

TRAINEESHIP AT THE UNIVERSITY OF VIENNA

Information for 2018/19

With about 92.500 students, the University of Vienna is one of the biggest and oldest universities in Europe. Its departments are situated at various locations (→ [list of locations](#)).

Universität Wien

Universitätsring 1, 1010 Wien

Public transport: U2, 37, 38, 39, 40, 41, 42, 43 Station Schottentor

Web: <http://www.univie.ac.at>

Erasmus Code: A-WIEN01

1. Who do I refer to?

Your first contact person is your [supervisor/contact person at the Department](#) where you will be carrying out your internship. The [International Office](#) can only assist with **general questions**.

International Office – Studierendenmobilität

Web: <http://international.univie.ac.at/>

Email: erasmus.praktikum@univie.ac.at

Contact person: Mag. Dr. Laura Gandlgruber, BA, Tel. (+43-1) 4277 182 19

Please note that the International Office is not involved in the process regarding incoming interns at the University of Vienna. Should you have questions, please contact your contact person at your department. The International Office can only assist with general questions.

2. Internship Agreements

The Human Resources Department will draw up an **internship contract**. Precondition is an internship agreement which can either be

- The **Erasmus+ Learning Agreement for Traineeships**, which is signed by the supervisor at the respective department of the University of Vienna, the home University and the intern. **The Erasmus+ Learning Agreement is issued by the student's home University.**
Please note: The University of Vienna does not sign inter-institutional agreements or Letters of Intent for Erasmus+ Internships as the Learning Agreement contains all the relevant information.
- Or an **Internship Agreement (Convention de Stage)** which is **issued by the International Office of the University of Vienna**. This document can be issued in English, French or German. Please note that the University of Vienna will not sign documents issued by the student's home University.

3. Insurance

The University of Vienna will not provide insurance for incoming interns. Therefore you will have to prove that you have sufficient health, accident and liability insurance while you are here as an intern. **EU citizens usually are covered by their**

European Health Insurance Card (for details see below) and their home universities often provide liability and accident insurance. Please check back with your home university if this is the case. You will have to provide a confirmation of your insurance in order to receive your internship contract.

4. Required Documents

In order to draw up your internship contract, the following documents need to be sent to the Human Resources Department **three to four weeks before you start your internship**. Please ask your supervisor at the department to forward your documents as the different departments have different contact persons in HR:

- **Personal Record Card PA/PV**
→ Your supervisor has to download this document from the [intranet](#). **It is signed by the Head of the Department.**
- **Internship Agreement (Convention de Stage or Erasmus+ Learning Agreement for Traineeships)**
Who will sign the document on behalf of the University of Vienna?
→ **Erasmus+ Learning Agreement:** head of the department where you will be carrying out the internship
→ **Convention de Stage:** Head of the International Office
- Copy of your **passport**
- Copy of your **European Health Insurance Card** or confirmation that you have health insurance during your stay in Vienna)
- **Confirmation of accident and liability insurance** (often provided by the home university, **a separate confirmation is required** even then).
- **Confirmation of the registration of your residence (Meldezettel)** (as soon as you know)

Should you have any questions regarding your contract, please ask your supervisor to contact Human Resources directly:

DLE Personalwesen und Frauenförderung

Personaladministration

Universitätsring 1, 1010 Wien

Email: personaladministration@univie.ac.at

Web: <http://personalwesen.univie.ac.at/>

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The University of Vienna will not provide insurance for incoming interns. Therefore you will have to prove that you have sufficient health, accident and liability insurance while you are here as an intern. **EU citizens usually are covered by their European Health Insurance Card (for details see below) and their home universities often provide liability and accident insurance.** Please check back with your home university if this is the case. You will have to provide a confirmation of your insurance in order to receive your internship contract.

6. Am I registered as a student during my internship?

You will **not be registered as a student**, but as an **employee of the University of Vienna**. In case you want to take courses here, you will have to apply as a regular (non-Erasmus) student. Information regarding the admission is provided by StudentPoint:

Student Point Infocenter

E-Mail: english.studentpoint@univie.ac.at

Web: <https://slw.univie.ac.at/en/about-us/student-point/>

7. Services

As an employee of the University HR can set up a **u:account** for you which grants access to all kinds of services such as free WIFI or print services (further information is provided [here](#)). You can request the u:account when you send your required documents to HR. You are also eligible to use the **university's library** free of charge. Information on the library and other facilities is provided here: <https://international.univie.ac.at/en/incoming-students/erasmus/around-the-university/>

8. Practical Information

ERASMUS+ interns are bound to the same regulations regarding their entry into Austria and taking up residence here as other people entering Austria and wanting to stay here for a longer period of time. Which regulations apply depends on your **citizenship**.

8.1. Entry into Austria

EU/EEA and Swiss citizens only require a **valid passport or ID card** to enter Austria. Incoming interns with a citizenship of non-EU/EEA countries might require a visa for Austria, even if they have a residence permit from another European country. **Please note that you are responsible for your visa application yourself.** The International Office is not involved in the application process. As processing a visa application may take up several weeks or even months, we strongly advise you, to file your application as early as possible.

8.2. Registration of your residence

According to the Registration Law (Österreichisches Meldegesetz) everybody is obliged to register their residence in Austria with the authorities **within three days of their arrival** at the Municipal District Office ("Magistratisches Bezirksamt"). The obligation to register applies for everybody, regardless of their citizenship. **Please keep your registration document ("Meldezettel") as you will require it for all kinds of applications.** The registration document needs to be signed by your landlord, the main tenant of the flat or their property manager ([sample form](#)). You can arrange an appointment for the registration [online](#) in order to avoid waiting (not mandatory).

Main residence or secondary residence?

According to the Municipal Department 62 the term "main residence" ("Hauptwohnsitz") in the form "Meldezettel" refers to the accommodation around which somebody has centered their life and personal relations. In case this applies to several places of residence, the one to which you have the closest personal relationship will be regarded as your main residence, while the others are secondary residences. To determine somebody's focal point of life, various criteria need to be considered, such as for example how long he/she is planning to stay there and where other family members and relatives are currently living. ERASMUS+ interns usually stay only for a period of a few months (up to a year) in Austria. Therefore their accommodation in Austria is considered as a secondary residence, as their personal interests and relations are still centered in their respective home country.

Deregistration

You must also **deregister** from the authorities before you leave Austria (not earlier than three days before your departure) with your travel document and the completed residence registration form (without the signature of your landlord).

8.3. Confirmation of Registration ("Anmeldebescheinigung") for EU/EEA and Swiss citizens

Since January 1st, 2006, all EU/EEA and Swiss citizens who stay in Austria for **more than 3 months** are obliged to register with the Municipal Department 35 ("Immigration") (Magistratsabteilung 35, "Einwanderung") in order to receive a Confirmation of Registration ("Anmeldebescheinigung"). This registration is required in addition to the registration of your residence at the Municipal District Office. More information is provided here:

<http://international.univie.ac.at/en/incoming-students/erasmus/entry-into-austriavisainurance/#c372929>.

Please note that interns at the University of Vienna do not receive a Certificate of Arrival from the International Office. Please contact the Municipal Department in order to inquire which document would be acceptable instead (e.g. a confirmation of your department/supervisor at the University of Vienna).

8.4. Health Insurance

For their health insurance coverage in Austria all citizens from EU/EEA countries need an **EHIC Card (European Health Insurance Card)**. The EHIC card will give you access to the same services that are available to Austrian policy holders. This card will entitle you to see any doctor with the right health insurance contract (National Health Doctor -- "Kassenarzt", see link below) in Austria and receive treatment free of charge. This does, however apply exclusively for **treatments which are medically necessary during your stay in Austria**; regular medical check-ups or screenings are not covered. Students from **Turkey, Serbia, Bosnia-Herzegovina, Macedonia or Montenegro** receive the form (TR/A3, SRB/A3, BIH/A3, MK/A3 or YU/A3) in their home country. They can exchange this form for a "Krankenschein" (health insurance certificate) at the "Wiener Gebietskrankenkasse" to see a doctor with the right health insurance contract (Kassenarzt - see link below) in Austria and receive medical treatment free of charge. This does, however, apply exclusively for **treatments which are medically necessary during your stay in Austria**; regular medical check-ups or screenings are not covered.

8.5. Living in Vienna

8.5.1. Arrival

→ Arrival at Vienna Airport (Flughafen Wien-Schwechat):

There are a couple of possibilities to get from the airport to the city centre. Click [here](#) for an overview.

- Suburban Railway (Schnellbahn) city train S7: journey approx. 25 mins, interval 30 mins. € 4,40 → [Timetable](#)
- Intercity and Railjet: journey approx. 20 mins, interval 30 mins. € 8,60 → [Timetable](#)
- City Airport Train CAT: journey 16 mins, interval 30 mins → [Timetable](#)
- Busses: Vienna Airport Lines (to Wien Schwedenplatz, Wien Westbahnhof or Wien Kaisermühlen VIC in 20 or 40 minutes. € 8,00 → [Timetables](#)) or Eurolines (to Wien Erdberg in about 15 minutes, € 7,20 → [Timetables](#))

→ Arrival by train

Long-distance trains usually serve **Vienna Central Station**. The **underground U1** (to Reumannplatz or Leopoldau) departs from there as well as the **tram 18** (to Burggasse-Stadthalle or Schlachthausgasse) and **tram O** (to Praterstern or Migerkastraße).

8.5.2. Accommodation

ERASMUS+ interns have to find their accommodation by themselves.

8.5.2.1. Halls of residence

These halls of residence offer places not only for exchange students but also for ERASMUS+ interns.

WIHAST Heimplatzbüro

Susanne Weber
Hirschengasse 23, A-1060 Wien
Tel: +43 (0) 1 597 06 62 DW 33 bzw. DW 34 oder DW 35
Web: www.wihast.at
E-Mail: info@wihast.at

OeAD-WohnraumverwaltungsGmbH

Ebendorferstraße 7
1010 Wien
Tel.: +43-(0)1-534 08-800
Web: <http://housing.oead.at>
Email: housing@oead.at

Please do indicate that you are coming to Vienna as an intern, not an exchange student

8.5.2.2. Private Accomodation

It is often difficult for exchange students and interns to find accomodation in Vienna for a short period of time. Amongst others, you can try these possibilities:

- Global Housing plattform HousingAnywhere.com
- Informelle Housing-Liste upon request at the International Office
- Facebook Group ESN Uni Wien (Fall/Wintersemester bzw Spring semester)

Further Information on accomodation such as youth hostels is provided here: <http://international.univie.ac.at/en/incoming-students/erasmus/accommodation/>

8.5.2.3. Help with housing problems

In case of severe problems concerning your housing situation (e.g. deposit refund, lease contract, annual operating costs statement) you can turn to either the Tentants' Assistance ("Mieterhilfe") or the Housing Promotion and Arbitration Board for Legal Housing Matters MA 50 ("Schlichtungsstelle für wohnrechtliche Angelegenheiten").

Mieterhilfe

Rathausstraße 2, 1010 Wien
Tel.: 01 4000 25900
Web: www.mieterhilfe.at
Email: mieterhilfe@post.wien.gv.at

Schlichtungsstelle (MA 50)

Muthgasse 62, 1190 Wien
Tel.: 01 4000 74510
Web: <https://www.wien.gv.at/wohnen/schlichtungsstelle/>
Email: schli@m50.magwien.at

8.5.3. Medical Care

The EHIC card (European Health Insurance Card) entitles you to see a doctor with the right health insurance contract ("Kassenarzt" - see below) in Austria and receive free medical treatment. This does, however apply exclusively for **treatments which are medically necessary during your stay in Austria**; regular medical check-ups or screenings are not covered.

8.5.3.1. Doctors and dentists

You can receive medical treatment in Vienna 24/7. Doctors (without dentists) in Vienna can be found in the **List of National Health Doctors** (Verzeichnis der Wiener Kassenärzte) where you can search by post code or specialities (select "All health funds" („Alle Kassen“)). Alternatively you can search for the doctor nearest to you via a **city map**. **In case of emergency** please call the ambulance or go to a **hospital**. Should you require a doctor during the night or on weekends there is an **emergency medical service ("Ärztefunkdienst")**. This service is available during the nights between 7.00 pm and 7.00 am, on weekends between Friday, 7.00 pm to Monday 7.00 am as well as on public holidays all-day. They will send you a doctor according to the medical particulars you describe. Furthermore there is an **'open surgery'** you can go to on weekends and public holidays.

In case of **psychological and psycho-social crises** you can find help at the Center for Crisis Intervention (Kriseninterventionszentrum), the **spiritual welfare hotline** (via phone 142 or **online**), the **Psychological Counselling Services (Psychologische Studierendenberatung)** or the **socio-psychiatric emergency service (Sozialpsychiatrische Notdienst**, phone: (01) 31 330).

8.5.3.2. Pharmacies

Pharmacies are usually open from 8.00 am to 6.00 pm (weekdays) and 8.00 am to 12.00 pm (Saturdays). **Emergency and night pharmacies** on call can be found here; please note that they charge an **additional fee**. Medicines available without prescriptions can also be ordered via the **Pharmacy Delivery Service**. They are **delivered to your flat** within two hours (in Vienna, also on weekends and public holidays) for an additional fee of € 4.90.

8.5.3.3. Emergency numbers

Fire brigade:	122	Emergency medical services:	141 (19:00-7:00h)
Police:	133	Pharmacies on-call duty:	1455
Ambulance:	144	Emergency line for women:	(01)-71 71 9
European Emergency:	112	Socio-psychiatric emergencies:	(01)-313 3
Spiritual Welfare Hotline	142	Center for intoxication and poisoning	(01)-406 43 43

Further information on medical care is provided here:

<http://international.univie.ac.at/en/incoming-students/erasmus/living-in-vienna/#c381894>

8.5.4. Opening hours of shops, banks and post offices

Unfortunately the **opening hours of shops, banks and post offices vary widely**, often even between their branches.

8.5.4.1. Shops

On weekdays **shops** are usually open from 9.00 am to 7.00 pm, some even to 7.30 pm. **Groceries and supermarkets** often open at about 7:30 am and close at 8:00 pm. On Saturdays, most shops are open until 6.00 pm, shops are closed on Sundays. There are, however, some smaller shops located f.i. at train stations which are also open on Sundays, such as:

- **Billa Praterstern**, 1020 Wien (Mo-So 06:00-23:00 Uhr)
- **Spar Getreidemarkt**, Babenbergerstraße 9, 1010 Wien (sonntags 10:00-19:00 Uhr)
- **Interspar Pronto Wien Hauptbahnhof**, 1040 Wien (Mo-So 06:00-23:00 Uhr)
- **Interspar Pronto Bahnhof Wien Mitte**, 1030 Wien (Mo-So 06:00-23:00 Uhr)
- **Merkur Mini Markt BahnhofCity Wien West**, 1070 Wien (Mo-So 05:30-23:00 Uhr)
- **Billa Franz-Josephs-Bahnhof**, 1090 Wien (Mo-So 06:00-22:00 Uhr)
- **Billa Flughafen Wien Schwechat**, Terminal 1 (Mo-So 05:00-21:00 Uhr)

8.5.4.2. Banks

Most banks are open on weekdays from 8.00 am to 12.30 pm and from 1.30 pm to 3.00 pm, on Thursdays most of them stay open until 5.30 pm.

8.5.4.3. Post Offices

Post offices are usually open from 8.00 to 6.00 pm on weekdays. Some of them are also open on Saturdays to 12.00 pm. The **Central Post Office** (Hauptpostamt, Fleischmarkt 19, 1010 Wien, near Schwedenplatz and Stephansplatz) is open daily (also on Saturdays and Sundays) from 6.00 am to 10.00 pm.

8.5.5. Public Transport and long distance trains

Vienna has an excellent public transport system consisting of **underground lines, trams, bus services and a city train network** (suburban railway). There are also several **train and bus lines** connecting Vienna to its surroundings as well as to other countries. There are different **zone cards** ("Netzkarten") available for frequent users.

Zone cards

- **Annual Pass („Jahreskarte“) or Wien Mobil Card:** der Wiener Linien, monatlich € 31,25 (im Abo per Bankeinzug) bzw € 365,00 (einmalige Vorauszahlung). Die Jahreskarte kann jederzeit ohne Angabe von Gründen gegen eine einmalige Gebühr von € 18,00 zum nächsten Monatsersten gekündigt werden.
- **WienMobil-Karte** (Servicegebühr € 12,00 zusätzlich zum Preis der Jahreskarte) Jahreskarte der Wiener Linien mit zusätzlichen Mobilitätsleistungen (zB Ermäßigung für den CityAirportTrain (CAT))
- **Monthly pass** € 48,20
- **Weekly pass** € 16,20
- **8-Day-Ticket** € 38,40

Weekly and monthly passes as well as 8-Day-Tickets that are not issued to a specific person and are **transferable** when bought as a paper version (not bought as personalised tickets bought online or stored on a mobile phone.) This means they **can be used by more than one person** (not at the same time, however). Their purchase is not limited by age.

Please note that ERASMUS+ interns cannot purchase the semester pass as they are not registered as students of the University of Vienna.

Detailed Information on public transport is provided here:

<https://international.univie.ac.at/index.php?id=12006171&L=2>

Citybikes

If you like going by bike you can **rent a citybike**. There are more than 120 citybike stations throughout the city, the first hour is free, from then the bikes are charged by hour. Citybikes can be rented for a maximum of 120 hours and they can be returned to any citybike station. Registration is compulsory and you will require a credit card or an Austrian debit card (fee: € 1.00). Should you not want to use your credit card or Austrian debit card, you can purchase a **Citybike Card** (you will, however, need an Austrian bank account).

8.5.6. What to do in case of theft or loss?

Despite Vienna being considered as one of the safest cities in Europe, you are well-advised to keep an eye on your property, particularly on busy locations and in restaurants and bars or when using the public transport system, as pickpockets might be active there. In case of theft you have to report it to the police who will issue a **notice of theft**, which is **required to obtain duplicates of stolen documents**.

In case of loss you can turn to the **Central Office of the Lost and Found Service (Zentrales Fundservice)** where you can **report lost objects online** (Service hotline 0900 600 200). Should you have lost something in the underground, tram or other means of **public transport**, please contact the Wiener Linien Lost and Found Service (email: funde@wienerlinien.at). Should you not be able to reclaim your lost objects, you should report the loss at the **Municipal District Office** who will issue a notice of loss, which is **required to obtain duplicates of lost documents (such as your student ID card)**. Further details on the notice of loss are provided [here](#).

Further information is provided here: <https://international.univie.ac.at/en/incoming-students/erasmus/living-in-vienna/#c381937>

8.5.7. Leisure time in Vienna

You possibly cannot ignore the broad range of cultural activities Vienna has to offer. Apart from cinemas, theatres, concert halls and opera houses there are several museums, castles and churches. There is a **free monthly programme** which lists concerts etc available at travel agencies and at tourist information centre:

Tourist Info Wien

Albertinaplatz/Maysedergasse (hinter der Oper)

1010 Wien

Tel.: 01 24555

Web: <https://www.wien.info/de>

Email: info@wien.info.at

Öffnungszeiten: täglich 09:00-19:00 Uhr

Discounts:

Discounts for students (mostly only for those under 27 years) are often available in theatres, museums or other cultural institutions if you bring valid student ID card. It is best to ask directly. Information on **sights, cinema, theatre, sports facilities** and more is provided here: <https://international.univie.ac.at/index.php?id=12006173&L=2>