

# **GUIDE FOR EXCHANGE STUDENTS 2024/25**



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Join our page "[JKU International Office](#)"  
There you will get all the news  
and have the chance to get in touch  
with other future exchange students.

**Imprint:**

Published by the **International Office** of the Johannes Kepler University Linz

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Linz, March 2024

## Table of Contents

1. Introduction .....	3
2. Formalities for the host university .....	4
2.1. Forms of the host university .....	4
2.2. Course selection .....	4
2.3. Transcript of Records.....	4
2.4. Submitting the host university's forms .....	5
2.5. Forms for accommodation .....	5
2.6. Additionally for Erasmus+ students: Learning Agreement .....	5
3. Credit transfer .....	6
4. Steps to the scholarship .....	6
4.1. Study grant recipients .....	7
4.2. Erasmus+ students .....	7
4.2.1. Procedure: .....	7
4.2.2. Method of payment: .....	8
4.3. Joint study students .....	8
4.3.1. Procedure: .....	8
4.3.2. Method of payment: .....	8
4.4. IPS Scholarship .....	8
4.4.1. Application: .....	9
4.4.2. Further procedure: .....	9
5. Language preparation .....	10
5.1. Prerequisites required by the JKU.....	10
5.2. Language requirements of the host university.....	11
5.3. Online Linguistic Support (OLS) for Erasmus+ students .....	11
5.4. Intensive Language Course .....	11
6. Cultural Sensitivity Training (CST) .....	12
7. Waiver of the tuition fee.....	12
8. Visa and country information .....	13
9. Insurance .....	13
10. International student ID .....	13
11. Family allowance.....	14
12. Study Abroad Photo Contest.....	14
13. Checklists .....	14
14. Contacts.....	17



## **1. Introduction**

With your confirmed nomination, you have successfully completed the first step to your study abroad experience. But there is still a lot to do!

This guide provides general information about the different points and formalities you are facing before and during your stay abroad. You can find checklists on our homepage for everything that needs to be done before, during and after your stay abroad.

The most important thing is that you prepare yourself as well as possible for your studies abroad. This means that you get familiar with your host university (application deadline, academic year, study offer, necessary forms, accommodation, various deadlines, etc.) as well as with the host country and its culture. A good preparation will not only help you get started, but also save you some embarrassment.

Do not forget that you are an ambassador of the JKU, as well as of Austria. It is also important in this "function" that students of your host university get to know the JKU as a potential destination for their studies abroad and that you support them.

Patience, tolerance, openness, adventure spirit, interest in other cultures, self-confidence and a good sense of humour: these are all qualities that will make you a successful exchange student. Through your studies abroad, you will experience a completely different way of life. Accept these changes, face the challenges and, above all, enjoy this time! You will never forget this unique experience!

Your International Office

## 2. Formalities for the host university

### 2.1. Forms of the host university

Most partner universities use special forms for incoming students (e.g. "Application Form for Exchange Students"). Usually the application is online. The application deadlines are sometimes already in April or May!!!

**Please mind the deadlines of the respective universities!**

Therefore, you should inform yourself as soon as possible about the application procedure and the application deadline at your host university. You can also find information on the [JKU homepage](#) or in the reports of former exchange students.

After the official nomination, you will receive detailed information directly from the host university or from the International Office.

■ Some partner universities require a **language certificate**.

If a language certificate issued by the Center for Business Languages and Intercultural Communications is sufficient, you can use the "[Language Ability Form](#)" (> Proof of language proficiency with JKU courses) and have it signed by the lecturer of the corresponding language course.

If your study program at JKU is taught completely in English, the International Office will provide a confirmation if necessary.

■ If a **recommendation letter** is required, contact a professor or lecturer who has gained a good impression of you!

**You will not be accepted at the host university without having registered online or submitted the APPLICATION FORMS in time.**

**The Erasmus code of the JKU is A LINZ01.**

### 2.2. Course selection

The course selection goes hand in hand with the clarification of recognition. For further information about recognition, see point 3.

Please also note the relevant information in the reports of former exchange students.

### 2.3. Transcript of Records

A Transcript of Records is one of the standard application documents for the host university so that they can assess your previous knowledge and confirm the planned study program. You will

receive an English Transcripts of Records at the respective counter at the **Department of Examination and Recognition Services** or a **KUSSS download** is also available. In case the study plan has changed within the same degree program, please make sure to request both Transcripts of Records!

## 2.4. Submitting the host university's forms

You are responsible that the application documents are complete, correctly filled out, signed and sent in due time. Please make a copy beforehand!

If there is an **online registration** and an upload of your documents is sufficient, it is not necessary to submit the documents to the International Office.

If you have to send the application documents by post to the host university, please submit them

- **at least 2 weeks before the deadline of the host university,**
- but no later than 1 June (or 1 November for the SS)

**to the International Office.**

## 2.5. Forms for accommodation

The **forms for accommodation** (Housing Form etc.) are sometimes integrated into the application forms, sometimes they are handled separately (possibly also at a later stage). Often the rooms are allocated on a first-come, first-served basis. At the end of the deadline, you may be too late.

In some countries or cities, there are no student residence halls or no places available for exchange students in residence halls. In these cases, you have to look for accommodation yourself (often on the spot). The host university will support you and / or provide appropriate addresses. We recommend that you allow a few days for the search and arrive in good time. Read the **reports of former exchange students** and take care of your accommodation in good time.

## 2.6. Additionally for Erasmus+ students: Learning Agreement

With the "Learning Agreement" the planned courses of 30 ECTS credits per semester (= full workload) will be agreed between the student, the home and the host university.

It is compulsory for Erasmus+ students and will be created online. You will receive further information by email.

**The following deadlines apply:**

- Application deadline of the host university or June 1 at the latest for the WS (does not need to be signed by the host university at this time)
- Application deadline of the host university or November 1 at the latest for the SS (does not need to be signed by the host university at this time)

**Any changes to the study program** must be documented in the Learning Agreement **within one month** after the beginning of your studies.

Note: For easier and faster processing, you may only indicate free electives in Table B. **The actual credit transfer is made separately, see point 3.**

### 3. Credit transfer

In order to ensure the credit transfer of exams taken abroad, you have to apply for recognition already before the start of your exchange. This is also a prerequisite for obtaining the scholarship and therefore even more important.

Detailed information on the recognition **according to the degree program** can be found on the website <https://www.jku.at/insausland/anererkennung>. If you have any questions regarding recognition, please contact the Department of Examination and Recognition Services!

**The pre-recognition must correspond to a "full workload", which is 30 ECTS credits per semester** (unless the studies abroad are in the framework of Erasmus+ and are connected to the Master or PhD Thesis)  
**Recommended application deadline is at the end of April or October (for the SS) - at the latest June 1 or November 1.**  
**Beware: Your Learning Agreement does not replace the pre-recognition!**

The application for pre-recognition for any newly added courses is mandatory in case of any changes.

Note: If you apply at the JKU for a stay abroad again, the credits you earned abroad will be considered in the decision making.

*Please note:*

- *Students whose study period abroad is part of the curriculum (for example, in "Biological Chemistry" and "Joint Master Program Global Business") are only required to submit an application for credit transfer (BEFORE and AFTER the stay abroad) for those courses deviating from the curriculum!*
- *If the Bachelor's degree is completed between application and start of the stay abroad, a new preliminary application for recognition for the Master's degree must be submitted immediately. Additionally, the International Office has to be informed about the new study programme code.*

### 4. Steps to the scholarship

**Every student** must complete the [JKU online scholarship application](#) (select the form "Exchange Programs: Scholarship Application") by **June 1** (or November 1 for the SS). It is irrelevant from which institution you finally get a scholarship!



As a prerequisite for a scholarship, a possible credit transfer of **at least 3 ECTS credits per month** must be demonstrated at the JKU.

If the study abroad period for Erasmus+ students is connected to the Master or PhD thesis, a [confirmation of the supervisor](#) is required.

Note: The amounts of the different scholarships are listed on our [homepage](#).

## 4.1. Study grant recipients

Everybody who is entitled to receive a **study grant** and is in the second part of studies (2. Studienabschnitt) or at least in the 3rd semester of a bachelor's degree or in a master's degree, is entitled to a study allowance abroad ("Beihilfe für ein Auslandsstudium"). In addition to the JKU online scholarship application, the **application for a study abroad grant ("Antrag auf Beihilfe für ein Auslandsstudium")** must be submitted to the Austrian Study Grant Authority (Studienbeihilfebehörde).

**Please complete the first page of the application and attach a copy of the notification of the approved credit transfer ("Bescheid über die VORausanerkennung"). The "VORausbescheid" replaces the second page of the application!**

**Additionally** to the study grant abroad ("Auslandsbeihilfe"), you can receive the JKU study abroad scholarship (for studies at universities outside of Europe) or the Erasmus+ scholarship (for studies at universities in Europe).

*Note: Students whose study abroad programme is part of the curriculum (e.g. in "Biological Chemistry" and "Joint Master Programme Global Business") receive a confirmation of the recognition of their study abroad programme in July (or in November for the SS) from the International Office.*

## 4.2. Erasmus+ students

### 4.2.1. Procedure:

- Complete the online scholarship application and the Learning Agreement by June 1 (or November 1 for the spring term, respectively)  
**Please note that the "advance pre-approval notification" has to be submitted (but not approved)!**
- Take the online language assessment (cf. 5.3)
- Check and sign the Erasmus+ Grant Agreement (you will receive it by email in time before the start of your stay).
- Upload the signed Erasmus+ Grant Agreement together with the confirmation of the OLS assessment and, if necessary, the Learning Agreement (signed by all parties) to the Mobility Portal.

- If you have special needs (disabilities or chronic illness; mobility with child/ren), apply for an **additional grant**

#### **4.2.2. Method of payment:**

- Erasmus+ mobility scholarship:**

80% of the total scholarship will be paid to your SEPA account at the beginning of your study period abroad. The remaining 20% will be transferred after the end of your stay and submission of the necessary documents.

- Students receiving federal aid:**

The study abroad grant is disbursed together with the study grant by the Austrian Study Grant Authority in Linz.

### **4.3. Joint study students**

#### **4.3.1. Procedure:**

- Complete the online scholarship application until June 1 (or November 1 for the SS).

Please note: The application for credit transfer must be submitted (**but not be approved yet**) before you complete the scholarship application!

- You will be informed about the award of a JKU mobility grant in Mid-July (December for the SS).
- For students with special needs who are staying abroad, there is the possibility to apply for a **special grant**.
  - for physical impairment*: according to a realistic cost estimate
  - for mobility with child*: according to the scholarship regulations

#### **4.3.2. Method of payment:**

- Students NOT receiving federal aid:**

80% of the total scholarship will be paid to your SEPA account at the beginning of your study period abroad. The remaining 20% will be transferred after the end of your stay and submission of the necessary documents.

- Students receiving federal aid:**

The study abroad grant is disbursed together with the study grant by the Austrian Study Grant Authority in Linz.

### **4.4. IPS Scholarship**

**IPS - Internationalization Program for Students of Upper Austria**

Students who have their main residence in Upper Austria for at least 1 year without discontinuation at the time of their application, can also apply for an IPS scholarship for stays abroad in non-German speaking countries.

Amount of the IPS scholarship: max.100 € per month, possibly travel allowance

*Note: Changes to the IPS policies for the 2024/25 academic year may occur. The information on this point still refers to the current guidelines.*

*For more information about the IPS scholarship, please visit <https://www.jku.at/austauschstudium>*

#### **4.4.1. Application:**

The application is part of the online scholarship application of the JKU. The [form](#) is also available for download.

You need to upload the following documents:

- Electronically completed IPS application
- Up to 14 days old confirmation of residence ("Meldebestätigung") about the main residence in Upper Austria for at least one year without discontinuation (*the "Meldebestätigung" is issued by the citizen's office ("Bürgerservice") e.g. in the library Dornach/Auhof, Sombartstraße 1-5, 4040 Linz (opposite the Winkler Markt); this also applies to students who are not residents of Linz*)

#### **Application deadline: June 1 (or November 1 for the SS)**

*Note: The confirmation of registration ("Meldebestätigung") is issued by the citizen's office ("Bürgerservice") e.g. in the library Dornach/Auhof, Sombartstraße 1-5, 4040 Linz (opposite the Winkler Markt). This also applies to students who are not residents of Linz.*

#### **4.4.2. Further procedure:**

- The International Office will send you an e-mail in August or January respectively, to inform you if you will be recommended to the Upper Austrian government for an IPS scholarship.
- In autumn and spring respectively, you will receive the scholarship award letter (by post) from the Upper Austrian government.
- Afterwards, the scholarship will be transferred to the account specified in the application (one-time payment).

**IMPORTANT!** Remember to keep all receipts (invoices including proof of payment) for the costs and expenses related to the study abroad period as the Upper Austrian government might want to check them!

## 5. Language preparation

### 5.1. Prerequisites required by the JKU

As a prerequisite for the study period abroad, the following level of proficiency of the language at the host university has to be proven:

- for English:** B2 (corresponds for example to the course "Communicative skills" OR "Advanced English for Science, Technology and Law")
- for all other languages of instruction: A2/B1** (corresponds to the course "Intermediate level")
- in French, Italian or Spanish-speaking countries if the language of instruction is English: **B2** in English and additionally A1/A2 in the local language

Alternatively, you can prove the appropriate level in English with the following tests (the test may not be older than 2 years):

CEF level	TOEFL IBT	Cambridge General English	IELTS exam
C2		CPE	7.5+
C1	≥110	CAE	6.5-7
B2	80-109	FCE	5-6
B1		PET	3.5-4.5
A2		KET	3

The "Maturazeugnis" is NOT sufficient!

**Important: Proof of the required language proficiency before the start of the exchange is a prerequisite for the study period abroad. You must not study abroad without this prerequisite!**

For students who already have the required language proficiency at the time of the application: we recommend that you attend further language courses as preparation for the study abroad period. This applies especially for French, Italian and Spanish.

#### **Reimbursement of course fees for the JKU basic courses in French, Italian and Spanish:**

If you have completed or are completing a paid course in the language of the country and/or the language of instruction, you will be reimbursed for the costs at [Reimbursement of fees | Center for Business Languages and Intercultural Communication \(jku.at\)](#). If the course was completed before the academic year 2020/21 or if you were not active in examinations, please state this in the online scholarship application; the payment will be made by the International Office at the beginning of the stay abroad.

*Note: If you have completed the StEOP or are enrolled in a master's programme, and are unable to sign-up for a language course due to missing prerequisites, please send an e-mail to the lecturer(s) who can register you for the course.*

*If you have not been assigned to the requested language course, please contact the Secretariat at the Center of Business Languages and Intercultural Communication.*

## **5.2. Language requirements of the host university**

It is possible that the language requirements at the host university are higher or have to be proven already at the time of the application deadline.

For more information, select the university in the search portal for study abroad opportunities (<https://www.jku.at/austauschprogramme>) and check the details under Language Requirements.

## **5.3. Online Linguistic Support (OLS) for Erasmus+ students**

All Erasmus+ students are advised to make an **online language assessment before the Erasmus stay**. You will receive an email with the access data in time.

*The result has no influence on the nomination for the exchange!*

Online language courses are available in the OLS portal for free in the following languages and levels:

- All levels: Dutch, English, French, German, Italian, Spanish
- Up to level B2: Portuguese
- Up to level A2: Czech
- Level A1: Bulgarian, Croatian, Danish, Estonian, Finnish, Greek, Hungarian, Latvian, Lithuanian, Polish, Romanian, Slovak, Slovene and Swedish

In the OLS portal you can select the online language course in both the language of instruction AND the language of the host country.

## **5.4. Intensive Language Course**

As an exchange student, you have the opportunity to attend an intensive language course before starting your study abroad period.

You can apply for a scholarship for courses lasting at least 4 weeks à 20 hours. For more information, see <https://www.jku.at/austauschstudium>.

Erasmus+ students: For an intensive language course at the host university directly before starting the semester you can apply for an Erasmus+ scholarship.

## 6. Cultural Sensitivity Training (CST)

A cultural sensitivity training course is offered for future exchange students (in German only!). Participation is free of charge and is highly recommended.

**The participation is not compulsory for students of the Business School nominated for the winter semester 2024/25, but highly recommended.** The course is part of the curriculum for IBA students.

### **Aim of the course:**

This course aims to prepare students for their stay abroad and for the immersion into a different culture.

### **Course format:**

The Cultural Sensitivity Training consists of workshops that are held in a blocked way.

### **Course contents:**

- Reflection on one's own culture
- Stereotypes about the own and the foreign culture
- Culture shock
- Intercultural communication
- Game for cultural sensitisation
- Culture and identity (with particular reference to the history of Austria)

### **Course dates:**

See KUSSS (course No. 547.904)

### **Registration:**

The registration for the Cultural Sensitivity Training takes place via KUSSS (direct assignment!).

## 7. Waiver of the tuition fee

If applicable, you will be exempted from tuition fees during the exchange period abroad. You do not need to submit a separate application. This is done automatically by the International Office in cooperation with the Admissions Office.

### **Important:**

In order to remain enrolled as a student of the JKU during the study period abroad, you have to pay the student union fee (ÖH-Beitrag) every semester. This is also necessary to benefit from the insurance cover and the receipt of the federal aid and family allowance.

**Please note that you are required to enrol in a Master's degree immediately after completing the Bachelor's degree. Otherwise you will lose your status as a JKU student!**

## 8. Visa and country information

Please check the entry and residence requirements of your host country before departure. Visa applications might require proof of sufficient funds (e.g. bank account statements, parents' financial statement, scholarship letter).

Contact information of the responsible foreign embassy/consulate in Austria as well as the Austrian embassy in your host country can be found on the homepage of the Ministry of Foreign Affairs (<http://www.bmeia.gv.at>).

*Please note:* As an exchange / Erasmus+ student, you do not have a special status regarding the entry and residence regulations. The only thing that counts is the citizenship.

It is your responsibility to inform yourself about the security situation in your host country. With the nomination, the JKU does not make any statement and accepts no liability.

For current security information for many countries, visit the following links:  
<https://www.bmeia.gv.at/en/travel-stay/travel-information> or  
[www.travel.state.gov](http://www.travel.state.gov) (Service of the U.S. Department of State)

Download the foreign service app at: [www.auslandsservice.at](http://www.auslandsservice.at)

## 9. Insurance

Participation in an exchange program does not include any insurance cover. You must take care of your own health, accident and liability insurance. For this reason, ask your insurance about the insurance benefits in your host country and, if necessary, purchase a private health, accident and liability insurance for the study period abroad. Also check if and to what extent you are insured at the host university.

Information and tips on this topic can also be found in the reports of former exchange students. The **e-card** is also a European health insurance card in the EU area.

The ÖH covers limited insurance services within the framework of the ÖH fee

(<https://www.oeh.ac.at/en/study-2/insurance/>). Please note that the insurance is only for study related activities!

## 10. International student ID

For more information, see [www.isic.at](http://www.isic.at)

The international student ID is available ISIC and sometimes also at banks in connection with a student bank account.

## **11. Family allowance**

You will continue to be eligible for "Familienbeihilfe" (family allowance) during your stay abroad, provided that you fulfil the necessary requirements (age limit and maximum study period).

If your exchange period lasts longer than 3 months, you will be eligible to extend the "Familienbeihilfe" for the same period, provided that you have not exceeded the age limit. To apply for the extension, the following documents have to be submitted to the Ministry of Finance ("Finanzamt"):

*Before the beginning of your stay:* a confirmation of study abroad (issued by the International Office)

*After your stay:* a copy of your confirmation of registration or a confirmation of stay

## **12. Study Abroad Photo Contest**

Taking pictures during the stay abroad is worth it! Join the Study Abroad Photo Contest and win one of the great prizes! You will find more detailed information about the modalities on the JKU website.

## **13. Checklists**

You can find checklists for BEFORE, DURING and AFTER your exchange on the [website](#).



**14. Space for notes**

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## 15. Contacts

### International Office:

Altenberger Str. 69, 4040 Linz  
Bank building, second floor, room 222  
Fax: +43 732 2468 3294

<https://www.jku.at/en/degree-programs/international-students>

### Global Business programs:

Isolde Holzer (part-time Mon-Tue)  
[isolde.holzer@jku.at](mailto:isolde.holzer@jku.at)  
Tel: +43 732 2468 3292

### Erasmus+:

Marius Elflein  
[marius.elflein@jku.at](mailto:marius.elflein@jku.at)  
Tel: +43 732 2468 3208

### IPS:

Thomas Mahringer (part-time Mon-Thu)  
[thomas.mahringer@jku.at](mailto:thomas.mahringer@jku.at)  
Tel: +43 732 2468 3291

### Opening hours:

Mon - Thu 10am - 12pm

### Erasmus+:

Katharina Müllner (part-time Mon-Thu)  
[katharina.muellner@jku.at](mailto:katharina.muellner@jku.at)  
Tel: +43 732 2468 3209

### ISEP/Exchange programs outside of Europe:

Mag.<sup>a</sup> Esther Wöckinger B.A.  
[esther.woeckinger@jku.at](mailto:esther.woeckinger@jku.at)  
Tel: +43 732 2468 3207

### Center of Business Languages and intercultural communication:

Altenberger Str. 69, 4040 Linz  
Management Center, first floor, room 107B

[int.contact@jku.at](mailto:int.contact@jku.at)

Tel: +43 732 2468 7013

### Credit transfer:

[www.jku.at/insausland/anererkennung](http://www.jku.at/insausland/anererkennung)

### Austrian Study Grant Authority ("Stipendienstelle Linz"): [www.stipendium.at](http://www.stipendium.at)

Ferihumerstraße 15 / 2nd floor, 4040 Linz  
[stip.linz@stbh.gv.at](mailto:stip.linz@stbh.gv.at)

Tel: +43 732 66 40 31

### Upper Austrian government: (IPS scholarship)

Bahnhofplatz 1, 4021 Linz  
[wi.post@ooe.gv.at](mailto:wi.post@ooe.gv.at)  
Tel: +43 732 7720 15138



<http://www.jku.at/austauschstudium>