

# INTERNATIONAL STUDENT GUIDE

Incoming exchange students  
International degree seeking students



# WELCOME

## TO THE IMC UNIVERSITY OF APPLIED SCIENCES KREMS

To study means:

- » to develop your talents and strengths, to question things,
- » to reflect on impressions and learning, to find your way to your
- » personal success, and last of all,
- » to stay curious your entire life.

Dear Students,

A study abroad period is always something special – for some it means being away from home for the first time, for some it is the experience of a new continent, for some the change of culture and language – and for many it is a bit of everything and a life-time experience.

The present “International Student Guide” shall help you prepare your stay at the IMC University of Applied Sciences and thus contains, in a concise form, the most important information necessary in order to plan a study period at the IMC Krems, Austria. It is intended to be a means of advice and assistance offering general as well as academic information. Please note that it should be complemented by the information given at the IMC website – [www.fh-krems.ac.at](http://www.fh-krems.ac.at) and the information on courses and degree programmes.

In case that some of your questions remain unanswered, it will be our pleasure to help you and answer your queries – please send an email to [welcome@fh-krems.ac.at](mailto:welcome@fh-krems.ac.at)

We are looking forward to welcoming you to Austria and the IMC University of Applied Sciences Krems!

Greetings from Krems,  
Your International Relations Office & International Welcome Center



# TABLE OF CONTENTS

1.	Introduction	6	5.	Studying at the IMC Krems	21
1.1.	Internationalisation at the IMC	6	5.1.	Information and Support for your Studies	21
1.2.	International Students	6	5.2.	Infrastructure	22
1.3.	Centers for International Students	7	5.3.	IMC Premises	23
1.4.	Structure of this Guide	7	5.4.	Study Regulations/Academic Policies	25
2.	Application Process for Exchange Students	18	5.5.	Gender and Diversity	26
2.1.	General Information	8	5.6.	Books & Course Materials	26
2.2.	Proof of Language Proficiency	8	5.7.	Medical Services	26
2.3.	Application Documents	8	6.	On Departure Information	28
2.4.	Important Dates and Deadlines	9	6.1.	Transcript of Records (ToR)	28
2.5.	Scholarships and Financial Support	9	6.2.	Certificate of Attendance	28
2.6.	Scholarships and Financial Support	9	6.3.	Re-sits/Missing Courses	28
3.	Pre-Arrival Information	10	6.4.	De-registration at the Local Municipality	28
3.1.	Entry and Visa Formalities/Residence Permits	10	7.	Students' Life	29
3.2.	Health Insurance and Medical Issues	12	8.	Contacts	30
3.3.	Accommodation	13			
3.4.	Costs of Living	14			
3.5.	Climate and Clothing	14			
3.6.	How to reach Krems	14			
3.7.	Information for Students with special needs	16			
3.8.	Course Selection	16			
3.9.	German Language Courses	17			
3.10.	eDesktop, Login, Password, Photo Upload	17			
4.	On Arrival Information	18			
4.1.	Welcome Days & compulsory information session	18			
4.2.	Mandatory payments to be made before arrival	18			
4.3.	Course Registration	18			
4.4.	Buddy Network System	18			
4.5.	Student Card	18			
4.6.	Banking and Financial Considerations	18			
4.7.	Opening Hours (Shopping)	19			
4.8.	Transportation	19			
4.9.	Telephone	20			

# 1. INTRODUCTION

## 1.1. Internationalisation at the IMC

The IMC University of Applied Sciences Krems is a key player in the Austrian tertiary education system. (cf. <http://www.bildungssystem.at/en/>)

Internationalisation has been one of the core objectives and competences of IMC University of Applied Sciences Krems since its beginning in 1994. Today this is reflected by an international network of university and industry partners as well as a mix of national and international students and lecturers.

In particular, the significance of internationalisation is shown by extensive academic mobility, with student and lecturer exchange, both incoming and outgoing and by a numerous Transnational Programmes and Projects with partners abroad.

The IMC University of Applied Sciences Krems is proud to be a partner in the ERASMUS+ network and holds the „Erasmus Charter for Higher Education“ (E CHE) thus committing itself to respect the requirements of the European Commission and to enhance the European and international dimension of studying.

Link to the Erasmus Policy Statement:  
<https://fh-krems.ac.at/fileadmin/public/downloads/international/erasmus-policy-statement.pdf>

Link to the Erasmus Charter for Higher Education 2014-2020:  
<https://fh-krems.ac.at/fileadmin/public/downloads/international/erasmus-charter-2014-20.pdf>

## 1.2. International Students

This International Student's Guide is a collection of all important information for our International Students. In particular this guide contains information for two target groups:

- Incoming Exchange Students

Exchange Students are students from IMC partner universities who have been nominated to spend one semester or academic year at the IMC Krems. Their home university and the IMC Krems are in close contact during the application process and the organization of their study period in Krems. In the following, Incoming Exchange Students are referred to as "Exchange Students"

- International Degree Seeking Students

International Degree Seeking Students have applied for a whole degree programme BA/BSc or MA/MSc at the IMC Krems on an individual basis. When they are accepted for a study programme at the IMC Krems, they will be studying for three years (Bachelor Programmes) or two years (Master Programmes) in Krems. Generally, International students have the same study regulations as Austrian students. (Please note: study fees depend on their citizenship). However, IMC is providing further assistance for students coming from abroad in order to facilitate the moving process to Austria, their integration into this host communities and the organization of their study life at the IMC Krems. In the following, International Degree Seeking Students are referred to as "International DS Students"

## 1.3. Centers for International Students

The **Marketing Department** with its Prospective Student Advisory Service is most likely the first service center International DS Students will be in contact with. Our colleagues will assist you with all questions concerning the different study programmes and your application. They will also inform you about your admission.

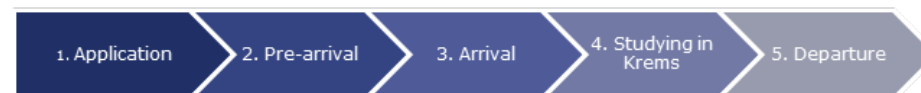
Exchange Students will submit their application to the **International Relations Office** of the IMC. The IR Office will be responsible for processing your application and informing you about your admission to the IMC. The IR Office will stay in contact with you regarding all academic issues during your study period in Krems.

After admission to the IMC (as Exchange Student or International DS Student) the **International Welcome Center** will be at your disposal for all organizational issues for your stay in Krems/Austria. The Welcome Center will send you your invitation letter and provide information about Visa/Entry Regulations, Accommodation, Important Dates and Deadlines, Transportation and daily life in Krems/Austria.

You may want to download the IMC Welcome Center Support App at <https://lineup.com/imc-fachhochschule-krems/international-welcome-center>

**ESN Krems** (European Student Network) is a student organization that supports Exchange Students during their study period in Krems. The ESN Krems Representatives will take part in the IMC Welcome Days and provide you with useful information about student life in Krems. You may want to find them on Facebook at <https://www.facebook.com/ESN.Krems/>

## 1.4. Structure of this Guide



In order to facilitate the information gathering process for your application and your stay at the IMC University of Applied Sciences Krems we provide you with information along the timeline structure: At the end of this International Student guide you will find further useful tips and links as well as important contacts.

## 2. APPLICATION PROCESS FOR EXCHANGE STUDENTS1

### 2.1. General Information

Admission as an exchange student is based on bilateral agreements with your home university. Before you apply at the IMC University of Applied Sciences Krems you may get to know us better by screening our website. You will find information about our university location, our study offer as well as all general aspects which will be interesting for you as a future Exchange Student:

<https://www.fh-krems.ac.at/en/>

Beside the internet your home university should also be able to provide all necessary information about the IMC University of Applied Sciences Krems and about the application process. Also, the first part of the application process, i.e. the official nomination of students, lies within the responsibility of your home university.

International exchange students can select courses from all IMC Bachelor and Master programmes - included in the bilateral agreement with your home university - provided they have the necessary skills and they fulfil the required pre-conditions. However, places in courses are limited, thus selecting course alternatives should always be taken into consideration.

### 2.2. Proof of Language Proficiency

To apply for an English-taught programme at the IMC University of Applied Sciences Krems, you need to prove a very good command of English (at least B2), double degree students need to prove at least level C1. For all programmes taught in German, the same minimum language levels are required.

### 2.3. Application Documents

After having been officially nominated by your home university you will receive the link to our online application – you have 2 weeks time to complete and submit it. Incoming Exchange Students at the IMC University of Applied Sciences Krems have to upload the following documents:

1. Passport copy
2. Copy of health insurance policy
3. Copy of Secondary School Leaving Certificate OR General University Entrance Qualification
4. Copy of Bachelor Diploma OR equivalent (only for Master students!)
5. Copy of all transcripts already received during previous semesters at the home university (only for Double Degree students!)

**Please note that due to legal requirements the application procedure for visas (for students coming from Non-EU countries) will take 10 weeks minimum!**

International DS Students have to follow the instructions on the IMC website for their application to an IMC study programme: <https://www.fh-krems.ac.at/en/apply/>

### 2.4. Important Dates and Deadlines

#### 2.4.1 Nomination Deadline

The nomination deadlines for Exchange Students are:

Fall Term: May 1st

Spring Term: November 1st

#### 2.4.2 Arrival Date for Exchange Students

The requested arrival date is at least one day prior to the Induction Days for international students.

#### 2.4.3 Induction Days

Participation in the Induction Days is mandatory for all Exchange Students. Please check your emails regularly for the official invitation or find the information on our website to get the dates of the Induction Days of the relevant academic year.

[https://www.fh-krems.ac.at/fileadmin/public/downloads/international/incoming\\_students/information-sheet-for-incomings.pdf](https://www.fh-krems.ac.at/fileadmin/public/downloads/international/incoming_students/information-sheet-for-incomings.pdf)

#### 2.4.4 Academic Calendar/National Holidays

Our semesters start in mid-September (fall term) and mid-February (spring term). The detailed academic calendar of IMC University of Applied Sciences Krems for Incoming Exchange Students is also available on our website.

[https://www.fh-krems.ac.at/fileadmin/public/downloads/allgemein/Akademischer\\_Kalender\\_EN.pdf](https://www.fh-krems.ac.at/fileadmin/public/downloads/allgemein/Akademischer_Kalender_EN.pdf)

### 2.5. Scholarships and Financial Support

For all questions about scholarships and possible financial support (including Erasmus +) please contact the International Relations Office of your home university as they are the experts about grants and funds available in your country.

### 2.6. Admission

You will be informed about your admission as an exchange student at the IMC University of Applied Sciences Krems by your home university mid-May (for Fall) / mid-November (for Spring) before your planned exchange semester.



## 3. PRE-ARRIVAL INFORMATION

### 3.1. Entry and Visa Formalities/Residence Permits

For further information on all entry and visa formalities please see:  
<https://oead.at/en/to-austria/entry-and-residence>

In general, international students must have a valid passport / ID card during their entire stay in Austria.

All students, regardless of their country of origin, who are moving to Krems for their studies, need to get a residence registration ("Meldebestätigung") from the "Meldeamt der Stadt Krems" at the Magistrat Krems (City Hall – contact see Chapter 7) **within 3 days after arrival**.

The following documents are necessary for a successful registration:

- Registration form with the signature of your landlord ("Meldezettel")
- Passport

Download registration form (Meldezettel):

<http://www.krems.gv.at/system/web/formular.aspx?detailonr=169257433>

#### 3.1.1 Nationals of EU/EEA Countries and Switzerland

Nationals of EU/EEA countries and Switzerland do not need a visa and enjoy freedom of domicile. For entry into Austria and residence they only need a valid travel document.

However, you also need the mandatory registrations as soon as you are in Austria:

1. Residence Registration at the "Meldeamt" (Municipality Registration)  
See above information in 3.1 – Residence Registration is necessary for all students living in Krems during their studies.
2. Confirmation of Registration at the "Fremdenamt" (National Registration)

Students who are staying in Austria for more than 3 months have to apply for a confirmation of registration with the competent Austrian authorities. For students studying at the IMC University of Applied Sciences Krems and living in Krems this is the "Magistrat Krems / Fremdenamt" within the first three months of their stay.

For this registration the following documents are necessary:

- Residence Registration
- Valid identification card or passport
- Recent colour photograph, size 3,5 x 4,5 cm
- Proof of health insurance
- Proof of sufficient financial funds (Copy of your debit card/bank account confirmation)
- Confirmation of admission to the IMC Krems: handed out during the Induction Days

**Registration Fee: 30 €**

Additional official national charges may occur.

The registration at the "Fremdenamt" (confirmation of registration) is necessary in addition to the registration at the "Meldeamt" (residence registration) which is due within three working days of entry into Austria. In Krems, both registrations have to be done at the same institution, the Magistrat. The contact details can be found in chapter 7 of these guidelines.

**Please note that in case of non-compliance with these regulations a severe fine may be imposed by the authorities!**

#### 3.1.2 Nationals of NON-EU/EEA Countries (third country nationals)

Students who are nationals of non EU/EEA countries (third countries), need - provided that they stay for **no longer than 6 months** – a residence and travel visa (type C visa for stays of up to 90 days; type D visa for stays of 91 days to six months) for entry and residence in Austria. This visa has to be applied for at the official Austrian representative authority (embassy, consulate) in your home country before leaving for Austria and it will be issued by this authority. This visa cannot be renewed in Austria!

To apply for a visa you need:

- a completed and signed application form (from the Austrian representative authorities)
- 2 passport photos in accordance with ICAO-criteria, size 3,5 x 4,5 cm (ICAO criteria)
- a valid passport (and photocopies of all pages that contain entries and stamps)
- proof of accommodation in Austria (to be signed by your landlord)
- proof of a travel, health and accident insurance that is valid in Austria with coverage of at least € 30.000,-
- a confirmation of admission by the university
- proof of sufficient funding to finance your stay in Austria
- a return flight ticket, if available

During its validity period only so called „Schengen visas“ of type A-C entitle students to travelling to other "Schengen countries" and to staying in these countries for a maximum duration of three months.

Also, please do not forget the registration at the Meldeamt (within three days after your arrival at your new accommodation!): same as for EU/EEA citizens (see the first paragraph of chapter 3.1).

Students from third countries, who plan to **stay longer than six months** need to apply for a residence permit for students (Aufenthaltsbewilligung Studierender) in their home country. A registration at the "Magistrat Krems / Meldeamt" and a confirmation of registration at the "Magistrat Krems / Fremdenamt" is necessary as soon as you arrive in Austria. For students staying longer than 6 months it is recommended to bring a birth certificate and a "certificate of good conduct" (no criminal record) from your home country.

Also, please do not forget the registration at the Meldeamt (within three days after your arrival at your new accommodation!): same as for EU/EEA citizens (see the first paragraph of chapter 3.1).

For the Confirmation of registration at the "Magistrat Krems / Fremdenamt", the following documents are necessary:

- a Residence Registration
- a valid identification card or passport
- a recent colour photograph, size 3,5 x 4,5 cm
- proof of health insurance
- proof of sufficient financial funds (min. of € 488 per month if you are younger than 24; min. of € 883 if you are older than 24 years)
- a Confirmation of admission to the IMC Krems: handed out during the Induction Days

**Registration Fee:** € 160

For further details please see:

[https://studyinaustria.at/fileadmin/Dokumente/oead.at/KIM/Downloadcenter/Incoming/Guide\\_SiA\\_2017\\_final.pdf](https://studyinaustria.at/fileadmin/Dokumente/oead.at/KIM/Downloadcenter/Incoming/Guide_SiA_2017_final.pdf)

Students coming on a visa basis must send a copy of their passport together with their application forms to IMC so that an invitation letter can be issued. Please note that the invitation letter can only cover the period of study at the IMC Krems and not any periods prior or after your stay in Krems. Visa procedures may take up to three months so application in time is recommended!

## 3.2. Health Insurance and Medical Issues

### 3.2.1 Health Insurance

We recommend to take out health insurance at **Feelsafe**.

For more Information check: <https://www.feelsafe.at/>

Exchange students from EU-countries must hand in a copy of the European Health Insurance Card (<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>) upon arrival to prove coverage by health insurance. If medical consultation is needed the card must be shown either to the doctor or the registration desk at the hospital. Please make sure that you indicate a valid address in case of further requests.

If you are from Bosnia and Herzegovina, Macedonia, Montenegro, Serbia or Turkey, countries which currently have a health insurance agreement with Austria, you have to bring along the A3 form, which is available from your national health insurance provider. You have to exchange this form for forms that entitle you to medical treatment in Austria (Krankenscheine, „Krankenkassenschecks“) at the relevant Austrian health insurance provider (Gebietskrankenkasse).

International exchange students coming from other non-EU countries must take out private insurance in their home countries to cover travel, sickness and accidents. A copy of the insurance policy must be handed in upon arrival. Please note that if you seek medical advice at the hospital or at a doctor's you are obliged to pay for consultation and claim reimbursement of the costs from your insurance company at home.

For International degree seeking students who have no insurance in their home country, the Austrian Social Insurance Authority offers the possibility of a self-insurance policy for (currently) 58,39 EUR per month.

### 3.2.2 Tick Vaccination

No special vaccinations are required for travelling in Austria. However, immunization against tick-borne encephalitis (FSME) is recommended. While risk of infection is very low, you may feel more secure if you are vaccinated in advance by your doctor at home or during the first days after your arrival here.

### 3.2.3 Medical Services and Pharmacies

See 5.7. (Studying in Krems – Medical Services)

## 3.3. Accommodation

Right after your nomination, IMC will communicate accommodation possibilities (ONLY students' residences) in Krems. Students can also make individual arrangements e.g. with private landlords, in shared apartments etc.

**The reservation and all communication with accommodation providers lies within the responsibility of the students!**

If you need to apply for a visa, do not forget to ask your landlord for a confirmation of accommodation. Also, do not forget to inform your accommodation provider/landlord about your arrival time in Krems and to arrange for the first personal meeting. Besides these three students' residences (see below), there is a large network of private landlords with individual or shared rooms and apartments in Krems.

Official students' residences available in Krems:

#### Europazentrum Krems

<http://www.oejab.at/site/en/studentsyouth/studenthostels/krems>

#### Kolping Campus Krems

<http://www.krems.kolping.at/>

#### STUWO Studentenwohnheim Krems

<http://www.stuwo.at/en/dormitories/dorm-krems/>

#### Platforms where you can find private accommodation in Krems:

[www.stik.at](http://www.stik.at)

[www.willhaben.at](http://www.willhaben.at)

### 3.4. Costs of Living

Students will need approximately € 400 per month for food and other amenities. In total, the monthly costs of living can be estimated with € 700-850 per month, depending on personal needs.

Accommodation		
Dormitory Single Room	€ 325 - € 355	per month
Dormitory Double Room	€ 240 - € 270	per month
Shared Apartment Single Room	€ 300 - € 350	per month
Shared Apartment Double Room	€ 280 - € 300	per month
Food		
Breakfast (supermarket)	appr. € 3	per day
Lunch (students' restaurant/down town)	appr. € 5 – € 12	per day
Dinner (supermarket/restaurant)	appr. € 5 - € 12	per day
Transportation		
Train ticket Krems – Vienna	€ 16- € 18	one way
Taxi in Krems	€ 5 - € 10	single ride
Study Costs		
Printing/copying	€ 40 - € 60	per semester
Student Union	€ 20,20	per semester

### 3.5. Climate and Clothing

In Krems and Austria the weather changes throughout the year. In summer (May to September) temperatures can reach 25–30°C, whilst in the winter it can drop to around minus 10°C during the day and there is usually some snowfall from December to March. In autumn and spring it can rain for longer periods of time. So, please make sure you have the right clothing to cope with these weather changes.

### 3.6. How to reach Krems

The city of Krems an der Donau (on the Danube River) is located approximately 90 kilometers west of Vienna International Airport (VIE). There are various means of transportation students can use to reach Krems.

[www.fh-krems.ac.at/en/how-to-find-us](http://www.fh-krems.ac.at/en/how-to-find-us)

#### 3.6.1 Car Pick-up Services

The “Flughafentransfer SMS” is organizing shared transfers which may include minor waiting times at the airport and further stops between Vienna and Krems. A transfer from Vienna to Krems will cost appr. € 40 for IMC students. The transfer can be booked online. Please use the link below to make use of the IMC discount of 10 %.

[https://buchung.flughafentransfer.at/transfer\\_buchung\\_e.php](https://buchung.flughafentransfer.at/transfer_buchung_e.php)

The company MTS (Mietwagen-Transfer-Service), which is located in Krems, is offering individual airport transfers. You can book your transfer via email. A driver will be waiting for you at the airport and bring you directly to Krems. A transfer to Krems for up to 4 persons costs € 110, for up to 8 persons € 145. This might be a good option if you are arriving together with friends or family. You can book via email, on: [office@mts-mietwagenservice.com](mailto:office@mts-mietwagenservice.com)

<http://www.mts-mietwagenservice.com/>

The Viennese company AirportDriver is also offering individual airport transfers. You can book your transfer online and will be picked up personally at the airport Vienna. The driver will bring you directly to your accommodation in Krems. The price is € 124 per car for up to 4 persons and € 161 for up to 6 persons. This might be a good option if you are arriving together with friends or family.

<http://www.airportdriver.at/en>

#### 3.6.2 By Plane and Train

##### Vienna Airport (VIE) - Vienna City Center – Krems

From Vienna International Airport you need to get to “Franz Josefsbahnhof” or to the subway and railway stations “Spittelau” or “Heiligenstadt” (approx. transfer time by bus or S-Bahn and subway depending on traffic: 35-50 minutes), a little bit quicker but more expensive is the City-Airport-Train (CAT) to the center of Vienna (subway station “Landstrasse /Wien Mitte”) from where you have to get to “Franz Josefsbahnhof” or take the subway to “Spittelau” or “Heiligenstadt”. Then take the train to Krems.

For transfers within Vienna:

[www.wien.info/en/travel-info/to-and-around/airport-to-center](http://www.wien.info/en/travel-info/to-and-around/airport-to-center)

<http://www.wienerlinien.at/eportal3/ep/channelView.do/pageTypeld/66533/channelId/-48703>

Trains to Krems leave almost every hour. The last train from Wien Franz-Josefsbahnhof or Spittelau/Heiligenstadt to Krems leaves around 23:00. Further information on the Austrian Railway schedule OEBB is available online. After arrival in Krems it is best to take a taxi to your accommodation. A single taxi ride within Krems costs around € 5 - € 10.

##### For train schedules and tickets:

<http://fahrplan.oebb.at/bin/query.exe/en?>

##### Another option by plane and train:

##### Vienna Airport (VIE) - St. Poelten - Krems

Vienna Airport is directly connected to the Austrian Railway System (OEBB), which guarantees, that every capital of all Austrian provinces can be reached.

Trains to St. Poelten (which is by the way Lower Austria's Capital) leave VIE from 06:33 am until 09:33 pm in a half-hourly interval (.03 / .33). In St. Poelten, you will have to change the train and it will take another 35 minutes to arrive in Krems (connecting times in St. Poelten not included!).

Good to know: The so called “Railjets” (RJ) from Vienna Airport to St. Poelten offer special compartments for your luggage, the trains from St. Poelten to Krems do not, as these are regional, which are mainly used by commutes.

#### 3.6.3 By Plane and Car

From Vienna International Airport, follow Airport highway A4, always follow the exit sign “Prag-Brünn- Krems” continue on highway A22 passing Stockerau-Tulln and S5 until you reach Krems, use exit “Zentrum”.



### 3.6.4 Arriving by Train

Arriving from Germany or any Western European Countries follow track: Passau-Salzburg-Linz-St. Poelten. At St. Poelten change trains. Trains to Krems leave almost every 50 minutes.  
Arriving from Central and Eastern European Countries: Arriving at Vienna "Hauptbahnhof", you need to get to "Franz-Josefsbahnhof" or "Spittelau" or "Heiligenstadt" for trains to Krems.

## 3.7. Information for Students with special needs

The IMC University of Applied Sciences Krems is committed to providing equal opportunities for students with special needs. For example, within the last few years, all our locations and buildings have been made accessible for wheelchairs. If you have a special need or disability, please contact

### Doris Molnar

phone: +43 (0)2732/802-526  
email: [welcome@fh-krems.ac.at](mailto:welcome@fh-krems.ac.at)

### Bianca Braun

phone: +43 (0)2732/802-263  
email: [welcome@fh-krems.ac.at](mailto:welcome@fh-krems.ac.at)

## 3.8. Course Selection

Exchange students may compose their own study plan, choosing the courses most appropriate to their studies and according to the requirements of their home institution.

The IMC University of Applied Sciences Krems offers Bachelor and Master degree programmes taught in German and English. You will find information on all programmes and their curricula on the IMC website. Please notice that during our **fall term** (September – January) only courses from **semesters 1, 3 and 5** are available. During our **spring term** (February – June) only courses from **semesters 2, 4 and 6** are available.

The schedule of the IMC courses as well as detailed course descriptions will be available for you approx. in August (for the fall term) and in January (for the spring term) – you will be informed via email by the International Relations Office. Syllabi are provided in the course language (English or German).

As the courses of the different semesters are run on a parallel basis schedule clashes may occur if a student selects courses from different semesters and programmes. It is therefore recommended to choose the majority of courses from one and the same semester of the same programme. In case of group divisions students can choose the group most appropriate to their schedule as long as places are available. Please note that due to pedagogic and quality reasons some courses allow limited access only.

The selected group (1/2/3) must, in any case, be indicated together with the course code on the learning agreement and on the enrolment form. As a general rule, students may choose courses from different programmes if suitable. Overlapping courses must be avoided as they would make compulsory attendance in all chosen courses impossible. We also highly recommend choosing courses from German programmes if a student has a sufficient knowledge of German.

### 3.8.1 Course Registration

The official course registration starts approx. in **August (for the fall term)** and in **January (for the spring term)** and should be completed as soon as possible. Please mind that available places are allocated on a first-come first-serve basis. It is recommended to take care of your courses and your schedule as soon as possible.

The necessary templates (enrolment form and learning agreement) and lists of offered courses for Exchange Students will be available on our IMC eDesktop. You register for courses by completing the templates and sending them back to the International Relations Office. The actual online registration (entry of your data into the electronic system) is done by the International Relations Office.

### 3.8.2 Learning Agreement (incl. ECTS for Erasmus+ students)

Every Incoming Erasmus + Student (=European Union Mobility Programme) has to present a learning agreement approved by his/her home institution. Changes to this agreement can only be made during the first two weeks of the semester and must also be approved by the sending institution. Once registered for a course, attendance of this course becomes mandatory in order to receive positive ECTS credits.

### 3.8.3 ECTS Credits

The European Credit Transfer System (ECTS) is used in order to measure a student's workload in a particular course. The number of ECTS credits attributed to a course reflects not only the contact hours in class but all study work (preparation, assignments, projects, exams etc) related to a course. The normal workload per semester is 30 ECTS.

International students should contact their coordinator to know the great number of ECTS credits they are required to achieve during their stay at the IMC Krems. IMC strongly recommends the completion of courses worth a minimum of 15 ECTS.

## 3.9. German Language Courses

The International Language Center offers different German Courses during the Semester. Please check the link <http://ilc-krems.at/> to inform you about the offers.

During their studies International Students have the opportunity to participate in German Language Courses of different levels (Beginners, Intermediate, Advanced). A language course is worth 2,5 ECTS.

## 3.10. eDesktop, Login, Password, Photo Upload

All international exchange students will receive – in July/August for the fall term, or in December/January for the spring term – their access code to the IMC Intranet (eDesktop) and about 2 weeks later information on the course schedules and syllabi. Exchange students can then begin to select their courses and compose their individual schedule.

Link to the IMC eDesktop: <https://edesktop.fh-krems.ac.at/>

During the whole semester the eDesktop will be **your main information source** for all academic information. You will find your syllabi, course materials as well as exam dates and results as soon as they are published.

## 4. ON ARRIVAL INFORMATION

### 4.1. Welcome Days & compulsory information session

The IMC University of Applied Sciences Krems organizes Welcome Days for international students. During these days International Students are made familiar with the most important information, rules and regulations of the IMC University of Applied Sciences Krems, the computer system and the e-learning platform "eDesktop". Furthermore, excursions to the surroundings and a city tour of Krems are organized. Participation at the Welcome Days isn't mandatory, but it is a great possibility to make friends even before the beginning of your studies.

### 4.2. Mandatory payments to be made before arrival

Student Union Fee	€ 20,20
IMC Registration Fee	€ 11,80

The link where you can pay will be provided during the registration period for the Welcome Days by the International Welcome Center.

### 4.3. Course Registration

When arriving in Krems you should be ready for the final stage of your course registration. Information about the course selection, learning agreement etc. can be found in chapter 3.8.

### 4.4. Buddy Network System

A buddy is a local IMC student who volunteers to assist international students especially at the beginning of his/her study here in Krems with integration and to give them the chance to socialize and network with other international students.

Your buddy is there to assist you with practical matters, answering questions about studying or giving advice about life in Krems and Austria. A buddy may not be able to answer every single question you may have, but your buddy has lived in Austria for a while and is an experienced student and therefore knows a great deal about both the university and Krems.

You may want to bring a small welcome present from your country for your IMC Buddy.

### 4.5. Student Card

You will receive your Student Card (Student ID) during the Welcome Days.

### 4.6. Banking and Financial Considerations

The EURO (€ / EUR) is the official currency in Austria. Credit cards are widely accepted in shops, whereas smaller bars and pubs usually do not accept credit cards. If your debit card features the Maestro or Cirrus symbol it can be used at all ATMs.

In cities banks are generally open from: Monday to Friday (08:00-12:00 and 14:00 – 16:00). Banks are closed on Saturdays, Sundays and Public Holidays. Most banks offer special accounts with low or no fees for students

### 4.7. Opening Hours (Shopping)

Shops in Austria are usually closed on Sundays. Regular shops open around 9:00 and close at around 18:00; some shops are also closed for a lunch break between 12:00 and 14:00. Supermarkets have longer opening hours, they open at around 7:30 and will close by 20:00 they are not closed for lunch breaks.

### 4.8. Transportation

#### 4.8.1 City Bus

Krems has 4 City Bus lines that travel around the city and to the outskirts of Krems. A one-way ticket is approx. € 1,80. If you plan to ride by bus regularly it is a good option to buy weekly or monthly passes. From Monday to Friday the city buses leave from the train station (every 30 minutes) from 6:30 to 18:30. On Saturday you can use the buses from 6:30 to 12:30. Link to <http://www.krems.gv.at/Stadtbuss>

#### 4.8.2 Train

In Krems, the train station is located at a ten-minute-walking distance from the Campus Piaristengasse, and at ten minutes' bus ride from the Campus Krems. Time-tables are available at the train station and at [www.oebb.at](http://www.oebb.at) Students can buy the "ÖBB Vorteils card" which allows you to get a 50 % reduction on all train tickets within Austria.

#### 4.8.3 Taxi

Calling a taxi might sometimes be inevitable. The telephone numbers for taxis in Krems are:

Rittner Taxi:	+43 (0) 2732 / 208
Gaby's Taxi:	+43 (0) 2732 / 77661
Taxi Fries	+43 (0) 2732 / 85883
Easy Taxi Krems Wachau:	+43 (0) 2732 / 77100

#### 4.8.4 Bike

Riding a bike is definitely recommended in Krems, since it is a really easy and healthy way to reach every location at no cost!

Renting a bike: [www.nextbike.at](http://www.nextbike.at); [www.rentawachaubike.at](http://www.rentawachaubike.at)

Getting second hand bikes: [www.willhaben.at](http://www.willhaben.at); [www.flohmarkt.at](http://www.flohmarkt.at); [www.shpock.com](http://www.shpock.com)

## 4.9. Telephone

For telephone calls within Austria zero (0) has to be dialled before the respective regional code. The country code for Austria is +43, the regional code for Krems is (0)2732.

### Emergency Numbers (within Austria)

Police (Polizei)	phone: 133
Fire department (Feuerwehr)	phone: 122
Ambulance / medical emergency	phone: 144
Euro Emergency Call	phone: 112
Police department Krems and Lost & Found:	phone: +43 591333440305

## 5. STUDYING AT THE IMC KREMS

### 5.1. Information and Support for your Studies

#### 5.1.1 International Relations Office (for Exchange Students)

Your main support center for the academic organization and administration of your exchange semester is the International Relations Office. The International Relations Team will support you throughout your stay and studies.

The International Relations Office is located at the Gozzoburg/International Welcome Center on the ground floor, office E.01. (Contact see chapter 8)

#### 5.1.2 International Welcome Center (for all International Students)

The International Welcome Center provides support for all International Students and International Guests of the IMC. In particular the Welcome Center can support you with information on Visa/Entry Regulations, Accommodation, Important Dates and Deadlines, Transportation and daily life in Krems/Austria.

#### 5.1.3 eDesktop

The main platform for course schedules, course materials, syllabi, exam dates and assessments, study regulations and guidelines, support materials etc. is our Intranet Platform, the IMC eDesktop. You can login to the eDesktop with your IMC student login data and will then have access to all relevant study information.

#### 5.1.4 Study Services (STS)

Study Services is responsible for all organization and documentation issues concerning your studies, including the correct administration of study programmes, the setting up of the general course schedule, the preparation of all exams, the communication with lecturers and the documentation of all study and student related information.

#### **You will find Study Service offices in all IMC buildings:**

International Campus Piaristengasse 1st floor, room P.1.06 (Business)

Campus Krems, Building G1, 1st floor, room G1.1.01 (Health Sciences)

Campus Krems, Building G, 2nd floor, room G.2.22 (Business) and 3rd floor, G.3.24 (Life Sciences)

Phone: +43 2732/ 802 666

Email: [studyservices@fh-krems.ac.at](mailto:studyservices@fh-krems.ac.at)

#### 5.1.5 IT Services & Support

At the IMC University of Applied Sciences, "IT Services" incorporates all information and communication technologies. If you have any questions concerning our IT services, consult the IT Support Platform (see link below). In case of any troubles using IMC information or communication technologies, get in contact with our IT Support team which is available in their offices, via phone or via the IMC ticketing system.

## Contact Information

Helpdesk Location:

International Campus Piaristengasse, P.2.02 and Campus Krems, 1st floor

Phone: +43 2732/ 802 555

Campus - Building G:

Information Platform and Ticketing System: <http://support.fh-krems.ac.at/Main/>

## 5.2. Infrastructure

### Seminar Rooms

Every seminar room at the IMC is equipped with a computer, beamer, flip chart and a white board. Further equipment and/or materials (pin boards, presentation kit etc.) can be asked for at the Study Services offices. Please note that eating is not allowed in the seminar rooms.

### Copying Machines and Printers

Several copying machines (with printer and scanner functions) are at the students' disposal in the Piaristengasse (2nd floor) and at the Campus Krems (ground floor). The students' ID cards can be loaded with credit for copying and printing. Students can print documents from all computers with the "FollowYou" function. After sending the print job, you can log in with your student card at any available copying machine and get your printouts. For more information see our eDesktop

### WIFI

WIFI is available in all IMC buildings and seminar rooms. You can connect your mobile device or notebook to the WIFI network "Eduroam" with your IMC student login. Further WIFI Info: <https://servicedesk.fh-krems.ac.at/Main/>

### Info Screens

Info Screens showing the courses of the respective day and the corresponding rooms are located throughout on all floors of our buildings.

### Library

The main library for all IMC students is located at the Campus Krems. The library is operated by the Danube University and offers a catalogue of over 50,000 items. In the library students can book small meeting rooms for group activities. Students also have online access to scientific databases. For further information consult <http://www.donau-uni.ac.at/en/service/bibliothek/index.php>

### Smoking

Smoking is prohibited inside all buildings of IMC.

## Sports Facilities

IMC students can participate in sport activities offered by "Campus Sport" (organized by the Danube University). Furthermore, some gyms and sports clubs in Krems offer special discounts for IMC students.

Contact:

Campus Sport

Phone: +43 2732 893-2038

Email: [sport@donau-uni.ac.at](mailto:sport@donau-uni.ac.at)

Web: <http://www.donau-uni.ac.at/sport>

## 5.3. IMC Premises

IMC has 3 Campuses in Krems. There is the historical "International Campus IMC Piaristengasse" the location for our study programmes Tourism and Leisure Management (Bachelor and Master), Export-oriented Management, International Business and Export-oriented Management, Marketing (& Sales) and Digital Business Innovation and Transformation. Further, there is the "IMC Campus Krems", the official headquarters of the IMC, with most of the administration departments as well as all our study programmes of the departments Health Sciences and Life Sciences and all German taught programmes of our Business Department. Last but not least, there is the charming Campus IMC Gozzoburg, where the International Relations Department and the International Welcome Center as well as the study programme International Wine Business are located.

<https://fh-krems.ac.at/en/university/locations/>

### 5.3.1 International Campus IMC Piaristengasse

The International Campus IMC Piaristengasse is a truly unique place. Located in the former Piarist monastery in the heart of the old town Krems, it features innovative lecture theatres with cutting-edge technical equipment. The Baroque ceremonial hall and charming inner courtyard add to the distinctive feel of the Campus. The Piaristengasse courtyard is a pleasant place to relax during the breaks and is open to all students.

### 5.3.2 IMC Campus Krems

The extended Campus Krems site has everything students need and meets the highest standards in convenience and infrastructure. It was opened in 2005 and offers a huge number of seminar rooms, computer labs and practical training rooms. Student restaurants and bars, the students' residence Kolping Krems, the Campus Sport facilities and a movie theatre contribute the campus feeling for our students, professors and researchers.

## Restaurants:

### Café Virginier

Monday – Friday 8:00 – 18:00

Saturday 8:00 – 14:00

### Students' Restaurant Campus Krems (Mensa)

Monday – Friday 11:00 – 14:00

<http://menu.mensen.at/index/index/locid/30>

### 2Stein Krems

Monday 11:00 – 23:00

Tuesday, Wednesday 8:00 – 23:00

Thursday – Saturday 8:00 – 24:00

Sunday 9:00 – 22:00

<http://www.2stein.at/>

### MOYome Cimba

Monday- Friday 7:00 – 18:00

Saturday 7:30 – 15:00

<http://www.moyome.com/page-main-cimba.html>

### Filmbar Krems

<http://www.kinoimkesselhaus.at/de/ueber-uns/filmbar>

## 5.3.3 Campus IMC Gozzoburg

In September 2017, the historical site "Gozzoburg" a former residential and work palais re-opened its doors for IMC students. The Gozzoburg is the home for the study programme International Wine Business, for the International Relations Office and the International Welcome Center. Thus, the Gozzoburg is an important site for all International Students, be it Exchange Students or International DS Students.

Additionally, the Gozzo, an exclusive but down-to-earth restaurant will open its doors again.

[www.gozzo.at](http://www.gozzo.at)

## 5.4. Study Regulations/Academic Policies

### 5.4.1 Study and Examination Regulations

The most important information on all study and examination regulations and academic policies are published on the eDesktop (Knowledgebase Academic Regulations General) in the document "Study and Examination Regulations".

Below, please find an overview of the most important issues.

### 5.4.2 Attendance

Attendance of all courses in which a student is enrolled is mandatory. Bachelor students can miss 3 times, Master students 4 times the weekly amount of contact hours indicated in the study programme.

Block seminars must be attended 100%. A course is considered a block seminar when it has more than four hours on one day. This means that if a course is taught two contact hours per week Bachelor students are allowed to miss  $3 \times 2 = 6$  hours (Master students  $4 \times 2 = 8$  hours) in total for that particular course. If a student misses more than the total hours allowed for a particular course, then he/she fails the course and does not receive any ECTS credits.

**Once an Exchange Student is registered in a course he/she must inform in writing the International Relations Office if a course shall be deleted from his/her study plan/learning agreement.** Some courses are not graded, but students receive their ECTS credits upon completion (pass).

### 5.4.3 Examinations

Exams usually take place during and at the end of the term. There is no specific examination week at the IMC. Please note that no extra exam dates can be arranged. Students who miss the required exams or course work will not be graded nor receive ECTS credits.

### 5.4.4 Assessment and Grading Scale

The assessment method of a course depends on the course format (e.g. lecture - VO, integrated course - ILV, seminar - SE, etc.) and are stipulated in detail in the syllabus of the course. The following grading scale applies:

A/1	100% - 91 %	excellent/	
very good	100-91% of the performance required		
B/2	<91 % - 81 %	good	a performance well above average
C/3	<81 % - 71 %	satisfactory	a performance meeting the standard requirements
D/4	<71 % - 60 %	sufficient	a performance that despite its weaknesses fulfils the basic requirements
F/5	<60 % - 0 %	fail	an insufficient performance



## 5.5. Gender and Diversity

„All human beings are born free and equal in dignity and rights.“ (Human Right 1)

Diversity is to be found anytime and anywhere. For the IMC University of Applied Sciences Krems, diversity is considered as a special resource. Through its diversity Management, the IMC wants to incorporate differences and similarities between employees, students, teachers and their stakeholders and to allow everyone access to resources such as education and work.

## 5.6. Books & Course Materials

Books and scripts, needed during the study period, should be purchased by the students. According to availability, certain books can be borrowed from the library for the period of the student's stay or copies of the relevant chapters can be made.

## 5.7. Medical Services

### 5.7.1 Medical Treatments

Excellent medical coverage is provided by a sufficient number of doctors (practitioners and specialists) for individual needs. The Krems hospital is located five minutes by car/taxi from the city center. Look for the entrance marked "Notfälle" (Emergency Case) or "Not-Ambulanz". If you require information from the hospital, the number is +43 (0)2732-9004-0. In case of any medical problem, the members of the International Relations Office will be ready to help you.

You can find a number of specialists for all fields in Krems. Some of them are under contract with the public health insurances, others are private (you can ask before consulting them). If you are in possession of a European Health Insurance Card or similar, it might be less expensive for you to consult a contractual doctor. You may also want to check with your insurance company, what documents (invoices, list of treatments) etc. you need for your reimbursement. Do always take your insurance documents with you when consulting a physician.

It's always advisable to arrange for an appointment in advance; otherwise longer waiting times may arise.

**Here is a list of some doctors, who have a long experience with international patients:**

#### **General Practitioners:**

Dr. Josef Schöfmann; Pfarrplatz 4, 3500 Krems; Phone: +43 (0)2732/73487

Dr. Franz Leitgeb; Wienerstr. 5/5, 3500 Krems; Phone: +43 (0)2732/74433

#### **Dentist:**

Dr. Peter Fugger; Heinemannstraße 4, 3500 Krems; Phone: +43 (0)2732/83344

Zahnambulatorium Krems, Dr.-J.-M.-Eder-Gasse 3, 3500 Krems, Phone +43 (0)50899-1060

#### **ENT – Ear Nose Throat Doctor:**

Dr. Helga Fichtenbauer, Althangasse 2, 3500 Krems, Phone: +43 (0)2732/81616

#### **Gynecologist:**

Dr. Paul Simon, Schillerstraße 6, Phone: +43 (0)2732/84943

### 5.7.2 Pharmacies in Krems:

Opening hours are usually 8:00-12:00 and 14:30 – 18:00.

Adler Apotheke; Obere Landstraße 3, 3500 Krems

Mohrenapotheke; Obere Landstraße 2, 3500 Krems

Wienertor Apotheke; Untere Landstraße 56, 3500 Krems

Apotheke Mitterau; Göttweigergasse 29, 3500 Krems

Apotheke zum Engel; Steiner Landstraße 80, 3500 Krems-Stein

## 6. ON DEPARTURE INFORMATION

International Degree Seeking Students will get all their documents and information on re-sit exams etc. online and/or from the IMC Study Services Offices.

### 6.1. Transcript of Records (ToR)

The official transcript of records will be issued after the end of each semester, when course grading is finished. Each exchange student can download it from eDesktop (myDocuments) by end of February (for fall term) and by the end of July (for spring term) and has to forward it to the respective home university coordinator. These digital versions of the transcript of records are digitally signed, and therefore absolutely valid for any official purposes. IMC does not send any print documents via regular postal mail. [for Exchange Students only]

### 6.2. Certificate of Attendance

If students require a certificate of attendance, this document can be signed only at the very end of an international student's stay at the IMC University of Applied Sciences Krems. Please bring your respective document completed with your personal data to the International Relations Office. [for Exchange Students only]

### 6.3. Re-sits/Missing Courses

In case you failed a course during your exchange semester at the IMC the course will be listed with the mark "fail" in your grades. A repetition of the course / re-sit examination is only possible during specific periods at the beginning of the following semester.

In case you failed a course, Study Services will ask you to complete a certain document to sign up for a re-sit exam. In case of any doubts, please contact our colleagues. [for Exchange Students only]

#### Study Services (STS)

phone: +43 (0)2732/802-666

email: [studyservices@fh-krems.ac.at](mailto:studyservices@fh-krems.ac.at)

### 6.4. De-registration at the Local Municipality

Before your departure you have to de-register at the Magistrat Krems (Meldeamt and Fremdenamt).

## 7. STUDENTS' LIFE

A student's life does not only involve studying but a lot of other activities. The Student Union (ÖH – Österreichische Hochschülerschaft) at the IMC University of Applied Sciences Krems provides the so called "Survival Guide" for international students which includes information about the daily life of a student and about leisure activities in Krems and its surroundings.

**These links may be useful for you during your stay in Austria:**

#### Krems and its region:

[www.krems.gv.at](http://www.krems.gv.at)

<https://www.krems.info/en/welcome/>

[www.tiscover.com/krems](http://www.tiscover.com/krems)

<http://www.donau.com/en>

<http://www.donau.com/en/wachau-nibelungengau-kremstal/>

#### Vienna

[www.wien.info/en](http://www.wien.info/en)

[www.wien.gv.at/english](http://www.wien.gv.at/english)

#### Austria

<http://www.austria.info/uk>

[www.austria.at](http://www.austria.at)

[www.austria.gv.at/en](http://www.austria.gv.at/en)

#### Public Transportation:

[www.oebb.at](http://www.oebb.at)

Austria Federal Railways

<https://westbahn.at/en>

<http://www.wienerlinien.at/en>

Vienna City Lines

## 8. CONTACTS

IMC Fachhochschule Krems/  
IMC University of Applied Sciences Krems  
IMC "Piaristengasse": Piaristengasse 1, 3500 Krems, Austria / Europe (official mail address)

Campus Krems: Am Campus, 3500 Krems, Austria / Europe  
phone: +43 (0)2732/802  
email: [office@fh-krems.ac.at](mailto:office@fh-krems.ac.at) [www.fh-krems.ac.at](http://www.fh-krems.ac.at)  
Erasmus ID: A KREMS 03

### International Welcome Center

Office: Campus Gozzoburg, Hoher Markt 11, 3500 Krems  
Phone: +43 (0)2732/802-526 or 263  
Email: [welcome@fh-krems.ac.at](mailto:welcome@fh-krems.ac.at)

### Manager International Welcome Center

Doris MOLNAR  
phone: +43 (0)2732/802-526  
Email: [welcome@fh-krems.ac.at](mailto:welcome@fh-krems.ac.at)

### Assistant International Welcome Center

Bianca BRAUN  
Phone: +43 (0)2732/802-263  
Email: [welcome@fh-krems.ac.at](mailto:welcome@fh-krems.ac.at)

### International Relations Office - Student Mobility

Office: Campus Gozzoburg, Hoher Markt 11, 3500 Krems  
Phone: +43 (0)2732/802-150  
Email: [international@fh-krems.ac.at](mailto:international@fh-krems.ac.at)

### Administration/International Relations (Incoming Students & Accommodation)

Doris MOLNAR & Bianca BRAUN  
phone: +43 (0)2732/802-526 or -263  
email: [international@fh-krems.ac.at](mailto:international@fh-krems.ac.at)

### Administration/International Relations (Outgoing students & Events)

Regina PARZER  
phone: +43 (0)2732/802-511  
email: [international@fh-krems.ac.at](mailto:international@fh-krems.ac.at)

### Head of International Relations

Mag. (FH) Iris WARINGER, MSc (WU)  
phone: +43 (0)2732/802-396  
email: [iris.waringer@fh-krems.ac.at](mailto:iris.waringer@fh-krems.ac.at)

### Deputy Head of International Relations

Prof.(FH) Dr. Maximilian SCHACHNER  
phone: +43 (0)2732/802-150  
email: [max.schachner@fh-krems.ac.at](mailto:max.schachner@fh-krems.ac.at)

### Magistrat Krems (City Hall/Rathaus/Magistrat)

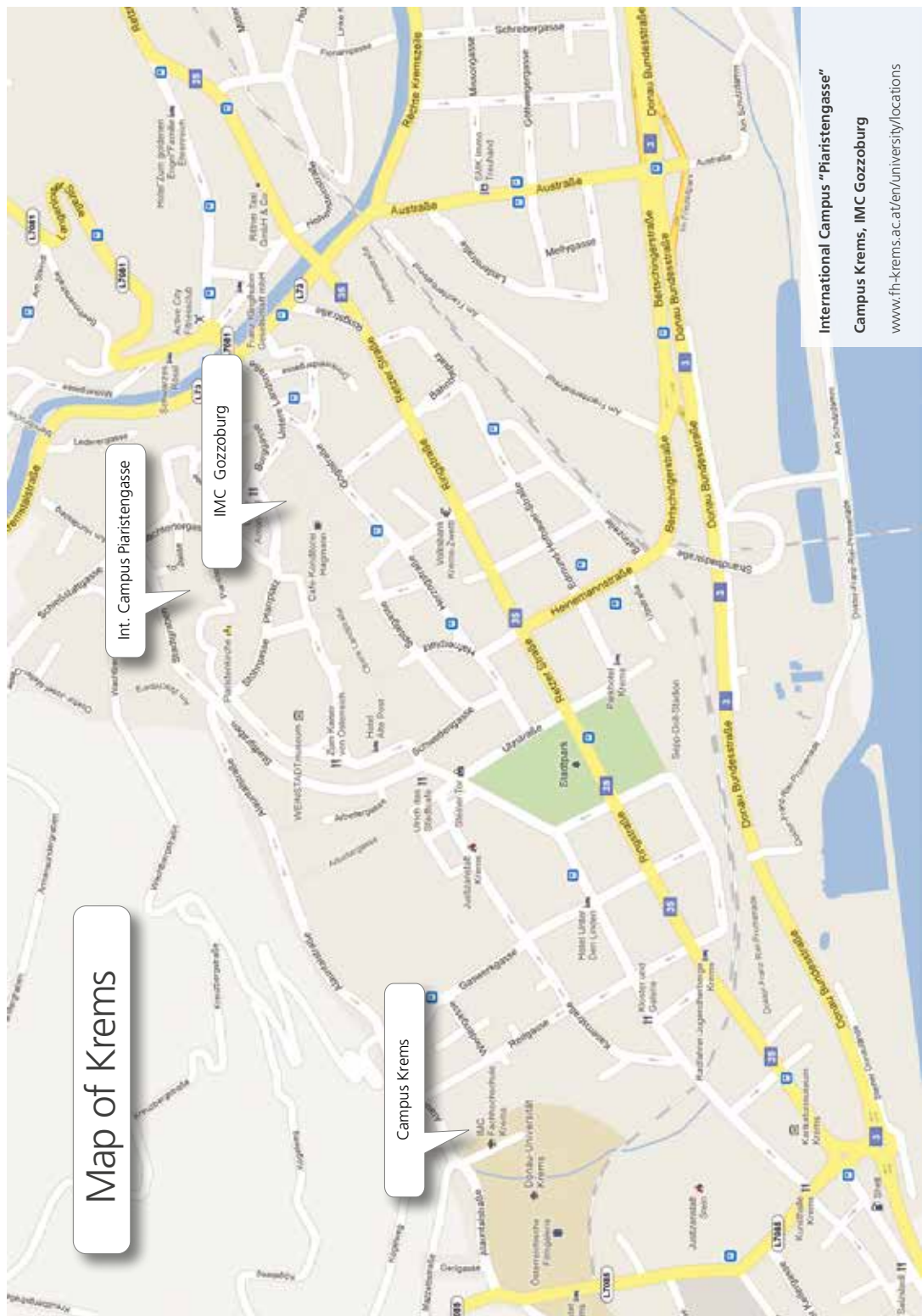
Fremdenamt Krems & Meldestelle (for residence registration and confirmation of registration)  
Pfarrplatz 2  
3500 Krems  
Phone: +43 (0)2732/801 – 700  
Email: [fremdenamt@krems.gv.at](mailto:fremdenamt@krems.gv.at); [buergerservice@krems.gv.at](mailto:buergerservice@krems.gv.at)

### Opening Hours

Monday – Thursday: 8:00 – 16:00  
Friday: 8:00 – 12:30  
Link for Registration Template (Meldezettel): [http://www.krems.gv.at/Buergerservicestelle\\_2](http://www.krems.gv.at/Buergerservicestelle_2)

### Austrian Student Union (ÖH – Österreichische Hochschulerschaft)

Office: Campus Trakt G1, Room: G1.2.13  
Email: [info@oeh.imc-krems.eu](mailto:info@oeh.imc-krems.eu)  
Facebook: [fb.com/oehkrems](https://fb.com/oehkrems)









**IMC Fachhochschule Krems GmbH**  
**IMC University of Applied Sciences Krems**

Piaristengasse 1  
3500 Krems - Austria - Europe

T: +43 (0) 2732 802 0  
E: [information@fh-krems.ac.at](mailto:information@fh-krems.ac.at)  
I: [www.fh-krems.ac.at](http://www.fh-krems.ac.at)

