil.org/>, <https://www.ielts.org/>

Language Centre of the University of Vienna

<https://sprachenzentrum.univie.ac.at/en/>

Nominated students can receive a reimbursement of the costs for a language test (up to 50%). The reimbursement will be remitted together with the payment of the grant.

Choice of universities

Applicants are basically free to choose the university and the term during which they would like to study abroad. However, in view of the limited number of available places, students are advised to list **alternatives** on the application form (they can choose up to 3 universities). The choice should be determined by courses offered by our partner universities that are relevant to the student's field of study at the University of Vienna.

Students of all fields of study are eligible for the Non-EU Student Exchange Program. However, please note that not all subjects are offered on an undergraduate level in American and Australian universities (law in the USA, medicine/pharmacy in the USA and in Australia) within the scope of our program. Please also have a look at our list of **specific information on application details of our exchange agreements** on our website.

For detailed information concerning offered courses, accommodation costs and other expenses, please consult the websites of the individual universities. You are advised to study the websites of the partner universities for which you wish to apply very carefully before submitting your application!

While choosing the universities you wish to apply for, please keep in mind that the percentage of applicants who will ultimately be admitted at the university is much lower than the number of the applicants, especially for very popular universities. Only highly qualified applicants will be granted their first university preference.

Application deadline for the academic year 2018/2019:

The application deadlines comply with specific countries / regions. There are three application deadlines within a year.

Application deadline	Agreements	Interview with the selection panel
02.11.2017	Africa & Asia	mid-December
16.11.2017	Australia, Canada & USA	mid-January
01.02.2018	Israel, Latin America, Russia & Ukraine	mid-March

A list of all exchange agreements is available online: <http://non-eu-exchange.univie.ac.at>

Application procedures

- **Step 1:** Get information on exchange possibilities in the International Office or on our website.
- **Step 2:** Register for your TOEFL or IELTS test **on time** (a waiting period of two to four weeks is to be expected). After passing the TOEFL/IELTS exam, you will have to wait again at least two weeks before your results will be available online.
- **Step 3:** Prepare all application documents and fill in the application form (available online).
- **Step 4:** Upload your documents online by the deadline. A user interface for the upload of application documents is being implemented at the moment. Further information will be soon available on our website.

Screening of application documents and preselection by an expert panel

- **Step 5:** Interview with an expert panel
Criteria of evaluation:
 - TOEFL / IELTS / language skills
 - Grades
 - Conformity of the curriculum at the University of Vienna with the areas of specialization at the host university
 - Quality of the application documents
 - Presentation in front of the commission
- **Step 6:** The **nominated** candidates will be contacted by the International Office.

The qualification at the University of Vienna is followed by the application procedure at the partner university.

Credit transfer

Before you leave for your stay abroad, you should clarify that the courses you wish to take at the partner university will be accredited by the University of Vienna. Please contact your study program director **in advance!** If you are nominated by the University of Vienna, the International Office will provide you with the respective form.

All students need to obtain a minimum of **12 ECTS points per semester**.

Intercultural Workshop

Each year the International Office organizes an intercultural workshop for the prospective outgoing students in order to prepare them for their stay abroad. Attendance is compulsory (except for students who have been nominated for an exchange in Australia, in Canada or in the USA).

Accommodation

Candidates have to make their own accommodation arrangements. However, in the course of the application procedure, the partner university will send you application forms for halls of residence as well as information on private accommodation options.

Our experience has shown that, at least in the USA, halls of residence are very expensive compared to Austrian standards. Therefore, most students live off-campus. If you are interested in private accommodation, you are advised to start looking for options in good time (min. 3–4 weeks before the start of your exchange). Relevant information will be sent by the partner university and can also be found in the **reports (Erfahrungsberichte)** of former exchange students. Reports from the academic year 2013/14 on are available online on our website. Older reports are available at the International Office.

Required Application Documents

- **Application form** with a passport photograph
- **Curriculum vitae / résumé**
- **Statement of purpose:** please write a **1 page essay for each partner university** stating the reasons why you want to study there (please use a separate paper for each university!). Be specific in relating the reasons to your past and present academic and extra-curricular experiences and your goals in the future.
- **Study plan:** list 4 to 5 courses (per semester/term) for each university you listed (the number and the title of the courses is sufficient). Please use a separate paper for each university!
- **Transcript of records:** "Sammelzeugnis" in German
- Copy of **diploma examination certificate** ("1. Diplomprüfungszeugnis"), if applicable
- Copy of **Bachelor's certificate**, if applicable.
- **Proof of required language skills** (e.g. copy of **TOEFL or IELTS** score).
- **Copy of ID**

Unless otherwise noted, all documents have to be written in English language.

All documents have to be uploaded on our website by the deadline. A user interface for the upload of application documents is being implemented at the moment. Further information will soon be available on our website.

International Office/ staircase 5

Universitätsring 1, A-1010 Wien

Tel.: (1) 4277 - 18206, 18213

e-mail: non-eu-exchange@univie.ac.at

<http://non-eu-exchange.univie.ac.at>

Opening hours: **Monday, Wednesday: 10.00 am – 12.30 pm**
 Tuesday, Thursday: 2.00 pm – 4.00 pm

Specific information on all exchange agreements and application documents is available on our website: <http://non-eu-exchange.univie.ac.at>

For further scholarship options, please have a look at the scholarship data base of the Austrian Agency for International Cooperation in Education and Research (OeAD): <http://www.grants.at>