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Innovation.
Education.



Welcome Center

Guidebook for international students
at Montanuniversität Leoben

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Welcome to Montanuniversität Leoben

Dear student,

welcome to Austria and congratulations on your choice of studying at Montanuniversität Leoben. You are about to embark on an exciting adventure that will enrich your future life on both academic and personal levels. Montanuniversität Leoben welcomes students from all over the world to its study programmes as both full-time and exchange students each semester. Our aim is to provide you with high quality student support and services, to help you grow into a vibrant community, and to ensure you feel comfortable and prepared to study and live in Leoben.

A successful preparation for your student life will result in academic success, and we hope that this guide helps you prepare in the best possible way. It offers information to guide you towards a smooth beginning as you transition to studying at MUL and living in Leoben. It contains information about not only being new in town, but also being new at university.

Who we are

The Montanuniversität International Relations Office – in short MIRO – is a service facility, which supports Montanuniversität in its international processes. MIRO's major concern is to assist students, as well as academic and administrative staff to coordinate temporary outgoing and incoming mobilities.

The Welcome Center is a service and information platform for international degree seeking students, guest researchers and guest PhD students. One of our key goals besides overcoming administrative and cultural barriers is to establish and maintain a hospitable culture at Montanuniversität Leoben.

We provide information before and during the stay on the following topics:

- Immigration (Visa and Residence Titles in Austria)
- Finding accommodation in Leoben
- Registration at the university
- Austrian health insurance system
- Residence registration with the city of Leoben
- Confirmation of registration for EU/EEA citizens
- Doctors who speak English or other languages
- German courses

Contact us

Montanuniversität Leoben
MIRO-Welcome Center

Visiting Address: Peter-Tunner-Strasse 15/3rd floor
Postal Address: Franz-Josef-Strasse 18, 8700 Leoben



international.unileoben.ac.at
international@unileoben.ac.at
+43 3842 402 7238

Office hours: Mon-Thu 9am-12, Tue 13-15, as well as by appointment



1 | About Montanuniversität Leoben

As a technical university with a unique profile, Montanuniversität Leoben claims a special position in both the Austrian and international academic landscape. The study programmes offered - with their specific focus areas - can only be pursued in Leoben. As a result, Montanuniversität graduates are amongst the most sought-after academics of all. As the smallest university in Austria, Montanuniversität offers students an outstandingly good infrastructure and the best possible attention from academic staff. Due to its comfortable size, students benefit from the close cooperation with their lecturers, and any problems can be solved swiftly and efficiently. For many years, the University's academic excellence and popularity has been documented by a number of rankings and surveys (e. g. FORMAT magazine, Universum Talent Research, trendence Graduate Barometer).

First year of common studies

The study programmes are based on the value added lifecycle, starting with the exploration and extraction of raw materials, followed by fields such as metallurgy, high-performance materials, process and production engineering, and complemented by environmental engineering and recycling. Montanuniversität Leoben is strongly committed to integrating the concept of sustainability into the value added cycle. The range of studies is complimented by multidisciplinary fields such as Industrial Energy Technology and Industrial Logistics. The first year of studies, as an introductory phase for guidance and orientation, is the same for all students. As a result, students can switch study programmes seamlessly at the end of the first year without losing any time. In these first two semesters, particular attention is given to the basic subjects, and all first-year students are brought to an uniform academic level. In the beginning the curriculum covers the following subjects: physics, mathematics, computer applications and programming, chemistry, and mechanics. These courses are held in German.

Available degrees

All study programmes grant a Bachelor of Science degree after seven semesters. This is followed by a more in-depth master's programme (four semesters, depending on the programme) and a subsequent Masters thesis. Upon successful completion of their graduate studies, students receive the academic title of "Diplomingenieur", which is equivalent to the qualification of a Master of Science. Afterwards, students can opt for a doctoral degree (six semesters). During their studies, all students are required to complete a six-month internship at a company that is relevant to their fields of studies. Montanuniversität has always been closely associated with industry. Many projects are in cooperation with various companies, so students are integrated into a network which provides them with a headstart into the professional world from a very early stage. Due to the strong hands-on style of instruction, students are always kept abreast of the latest developments and rapidly find themselves at home in their vocations. Due to their expertise and unique profile, graduates from Leoben are in great demand all over the world.

“

Montanuniversität is an open-minded, international and value-based institution that features a unique profile. It is located in an attractive high-tech region with global networks to industry and research, and it is dedicated to the unity of excellent teaching and research.

Rector Wilfried Eichlseder

”

65,000 m²
campus to explore



25 %
female students

12 Bachelor's
Programmes

18 Master's
Programmes

founded in
1840

approx. one fifth of all
students work on campus
(highest rate in Austria)



28,114
residents



8 : 1 ratio
students : lecturers

92
sports
courses
on offer



29
number of gold
buttons on the
miner's coat

4,000
students

164 km
to Vienna



students from over

80
countries



94 %
of all students recommend
attending Montanuniversität
(trendence Student Barometer)



Scoring 8 out of 10 points,
Montanuniversität re-
ceives an above-average
rating from its students
(Survey "Universum").





■ 2 | Admission at the University

What do I want to study at Montanuniversität Leoben?

Are you interested in applying for a degree programme at Montanuniversität Leoben? We offer an exciting educational environment for international students on all levels.

For information on our study programmes:

▶ <https://www.unileoben.ac.at/en/2797/>

When should I begin my studies?

All degrees have a winter and summer semester intake. However, it is advised to begin a degree in the winter semester. The number of places is unlimited and there is no selection process.

Academic Calendar:

▶ <https://www.unileoben.ac.at/en/studying/academic-calendar>

How do I apply?

Which application documents you need to submit depends on your nationality and the chosen study programme. In general, all original documents need to be sent to Montanuniversität admissions office:

Admissions Office: Franz-Josef-Strasse 18, 8700 Leoben, Austria
Contact Person: Mrs Claudia Kaiser, admission@unileoben.ac.at

Deadlines

At the latest by the **5th of September (for winter semester)** or the **5th of February (for summer semester)** every year.

Language Requirements

For Bachelor's degrees and Master's degrees held in German, applicants need to submit a German language proficiency at level A2 (according to [CEFR](#)) at the time of applying. Certificates may not be older than 2 years. For enrollment as a full-degree student you need to provide German skills at level B2.

If your proficiency in German has not yet reached B2, then you can register at Montanuniversität as a non-degree student until you are able to document German language competence at the required level. Find more information here:

▶ **University Preparation Programme Leoben:** <https://vorstudienlehrgang.at/en/leoben/>

We accept the following certificates:

- ☑ Austrian Language Diploma - ÖSD Zertifikat A2
- ☑ Goethe-Institut's Certificate - Goethe-Zertifikat A2
- ☑ German Language Diploma (Level I) of the German Standing Conference of Ministers of Education and Cultural Affairs - Deutsches Sprachdiplom DSD I
- ☑ German Language Test for Higher Education - Sprachprüfung für den Hochschulzugang DSH A2

For Bachelor's or Master's degree programmes completely held in English applicants need to submit an English language proficiency in form of an **IELTS (minimum 6 points) or TOEFL ibt (minimum 80 points) or TOEFL pbt (minimum 550 points)**.

International Joint Master Programmes

If you are interested in one of the Joint Master Programmes listed below please check their website for further information on application as they might have different application procedures.

International Master in Sustainable Materials (SUMA)

▶ <https://www.unileoben.ac.at/de/6541/>

International Master of Science in Advanced Mineral Resources Development (AMRD)

▶ <https://www.unileoben.ac.at/?id=4278&L=0>

International Master of Science in Building Materials and Ceramics (BMC)

▶ <https://www.unileoben.ac.at/en/7284/>

Joint International Master Program in Petroleum Engineering

▶ <https://dpe.ac.at/apply/msc-double-degree-petroleum-engineering/>

International Master of Applied and Exploration Geophysics (IMGF)

▶ <https://www.unileoben.ac.at/de/6542/>

International Master in Materials Science and Engineering (AMASE)

▶ <https://www.eusmat.net/international-studies/master/amase/>

Application Process for EU/EEA students

Which documents do I need to submit?

Bachelor's Programme

- Valid Passport or Birth certificate/proof of citizenship combined with an ID-card
- High-school diploma
- If transferring from another Austrian university, you will also need to bring:
Leaving certificate, student statistics form
- If your high-school diploma is not equivalent to the Austrian "Matura", please also bring
the confirmation of admission from an acknowledged technical university located in the
same country as the high-school from which you graduated.
- Proof of German language proficiency level A2 (not older than 2 years)

Master's Programme (in addition to the above listed documents)

- [Application for recognition of equivalence](#)
- For Master's degrees held in English IELTS (minimum 6 points) or TOEFL ibt (minimum 80 points) or TOEFL pbt (minimum 550 points)

For further information please see:

▶ <https://starter.unileoben.ac.at/en/4444/>

Foreign Documents need to be translated into German or English by a certified translator.



Application Process for NON EU/EEA students (international students)

Which documents do I need to submit?

Bachelor's Programme

- Valid Passport or Birth certificate/proof of citizenship combined with an ID-card
- CV with photo
- High-school diploma or equivalent certificate including all elected subjects and obtained grades
- If transferring from another Austrian university, you will also need to bring: Leaving certificate, student statistics form
- If your high-school diploma is not equivalent to the Austrian "Matura", please also bring the confirmation of admission from an acknowledged technical university located in the same country as the high-school from which you graduated.
- Proof of German language proficiency at level A2 (not older than 2 years)
- [Application for Admission](#)

Master's Programme (in addition to the above listed documents)

- [Application for recognition of equivalence \(signed\)](#)
- For master's degrees held in English: IELTS (minimum 6 points) or TOEFL ibt (minimum 80 points) or TOEFL pbt (minimum 550 points)

For further information please see:

▶ <https://starter.unileoben.ac.at/en/3490/>

Foreign Documents need to be translated into German or English by a certified translator. Please also check if your documents need to be authenticated.

▶ <https://www.bmeia.gv.at/en/travel-stay/documents-and-authentications-apostille/>



Once you have been admitted

▶▶ **ONLINE PRE-REGISTRATION:** <https://starter.unileoben.ac.at/en/3435/>

Once you have been admitted to study at Montanuniversität Leoben you need to fill in an online pre-registration and upload a picture and certificates.

Therefore, please click on the link above and complete all required text fields. After confirming your email address you will be lead to a page with your username (combination of letters and numbers) which you should write down for future reference. To complete your pre-registration it is necessary to upload a picture and your certificates at "My Applications".

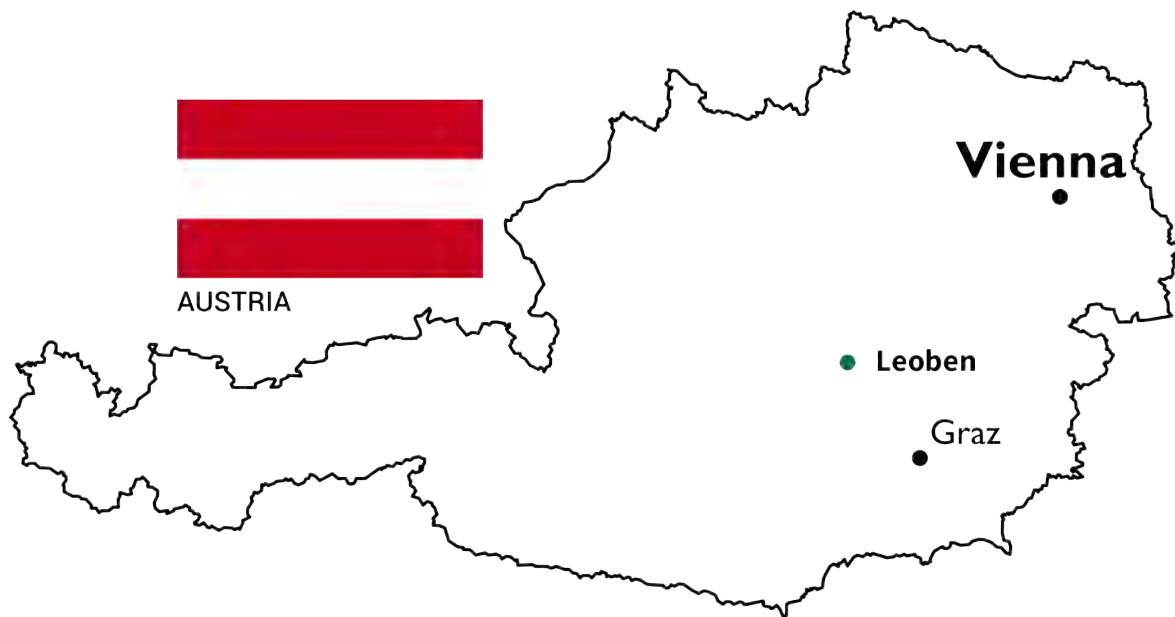


BEFORE ARRIVAL



*Enthusiastic about Austria and coming to study at Montanuniversität Leoben?
We will be happy to assist you with the procedures and practical matters
concerning your arrival in Leoben.*

1 | How to get to Leoben



Directions:

Airport Connection Vienna-Leoben or Graz-Leoben:

You can travel from Vienna or Graz Airport to Leoben Hauptbahnhof on ÖBB (Austrian Railways).

From Vienna International Airport to Leoben: 2h 30

From Graz Airport to Leoben: 1h 30

For information on train schedule please see:

► <https://tickets.oebb.at/en/ticket>

By car:

from Graz:

On the A9 in the direction of Salzburg/Linz - S 35 in the direction of Bruck/Mur - S 6 in the direction of Klagenfurt/Leoben - Exit Leoben East

from Carinthia:

S 6 in the direction of Vienna - Exit Leoben West

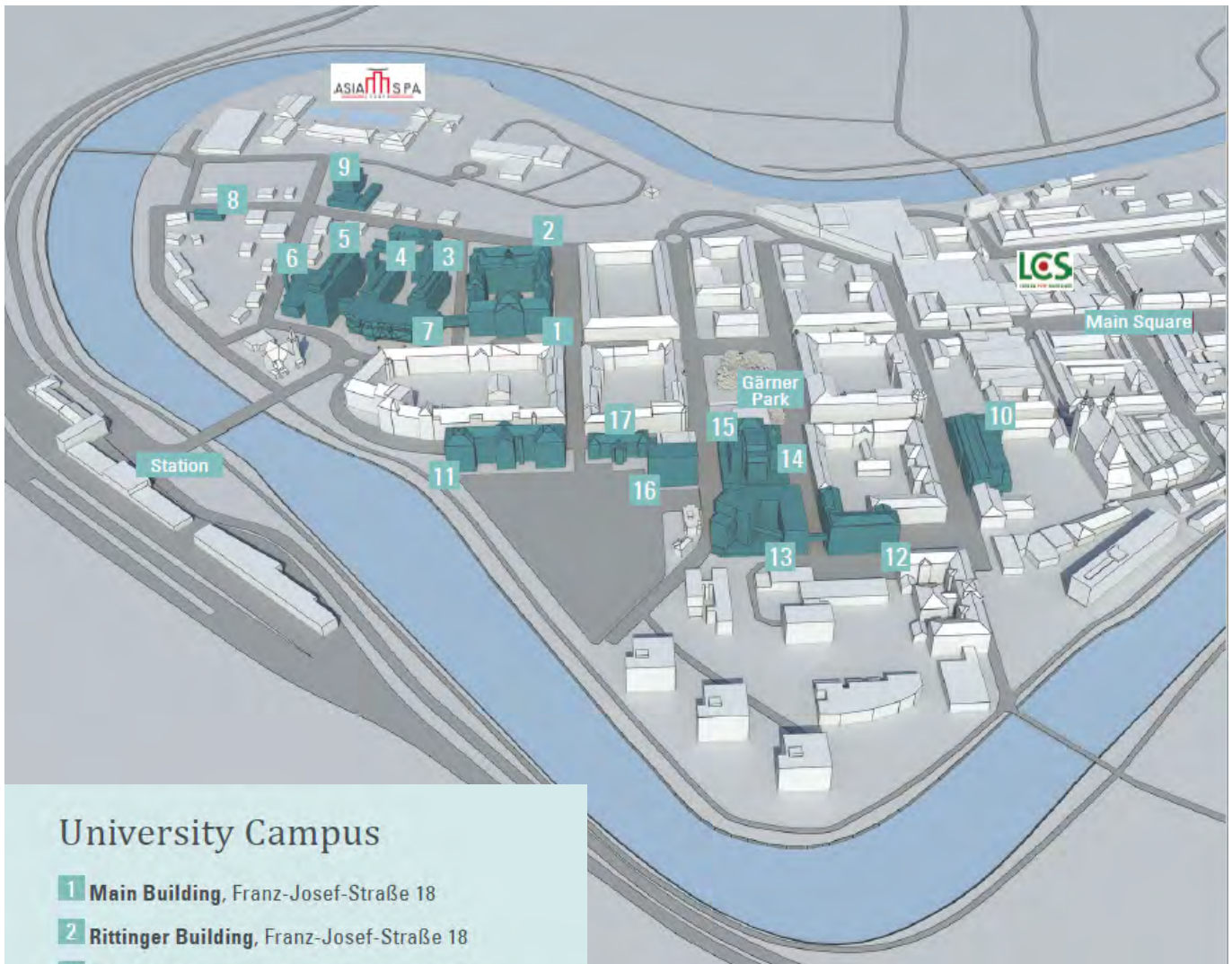
from Salzburg, Linz:

A 9 in the direction of Graz - St. Michael interchange - S 6 in the direction of Vienna - Exit Leoben West

from Vienna:

S 6 via Semmering - Exit Leoben East

Campus Map



University Campus

- 1 Main Building**, Franz-Josef-Straße 18
- 2 Ritinger Building**, Franz-Josef-Straße 18
- 3 Chemistry Building**, Franz-Josef-Straße 18
- 4 Environmental Protection Building**, Franz-Josef-Str. 18
- 5 Metallurgy Building**, Franz-Josef-Straße 18
- 6 Workshops**, Franz-Josef-Straße 18
- 7 Archduke Johann Building**, Franz-Josef-Straße 18
- 8 Petroleum Engineering**, Parkstraße 27
- 9 Academy of Sciences**, Jahnstraße 12
- 10 Peter Tunner Building**, Peter-Tunner-Straße 5
- 11 Technology Transfer Centre**, Peter-Tunner-Straße 27
- 12 RWZ**, Erzherzog-Johann-Straße 3
- 13 IZW**, Max-Tendler-Straße
- 14 Polymer Engineering**, Otto-Glöckel-Straße 2
- 15 Academy Montanuniversität**, Peter-Tunner-Straße 15
- 16 IZR**, Roseggerstraße 11a
- 17 ZAT**, Peter-Tunner-Straße

2 | Entry & Residence

EU/EEA and Swiss nationals can enter Austria without a visa or residence title. For stays longer than 3 months, EU/EEA nationals have to apply for an EU/EEA confirmation of registration („Anmeldebescheinigung“) at the local municipal authority (Bezirkshauptmannschaft Leoben) within the first 4 months of their stay.

Bezirkshauptmannschaft Leoben:

Peter-Tunner-Straße 6, 8700 Leoben

+43 3842 45571-0 | bhln@stmk.gv.at | www.bh-leoben.steiermark.at

Office hours: Mon-Thu 8am-12.30noon, as well as by appointment

Non EU/EEA students who are going to stay in Austria for **less than three months** can apply for a Visa C (for stays of up to 90 days) at the competent [Austrian representative authority](#) in their country of residence. These visas are free of charge.

If you are going to stay for less than 90 days/three months, you do not need a visa if you are entitled to enter Austria [without a visa](#).

Stay for a maximum period of 6 months

A Visa D entitles you to enter and stay in Austria for a duration of 91 days up to 6 months. You have to apply for the visa in person at the competent [Austrian representative authority](#) (embassy, consulate-general) in your country of residence before travelling to Austria. The visa will then be issued by that authority.

Checklist: <https://oead.at/en/to-austria/entry-and-residence/visa-c-or-visa-d/#checklist>

Stay for longer than 6 months

Non-EU/EEA nationals who come to Austria for study-purposes, have to obtain a Residence Permit-Student to stay and study in Austria longer than 6 months. Please gather information about the requirements as soon as possible at the [Austrian representative authority](#) in your country of residence. You should apply for the permit at least 3 months before your desired arrival date to ensure a smooth start of your studies!

Checklist: <https://oead.at/en/to-austria/entry-and-residence/residence-permit-student-no-mobility-programme/#checklists>

Please inform the Welcome Center if you hold a Residence Permit-Student from another EU member state.

For further information on entry & residence:

► <https://oead.at/en/to-austria/entry-and-residence/third-countries/>

The Welcome Center can support you in finding the right visa or residence title, please get in touch well in advance.

Overview of visas & residence titles

Duration of Stay	Visa or Residence Title
up to 90 days	Visa C or visafree (see p.9)
91-180 days	Visa D
6+ months	Residence Permit - Student

Family members (spouses, partners in a civil union and unmarried minors) of students holding a Residence Permit - Student can apply for a Residence Permit - Family Community. As a rule, family members have to apply at the competent Austrian representative authority in their country of residence. If the family members are permitted to enter Austria without a visa, they may also apply at the locally competent residence authority in Austria.

Travelling to other countries

A Residence Permit-Student entitles the student during their validity period to travel through other Schengen countries and to stay in those countries for up to a maximum of 3 months, respectively. Visa D entitles the student during its validity period to travel through Schengen countries for up to 90 days. Travelling to non-Schengen countries may require additional visas.



In order to apply for a stay abroad you really need to know more details and useful information. More than is mentioned on universities websites. For example, you really need the help of someone with knowledge on legal matters and administrative issues. For me the first contact point was the Welcome Center. They helped me with my application and supported me in obtaining a visa, finding a suitable accommodation, told me where to find the most important offices in Leoben, how and where to get a health insurance and how to open a bank account. I believe that you don't have to worry, as they are always available to help

Samira Soleimani is a PhD student and has been working at the Chair of Process Engineering and Environmental Protection since October 2019

3 | Accommodation

Leoben offers a wide range of housing possibilities. You can find apartments and rooms for rent by private parties or real estate agencies as well as rooms in student residences.

Most international students live in one of Leoben's student dormitories. The OeAD student housing is Austria's main provider of accommodation for visiting international students and researchers from around the world.

OeAD Minerroom

The OeAD Guesthouse minerroom is in operation since October 2016 and is the world's first high-volume passive house constructed as timber framed structure.

▶ <https://www.oeadstudenthousing.at/en/accommodation/leoben/oead-guesthouse-minerroom/>



minerroom - (c) J.Konstantinov

The following links include student halls and accommodation facilities which are available to students in Leoben. It is recommended that applications are made in due time.

Student Residences:

▶ <https://international.unileoben.ac.at/de/5128/>

Housing platform of the Austrian student union Leoben:

▶ <https://www.wohnen-leoben.at/>

Hotels in Leoben:

▶ <https://buchen.tourismus-leoben.at/tourleoben/en/accommodation/list>

General information on housing in Leoben:

▶ <https://www.leoben.at/en/service/student-accommodation/>

Rental costs: variable, depending on the individual room and residence, starting around 250 euros per month (bed in a double room with shared bathroom/kitchenette)

Registration deadlines for student residences are published on the relevant website for each one. Please note that all student residences in Leoben accommodate both male and female students.

■ 4 | Health Insurance

EU/EEA citizens who have a national health insurance in their home country and who stay temporary in Austria can apply for the **European Health Insurance Card (EHIC)** with their national health insurance provider. This is a free card that gives access to medically necessary state-provided healthcare in Austria under the same conditions and at the same costs as people insured in Austria.

Non EU/EEA citizens - stays of up to 6 months:

For stays fewer than six months (with or without a visa) a travel health insurance is usually sufficient. Please bear in mind, however, that it must be valid in Austria and provide sufficient cover for different health issues (covering medical costs of more than 30,000 euros, including a guarantee to cover possible recovery and repatriation costs, and it must be valid for the whole duration of your stay in Austria). Travel insurance policies often have to be purchased before travelling to Austria.

Non EU/EEA citizens - stays of more than 6 months:

Students from third countries will only get a residence title for staying for more than six months if they can provide proof of having a “health insurance covering all risks”. Travel health insurance policies are only sufficient for the period between entering Austria and taking out a “health insurance covering all risks”. In this case applicants have to provide proof of having taken out a travel health insurance (covering medical costs of more than 30,000 euros, including guarantee to cover possible recovery and repatriation costs, valid for at least three months) and they have to document the probability that they will take out a “health insurance covering all risks” after entering Austria.

Please contact the Welcome Center if you want to take out Austrian public health insurance after your arrival in Austria.

Alternatively, international students can also take out a private health insurance. Note though that a private health insurance must be equal to an Austrian compulsory insurance (gesetzliche Pflichtversicherung) to fulfill the residence title requirements.

Private Insurance Providers*):

- ▶ <https://www.feelsafe.at>
- ▶ <https://www.insurance-austria.at/>
- ▶ <https://www.wienerstaedtische.at/en/service/travel-health-insurance-for-austria.html>
- ▶ http://www.care-concept.at/index_eng.htm?navilang=eng

*) this list contains only examples, no guarantee of completeness

■ 5| Important Documents

If possible, you should bring along the following documents for your stay at Montanuniversität Leoben. Please note that these are suggestions - not all documents may be required, depending on your individual situation.

- Valid passport/travel document
- Visa or Residence title for Austria
- Passport photos for new ID cards/documents
- Proof of sufficient financial means (scholarship, salary from home country..)
- Health Insurance Confirmation
- Copies/Legalized copies of your completed academic degrees & German/English translation
- Birth Certificate, Certificate of Marriage & German/English translation and legalized copies, if available
- Credit card and/or debit card, if available
- Record of Immunisation
- Driving licence/international driving licence, if needed

Please make sure you also bring some cash (Euro) for your first day(s) in Leoben. Not all bars and shops accept credit/debit cards yet.

Check, if your documents need an authentication: <https://www.bmeia.gv.at/en/travel-stay/documents-and-authentications-apostille/>



■ 6 | Scholarships & Grants

General funding opportunities and scholarships can be found by searching the [Austrian Database for Scholarships and Research Funds](#).

The following scholarships are offered to students of Montanuniversität Leoben by various sponsoring organisations:

- ▶ **Adolf Feizlmayr scholarship:**
Adolf Feizlmayr founded this scholarship in order to support international students studying at Montanuniversität Leoben. The Scholarship is given once or twice a year via the university gazette. After discussing with a board of advisors, the rectorate decides on the size of the grant. Applications are to be handed in at the rectors office (Ms. Stabler), according to the details given by the gazette.

- ▶ **Marshall Plan anniversary scholarship:**
The Marshall Plan Foundation awards scholarships to Montanuniversität students who want to go on a research exchange trip to a US partner university and to US visiting students at Montanuniversität. Priority is given to students in the final stage of their programme. Montanuniversität select the students.
They receive EUR 3,000 to EUR 10,000 for three to five months, depending on the duration and requirements of the study/research programme.

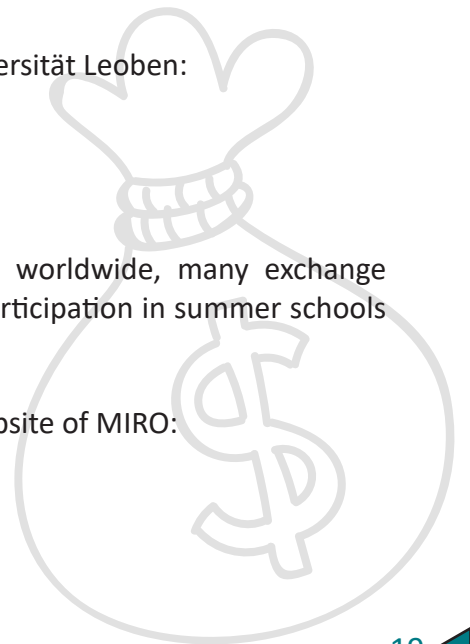
- ▶ **Excellence scholarship:**
The excellence scholarship recognises and rewards outstanding academic achievements of Austrian degree programme students or degree programme students granted equal status according to §4 of the law on student funding. Excellence scholarships are announced annually through the University Gazette (German: Mitteilungsblatt) according to the law on student funding. Application documents are to be submitted to the Chair of Mathematics and Statistics.

- ▶ Further Information on Scholarships and Awards of Montanuniversität Leoben:
<https://www.unileoben.ac.at/?id=3277&L=1>

Montanuniversität Leoben offers, through numerous cooperations worldwide, many exchange locations at different universities. Thus, study visits, internships or participation in summer schools can be supported effectively.

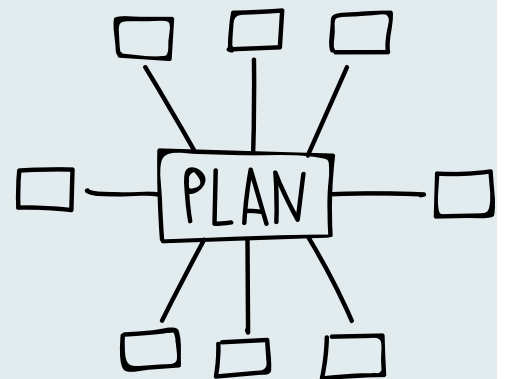
For information on studying/researching abroad please check the website of MIRO:

- ▶ international.unileoben.ac.at





IN LEOBEN



Leoben is a city of culture, a university city, a city of commerce, a hub of upper Styria, the second largest city in Styria and the home of the headquarters of leading multinational companies. The „Schwammerlturm“ (a steeple that resembles a mushroom), Leoben University, the Gösser Brewery and steel production are only some of Leoben’s trans-regional „trademarks.“ Glück auf – „May fortune smile upon you“ in Leoben!



■ 1 | First To Do's in Leoben

1. Registration of residence

Residents in Austria are required to register their place of residence with the authorities within three working days after their arrival.

Hotels or other providers of lodging are responsible for registering their guests.

Documents needed:

- Completed [application form](#) and your landlord's signature if you live in a rented flat
- Valid passport / travel document

Registration and change of registration are performed without charge.

After completing the registration process, you will be given a residence registration certificate for your place of residence (*Auszug aus dem zentralen Melderegister*), which is an important document for e.g. setting up a bank account or applying for a residence title. Please keep this document until the end of your stay. If you move to a new residence you need to change your registration.

Residence Registration....

Citizen Service Centre (Rathaus): Erzherzog-Johann-Straße 2, 8700 Leoben
+43 3842 4062-450 | buergerservice@leoben.at | www.leoben.at
Office hours: Mon-Thu 8am-4pm, Fri 8am-12:30noon

2. EU/EEA Nationals: Confirmation of Registration

In addition to residence registration, EU/EEA nationals who plan to stay longer than three months in Austria must also apply for a **confirmation of registration** (*Anmeldebescheinigung*) with the municipal authority within 4 months. Attention: Non-compliance with this regulation can lead to a fine of up to 250 Euro!

Bezirkshauptmannschaft Leoben:

Peter-Tunner-Straße 6, 8700 Leoben
+43 3842 45571-0 | bhln@stmk.gv.at | www.bh-leoben.steiermark.at
Office hours: Mon-Thu 8am-12.30noon, as well as by appointment

3. Residence Title

In most cases applicants still have to submit their application for a “Residence Permit – Student” at the competent Austrian representative authority in their country of residence and await the decision there. In case of a positive decision about your application by the residence authority in Austria you can apply for a Visa D at the representative authority to enter Austria. The representative authority will issue the Visa D for a validity period of four months. Subsequently, you can use your Visa D to enter Austria and collect your residence permit.

Students who are entitled to enter Austria without requiring a visa may also have submit their application at the locally competent residence authority.

Furthermore, it may be possible to submit an application in Austria after entry with a visa that has been lawfully acquired for purposes other than the domestic application provided that the domestic application was not the (hidden) reason for the visa application (case-by-case examination).

Please note that in this case you are not permitted to overstay your visa-free stay or the period of residence defined in your visa. We therefore recommend that you apply as soon as possible after entry.

If all necessary documents have been submitted, the residence authority will process your application within 90 days. Depending on the issuing country, it may take several months to legalise the documents required for an application. You have to submit your application in person.

Extension of residence titles

You have to apply for a renewal of your residence title before your current residence title expires (3 months before expiry at the earliest). Until a decision about your application for a renewal is taken you are considered to be lawfully resident in Austria, even if your current residence permit expires.

In case you have to leave Austria for a short time before you receive your renewed permit the authority can, if you can give well-founded reasons, insert written approval to your travel document, for which a fee applies and which will enable you to re-enter Austria (“emergency vignette”). Attention: This is not the same as a Schengen visa!

If you submit your application for a renewal after your previous residence permit has expired the application will be classified as a first-time application and you may have to apply at the Austrian representative authority in your home country.

Only residence titles (residence permits and settlement permits) can be renewed in Austria – it is not possible to have a visa renewed.

You have to apply for the renewal of a residence title at the locally competent Austrian residence authority.

Bezirkshauptmannschaft Leoben:

Peter-Tunner-Straße 6, 8700 Leoben

+43 3842 45571-0 | bhIn@stmk.gv.at | www.bh-leoben.steiermark.at

Office hours: Mon-Thu 8am-12.30noon, as well as by appointment

Information and Checklist: <https://oead.at/en/to-austria/entry-and-residence/third-countries/student/>

4. Final registration at the university

► Visit the admissions office at Montanuniversität Leoben

Bring your original application documents to the admissions office. They will issue your payment slip for the tuition fee/student union fee and your student ID card.

Admissions Office: Franz-Josef-Strasse 18, 8700 Leoben, Austria
Contact Person: Mrs Claudia Kaiser, admission@unileoben.ac.at

► Pay your tuition fee/student union fee

Go to a bank in Leoben or use online banking in order to transfer the tuition fee/student union fee to the university by using the data on your payment information. Please note, that it takes 2-3 working days until the money is transferred. Only after the payment has been received by the university, you can validate your account in MUonline system by using your PIN code (written on the information that you've received from the admissions office).

*If you are enrolled in an **International Joint Master's Programme** you might receive your payment information and student ID card from your coordinator. Please contact your study programme coordinator for further information.*

► Sign up for courses in MUonline system

After you have validated your account, you can sign up for courses online.

MUonline: <https://online.unileoben.ac.at>

Username: m+matriculation number

If you have forgotten your password, you can get a new PIN code from the admissions office and use it to set a new password in the MUonline system.

If you click on *courses*, you can choose a study programme or search for a specific course by typing in the search term or the number of the course.

To see the description of the course click on the ">" on the right side (view more information).



5. Opening a bank account

To open a bank account in Austria, you need the following documents:

- Proof of identity (passport or ID card)**
- Proof of residence (confirmation of residence registration = Meldezettel)**
- Proof of employment or student identification**

Opening a bank account in Austria is a fairly straightforward process. Go to one of the recommended banks listed below and ask to open an account (GER: „ein Konto eröffnen“). Debit/credit cards are usually sent by postal mail within a few days (depending on the bank). It is wise to keep copies of all bank documentation as well as statements for future reference.

The most common type of account is a „Girokonto“ or current account (checking account in the US). With the current account you have access to your money via bank lobby or ATM with your debit card (GER: „Bankomatkarte“). You can also pay with your debit/credit card in most shops in Leoben. In addition, Austria is fairly forward-thinking when it comes to online banking and there are several options to choose from if you prefer to make payments and manage your money on the move.

► **Banks in Leoben:**

- (1) **BAWAG PSK:** Josef-Graf-Gasse 5, Opening hours: Mon- Fri 9am-5pm
and: Erzherzog-Johann-Strasse 17, Opening hours: Mon-Fri 8am-6pm
- (2) **Raiffeisenbank Leoben-Bruck eGen:** Hauptplatz 15, Opening hours: Mon-Fri 8:30am-12:00,
2-4pm
- (3) **Steiermärkische Bank und Sparkassen AG:** Erzherzog-Johann-Strasse 13, Opening hours:
Mon-Fri 8:30am-12:00, 2-4pm
- (4) **Volksbank Steiermark AG:** Hauptplatz 4, Opening hours: Mon-Fri 8:30am-12:00, Mon & Fri
2-4pm
- (5) **SPARDA-BANK Austria eGen:** Südbahnstrasse 1, Opening hours: Mon-Fri 8am-12:00, Mon &
Fri also 2-4pm



2 | Public Transport

1. Buses

Passengers can choose between different bus lines within the municipal area of Leoben and Trofaiach. Travel in the Leoben / Trofaiach area takes place in one fare zone, zone 102.

▶ **Information on Leoben's public transport network and the main railway station:** <https://www.leoben.at/en/service/buses/>

▶ **Schedules:** <https://www.verbundlinie.at/fahrplan/fahrplaene/fahrplandownload-pdf#accordion/11>

Ticket	Price
Single ticket (valid 1 hour)	2,50 €
Day ticket	5,60 €
Week ticket	16,30 €
Month ticket	54,10 €
Year ticket	490 €

(as of Sept 2021)

Tickets can be obtained online, at ticket machines, in selected tobacco stores or at the bus driver (cash only).

2. Train

In Austria, all major cities can be reached easily by train. Austria has an excellent public transportation infrastructure.

A good option for exploring Austria on a budget is the ÖBB-Vorteilscard. This card ensures that you receive a discount every time you buy a ticket. After only a few trips a year, the card has already paid for itself. With the Vorteilscard Jugend, you can travel by train at discounted rates for only € 19 a year. This card is available to anybody below the age of 26 (until 1 day prior to the 26th birthday).

▶ **More information:** www.oebb.at/en

▶ **Tickets & Schedule:** <https://tickets.oebb.at/en>

▶ **Vorteilscard:** <https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteilscard>

3. Top-Ticket for students - public transport in Styria

The Top-ticket for students is available for one semester each. For only € 153 all public transport in Styria – trains, buses and trams – can be used for half a year without restrictions (except lines 311/321 to Vienna).

The Top-ticket student is valid for six months, and therefore also during the semester break: for the winter semester from September to February, for the summer semester from March to August. Returning the ticket before the end of the semester period of validity is not possible. In case of loss no replacement will be made.

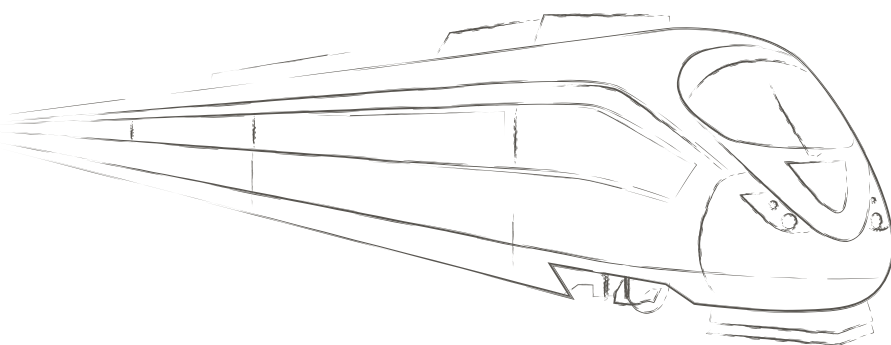
Prerequisites for obtaining the top-ticket for students:

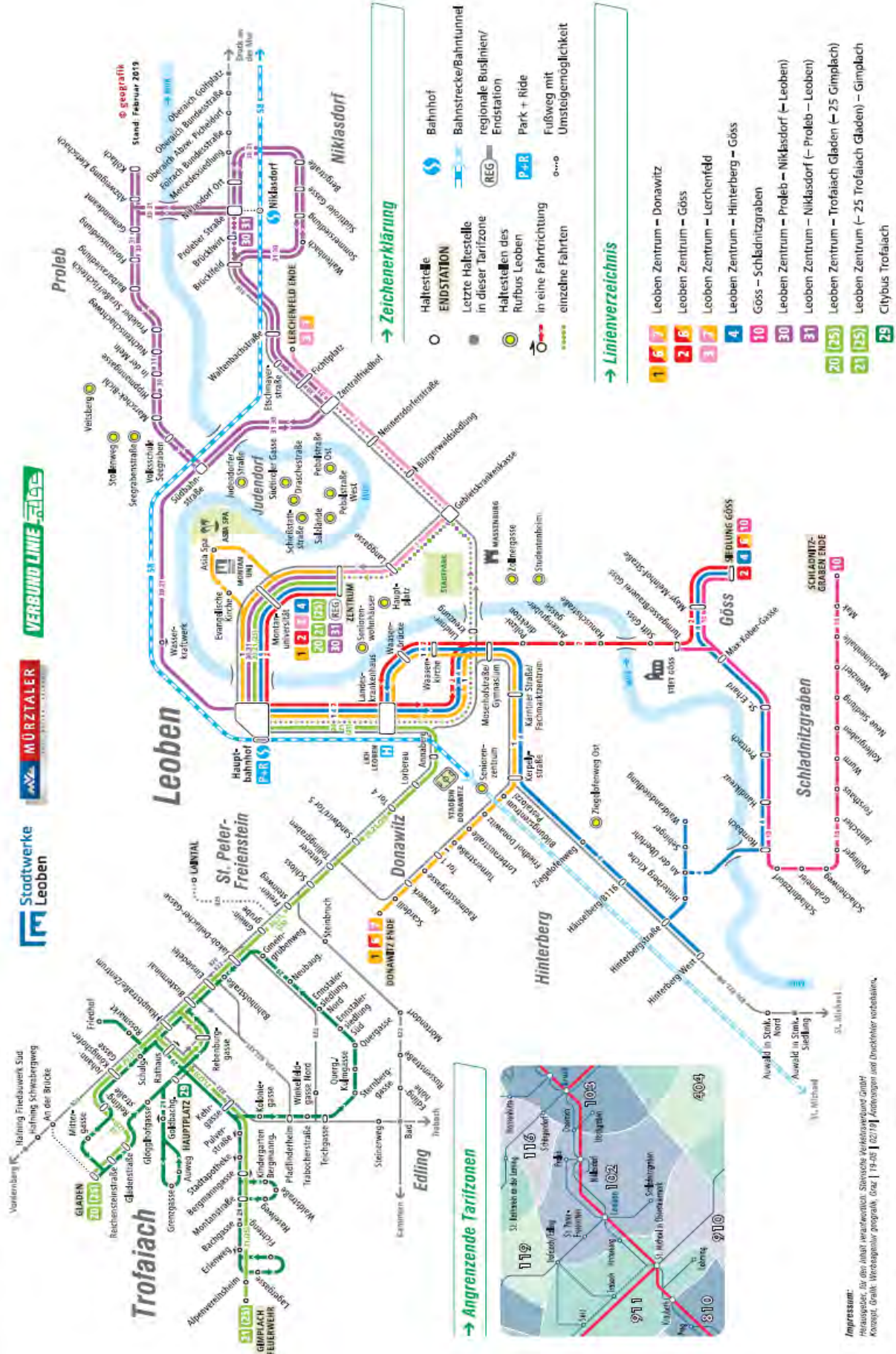
- ▶ The place of study must be in Styria.
- ▶ All regular students who are under 26 on the first day of validity of the ticket and who are enrolled as a degree seeking student at an university.

How can I obtain the top-ticket for students?

Fill in the [form](#) and submit it at:

Citizen Service Centre (Rathaus): Erzherzog-Johann-Straße 2, 8700 Leoben
+43 3842 4062-450 | buergerservice@leoben.at | www.leoben.at
Office hours: Mon-Thu 8am-4pm, Fri 8am-12:30noon





VERBUND LINE **RADE**

MÜRZTALER **SPAZIEN**

Stadtwerke **Leoben**

→ **Angrenzende Tarifzonen**



→ **Zeichenerklärung**

- Haltestelle
- ENDSTATION
- Letzte Haltestelle in dieser Tarifzone
- Haltestellen des Rufbus Leoben
- in eine Fahrtrichtung
- einzelne Fahrten
- 🚉 Bahnhof
- 🚊 Bahnstrecke/Bahntunnel
- REG regionale Busliniennetz Endstation
- P+R Park + Ride
- Fußweg mit Umsteigemöglichkeit

→ **Linienverzeichnis**

- 1 6 7** Leoben Zentrum – Donawitz
- 2 6** Leoben Zentrum – Göss
- 3 7** Leoben Zentrum – Lerchenfeld
- 4** Leoben Zentrum – Hinterberg – Göss
- 10** Göss – Schladnitzgraben
- 30** Leoben Zentrum – Proleb – Niklasdorf (← Leoben)
- 31** Leoben Zentrum – Niklasdorf (← Proleb – Leoben)
- 20 (25)** Leoben Zentrum – Trofaiach Gladen (← 25 Gimplach)
- 21 (25)** Leoben Zentrum (← 25 Trofaiach Gladen) – Gimplach
- 29** Citybus Trofaiach

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3. Bicycles

Leoben is with its bike course along the river Mur a part of the Mur bike path (R 2) and belongs to one of the most beautiful river bike ways in Austria. Riding a bike is definitely recommended in Leoben, since it is a very easy and healthy way to reach every location at no cost.

You can rent a bicycle at the student dormitories Minerroom and Living Campus.

If you have a problem with your bicycle, the following service points are available:

► **Bicycle Service Point:**

Intersport Tscherne, Am Tivoli 2, 8700 Leoben, Tel.: +43 3842 45555
Hervis Leoben, Vordernbergerstraße 17, 8700 Leoben, Tel.: +43 3842 265380
Radsport Illmaier, Waasenstraße 22, 8700 Leoben, Tel.: +43 3842 27148

► **Bicycle and E-bike rental:**

Radsport Illmaier, Waasenstraße 22, 8700 Leoben, Tel.: +43 3842 27148
Falkensteiner Hotel & Asia Spa Leoben****, In der Au 1, 8700 Leoben, Tel.: +43 3842 405

► **More information:**

<https://www.tourismus-leoben.at/en/adventure-sport/cycling-and-mountain-biking.html>

Please note that cyclists are subject to the road traffic act (*Straßenverkehrsordnung - StVO*) as any other road users.

Austrian law sets specific requirements for bicycle equipment: at least two independently operating brakes, a clear headlight and a red taillight, yellow reflectors on the pedals, at least one white or yellow reflector in the spokes of each wheel and a clear sounding bell as a warning signal.

There is no helmet law for bicycles but we highly recommend the use of a helmet!



■ 3 | Learning German

The official language of Austria is German, but each area of Austria has its own dialect - Styria of course, too! "Styrian" is different from "Hochdeutsch" mainly in pronunciation, but also in its slightly more relaxed approach to the difficult German grammatical rules. If you don't know German, we suggest that you make it a priority to at least learn the basics. It will make your time here much more enjoyable!

To acquire or further your German language skills, you can register for German classes at Montanuniversität Leoben at the [Center for Language, Education and Culture](#).

The course offer encompasses semester courses that take place once or twice a week. They also offer other foreign language courses that could be of interest for you.

Further information:

Center for Language, Education and Culture:

Mag.phil. Leonore Peer

Peter-Tunner-Straße 15/1st floor, 8700 Leoben

+43 3842 402 6405 | zsbk@unileoben.ac.at | <https://zsbk.unileoben.ac.at/>

Office hours: Mon-Wed 12:30noon-3:30pm, Thu 11am-2pm, Fri 8am-1pm, as well as by appointment

Of course you can also learn German at private language schools. Please see a selection of providers below:

- ▶ <https://www.leoben.at/en/service/german-language-courses/>
- ▶ www.deutsch-im-trend.com
- ▶ <https://www.integrationskurs.net/kursinstitute/Leoben>
- ▶ <https://www.wifi.at/kursbuch/sprachen/deutsch-als-fremdsprache/deutsch-lernen-kurse>
- ▶ <https://www.bfi-stmk.at/ausbildung.html?fachbereich=Sprachen>
- ▶ <https://www.deutschundmehr.at/>
- ▶ <https://www.dig.co.at/de/>



4 | Illness & Emergency

If you feel ill, your first point of contact will usually be a general practitioner (GER: „Praktischer Arzt“). If necessary, the doctor will then refer you to a specialist or a hospital. It is recommended to arrange an appointment in advance.

If you would like to visit a doctor practicing in Styria who speaks a specific foreign language, you can perform a search using the [online search platform of the Medical Association of Styria](#) (Ärzttekammer Steiermark, in German only). You can choose a language from the drop-down list of languages (the last category on the search page), then select Leoben to refine your search.

The Welcome Center has also a list with English speaking doctors in Leoben.

In case of an acute medical problem (illness, injury, severe pain, etc.) you may go straight to the hospital:

LKH Leoben

Vordernberger Straße 42, 8700 Leoben
+43 3842 4010 | <https://www.lkh-hochsteiermark.at/>



Pharmacies

You can buy both prescription and non-prescription (OTC) medicines in Austrian pharmacies. When you receive a prescription for a medication from a doctor in Austria, you can choose the pharmacy from which to buy the medication. You can get further information about treatment costs by accessing the healthcare portal (Gesundheitsportal) or directly from the website of the Chamber of Pharmacists.

You must cover the full cost of non-prescription drugs (e.g., aspirin), which you can buy directly from the pharmacy, yourself.

▶ [Pharmacy Search \(German only\)](#)
[Austrian Chamber of Pharmacists \(German only\)](#)

If you experience a medical emergency on a weekend, holiday or at night (7pm – 7am), in non-life-threatening situations, you can use the doctors on call service (dial 141). In the case of an acute emergency, however, please dial 144 (ambulance) or the European emergency number 112.

Please also see [p.44 for all emergency numbers](#).

5 | Leoben day to day

As a university city, around 4,000 students are living in Leoben. The city of Leoben offers many opportunities to experience the Austrian lifestyle, and we hope you will find time to participate in some of the events taking place throughout the year.

1. Costs of living

Compared to other Austrian cities like Vienna or Graz, Leoben is very affordable. The costs of housing depend a great deal on where and in which kind of apartment you live. A typical monthly budget in Leoben for one person might look like this:

Approximate rent	€ 300-500
Food (incl. occasional visits to restaurants)	€ 300
Public Transport	€ 30-50
Total (excl. expenses for clothing, phone bills, hygiene articles, books, leisure activities..)	€ 650 - 1000

Please note, that this is just an assumption of the expenses for the most relevant cost factors.

► Principal residence promotion (Hauptwohnsitzförderung)

Students of Montanuniversität Leoben receive a grant when they register their principal residence for the first time or when they keep their principal residence in Leoben.

Amount of the grant:

The grant is exclusively provided in the form of Leoben vouchers:

- when registering a principal residence in Leoben for the first time or keeping a principal residence in the first year: € 250 in the form of Leoben vouchers
- for subsequent academic years with a principal residence in Leoben: € 100 in the form of Leoben vouchers

Application period: from September 1 to October 31 of each year.

In subsequent years, in order to be eligible for the grant, students must have their principal residence in Leoben and be enrolled at Montanuniversität Leoben (effective November 1 of the given year).

How to apply:

- (1) Fill out the application: [PDF-Document](#)
- (2) Print out your confirmation of enrollment from MUonline
- (3) Hand in your application and your confirmation of enrollment at the Citizen Service Centre.

After your claim has been verified you will be informed when and where in November you can pick up your vouchers.

2. Opening hours of shops

In general, shops are open from Monday to Friday 9:00 – 18:00 and Saturday 9:00 – 12:00. Some businesses and malls are open until 20:00. Note that apart from a few bakery stores, shops are closed on Sundays and public holidays. Supermarkets generally open at 07:30 and close at 19:00 or even 20:00 (18:00 on Saturdays). Outside these opening hours you can purchase food at the supermarkets in train stations and gas stations.

► Farmers Market

Every Tuesday and Friday (except public holidays) from 7am to 12noon on the square (Kirchplatz) the farmers market is taking place.

Traders from Styria sell products such as fruits, vegetables, flowers, meat, cheese, oil, sheep products and pastries.

► Leoben City Shopping (LCS)

The shopping centre of Leoben is located on the main square.

Further information can be found [here](#).



3. Climate in Leoben

The climate in Leoben is continental. From June to August, the average temperatures range from 22 to 26°C, with maxima exceeding 35°C and lows of around 10°C. In winter, the average temperatures are at around 0°C, with minima exceeding –10°C. The weather in spring and autumn is very variable. Springs can be quite warm and sunny in some years, rainy and chilly in others. Autumns are usually quite cold. Thunderstorms occur frequently in summer and snowfall is common in winter.

For the winter months bring a good warm winter coat, gloves, a scarf, a warm hat and winter boots or a good pair of shoes with thermal insoles. You can of course buy these things when you are in Austria, too.

4. Austrian Public Holidays

1 January (New Year's Day)

6 January (Epiphany)

Easter Monday

1 May (Labor Day)

Ascension Day (May)

Whit Monday (June)

Corpus Christi (June)

15 August (Assumption)

26 October (Austrian National Day)

1 November (All Saint's Day)

8 December (Immaculate Conception)

25 December (Christmas Day)

26 December (St. Stephen's Day)



6 | Leisure

Leoben is one of Styria's cultural hubs and offers a diverse range of cultural activities and events. Sporting enthusiasts also have a great choice of both indoor and outdoor activities. Here you'll find a brief overview of the city's services.

1. Sports

The University Sports Institute (USI) offers many different courses (from yoga to canoeing) at a very low price for students and staff. Registration for these classes take place at the beginning of the semester.

University Sports Institute:

Peter-Tunner-Straße 15 (ground floor), 8700 Leoben

+43 3842 402 6401 | usi@unileoben.ac.at | <https://usi.unileoben.ac.at/>

Office hours: Mon-Fri 8:30am-11:30am

Whether summer or winter, indoor or outdoor, Leoben offers numerous opportunities for sports activities. You can find an overview here: <https://www.leoben.at/en/service/sports-facilities/>

As the mountains are very close to the city, there is a good offer for hiking tours, mountain biking, climbing and running. Information can be found here: <https://www.leoben.at/en/service/outdoor-sports/>

2. Culture

Leoben plays an important role in the Styrian art and culture scene with its art gallery and museum centre.

▶ **Museums & Art Gallery:** <https://www.leoben.at/en/service/cultural-activities/>

▶ **Theatre:** <https://www.leoben.at/en/service/municipal-theatre/>

▶ **Cultural Programme:** <https://www.leoben.at/en/service/cultural-programme/>

The Steiermark Card allows to visit many attractions in Styria for a very reasonable price – it is worth checking this out!

Further information can be found here: <https://www.steiermark-card.net/>

Discover the surroundings of Leoben: <https://www.tourismus-leoben.at/en/>

3. Events

Events for international students are offered by the following organisations:

[IAESTE Leoben](#) (International Association for the Exchange of Students for Technical Experience)

[LUFT](#) (Leoben United Friends Team)

[ÖH Leoben](#) (Austrian student union)

Stay up to date with events in Leoben [here](#).

Events in Leoben you should not miss:

Gösser Kirtag

Leoben's secret "national holiday" is one of the event highlights of the year.

Hundreds of stallholders will line Leoben's streets from the main square via Gösser Straße to the Göss district.

The traditional beer tapping, brass band music, various music groups and much more will ensure a good atmosphere all day long.

Video: <https://youtu.be/l2dwVjmWCyY>

Schokofest

A land of plenty for all who love sweet things - warm chocolate from the chocolate fountain, white, dark chocolate, pralines and confectionery are just a few of the sweet highlights that invite you to try them at the Leoben Chocolate Festival, the largest chocolate festival in Styria, from Straussgasse, through Timmersdorfer Strasse to the LCS.

Leobener Wiesenfest

This is a smaller version of an Oktoberfest with four days of festival with music, beer and an amusement park.



Tourist Information:

Hauptplatz 3, 8700 Leoben

+43 3842 48148 | office@tourismus-leoben.at | <https://www.tourismus-leoben.at/en/>

8 | Children and Family

A broad range of schools, kindergartens and nurseries make Leoben an attractive place to live for families. Here you'll find an overview of the different educational institutions and the offerings of the Family Services Office: <https://www.leoben.at/en/service/family-services/>

Austria has a [compulsory education system](#). All children who live in Austria have to attend school for a minimum of nine years. Compulsory schooling starts on September 1 following the child's 6th birthday.

The Family Services Office Leoben is the central point of contact for families, young parents and children. Whether you have questions regarding parenthood and child-rearing, financial assistance and allowances or ideas for spare time activities – the Family Services Office provides information and advice in a non-bureaucratic manner.

Office for Family Services & Integration:

Leoben City Hall

Erzherzog Johann-Straße 2/1st floor, 8700 Leoben

+43 3842 4062-278 | familie@leoben.at

Support for Families

Austria supports families with different financial benefits. Depending on their nationality and residence status, foreign citizens can also take advantage of these benefits.

► Benefits and Financial Support for Parents:

<https://www.help.gv.at/Portal.Node/hlpd/public/content/143/Seite.1430500.html>

► Information on Family & Partnership:

<https://www.help.gv.at/Portal.Node/hlpd/public/content/en/46293.en.html>





BEING A STUDENT AT MUL



From the very start, I've felt comfortable at Montanuniversität. The sense of community you see among students is simply unique. By taking specialist courses within the Petroleum Engineering course, I can pursue my personal interests and expand my knowledge in the field of Drilling Engineering.

*Safa Mahrous,
International Program in Petroleum Engineering*



1 | MUonline system & Email

MUonline is the information and administration system of Montanuniversität Leoben. Students use this system for course registration, exam registration, downloading confirmations and transcripts, course search, room search, etc.) Nearly everything regarding the organization of your studies will be done in the MUonline system.

What are my username and email address?

username = m+matriculation number (m+8 digits, e.g. m01898345)

You will automatically receive an email address with your initial registration in MUonline. You can check your email address on your business card in MUonline at "Account status". There you can also assign an own email address.

Email: <https://studmail.unileoben.ac.at>

Log in with your username and password

Please check your email regularly. You will receive all information from the university at this email address.

If you have any problems with your MUonline account, email account or access to internet, please contact the Central IT service:

Zentraler Informatikdienst:

Max-Tandler-Straße 4, 8700 Leoben

+43 3842 402 7501 | betreuer@unileoben.ac.at | <https://zid.unileoben.ac.at>

Support for students: Mon-Fri 10am-12noon, room number 53

2 | Student ID card

You will receive a student ID card after you have completed your registration at the admissions office. This student ID card needs to be activated first. Please put your card in one of the machines in front of the admissions office and follow the instructions.

International Student Identity Card (ISIC)

You can get the international student ID Card for € 15,- at the ÖH-front office during business hours. With this card you can get discount on several services in Austria and other countries.

Documents required:

- a valid ID card
- a confirmation of enrolment and
- a passport photo in the size of 2.6x3cm

ÖH Leoben

Franz-Josef-Straße 18 | 8700 Leoben

+43 3842-402 8101 | vorsitz@oeh.unileoben.ac.at

■ 3 | Academic Calendar

Our academic year runs from October until the end of June, i.e. 9 months. The spring semester starts in mid-February and there is a four week break at Easter.

Academic Calendar: <https://www.unileoben.ac.at/en/studying/academic-calendar>

We recommend to arrive ~one/two weeks prior the official semester starts. At the beginning of the winter semester MIRO-Welcome Center organises a Welcome Orientation Day for international degree seeking students.



■ 4 | Grading & Academic Workload

The grading system for academic performance ranges from “Excellent” (1), “Good” (2), “Fair” (3), “Sufficient” (4) to “Failed” (5). Excursions are graded with “successfully participated” or “not successfully participated”.

Montanuniversität Leoben follows the Bologna system. For each course you earn ECTS credits. These are calculated on the basis of the estimated time and effort (the workload) which students will need on average to complete individual courses, modules, etc. This workload comprises all the learning activities which form part of the course and for which performance is monitored. One ECTS credit represents around 25 actual hours of student workload. The workload for one student year is deemed to 60 ECTS credits.

Grading System and Academic Year in Austria:

<https://www.austriaeducation.info/education-system/grading-system-and-academic-year-in-austria.html>





5 | University Facilities

1. Library

The library of Montanuniversität Leoben is a public library and borrowing is free of charge.

Services of the library:

- Work stations with internet access
- Using books and journals in the reading rooms
- Guidance on databases searching and advice on how to use the library
- Access to e-journals and full texts
- Borrowing books from the library
- Access to academic literature from other libraries through interlibrary loan
- Access to international databases
- Printing & Copying



If you need a certain book you can look it up in the catalogues or online. You can also borrow books that the library does not own itself, they will be ordered from the respective domestic or foreign library by interlibrary loan.

The Web-scale-discovery-service of Montanuniversität [BUGL](#) enables you to search within the majority of our e-resources through one simple search ("one-stop-shop").

Searching directly in the full text of e-journals, e-books and theses of Montanuniversität Leoben is not fully provided at the moment. Please use our [Research Information System \(CRIS\) Pure to search for theses](#).

In addition to the main library, some departments have their own libraries where you can rent books.

Library:

Peter-Tunner-Straße 15, 8700 Leoben

+43 3842 402 7801 | univbibl@unileoben.ac.at |

<https://bibliothek.unileoben.ac.at/en/subwebs/zentrale-dienste/university-library-and-archives>

First floor: Infopoint, Circulation, Reading Room Mon - Thu 8am-8pm, Fri 8am-4pm

Raised ground floor: Periodical Reading Room Mon - Thu 8am-4pm, Fri 8am-12noon

All other libraries: Mon - Fri 8am-12noon

2. Center for Language, Education and Culture

The Center of Language, Education & Culture offers language courses (different levels) and soft skill courses for students:

Center for Language, Education and Culture:

Mag.phil. Leonore Peer

Peter-Tunner-Straße 15/1st floor, 8700 Leoben

+43 3842 402 6405 | zsbk@unileoben.ac.at | <https://zsbk.unileoben.ac.at/>

Office hours: Mon-Wed 12:30noon-3:30pm, Thu 11am-2pm, Fri 8am-1pm, as well as by appointment

3. University Sports Institute - USI

From athletic conditioning to ball sports, climbing, gymnastics, H.I.I.T. or popular new sports such as Zumba – the University Sports Institute offers more than 70 courses in modern sports facilities in Leoben. Our sports instructors are all fully qualified professionals in their field.

For registration please go to <https://usionline.unileoben.ac.at/usiweb/login> and enter your email address of Montanuniversität Leoben. You will receive a password for [usi:online](https://usionline.unileoben.ac.at/usiweb/kurse) where you can sign up and pay for courses online.

► Course offer: <https://usionline.unileoben.ac.at/usiweb/kurse>

University Sports Institute:

Peter-Tunner-Straße 15 (ground floor), 8700 Leoben

+43 3842 402 6401 | usi@unileoben.ac.at | <https://usi.unileoben.ac.at/>

Office hours: Mon-Fri 8:30am-11:30am

4. Study Places

Erzherzog-Johann-Trakt, 1st floor
Franz Josef-Straße 18
8700 Leoben

Main library
Franz Josef-Straße 18
8700 Leoben

Study room RWZ
Erzherzog Johann-Straße 3
8700 Leoben

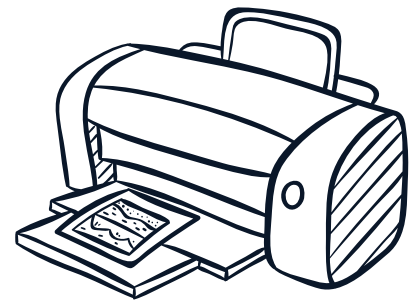
Peter-Tunner library
Peter-Tunner-Straße 5
8700 Leoben



5. Printing

Locations:

- ▶ Front office ÖH & Erzherzog-Johann-Trakt
Franz-Josef-Strasse 18
- ▶ Peter-Tunner-Building, Peter-Tunner-Straße 5
- ▶ Akademie Building, Peter-Tunner-Straße 15/ground floor



	black/white	colour
A4	0,05 €	0,20 €
A3	0,10 €	0,40 €
scanning	free of charge	free of charge

You can pay with your cash card / visa / mastercard(NFC).

6. Student Union (Österreichische Hochschülerschaft)

The Austrian official representation of university students is the juridical stakeholder of all students in Austria. It is an incorporation of public law and every Austrian student is obliged to be a member. ÖH is financed by member fees and the funds of the BMWFW and the universities, which are deployed by law.

The ÖH offers varied services for students e.g. lecture records, psychological counselling, university opening events etc.

Please check their website for further information.

ÖH Leoben:

Franz-Josef-Straße 18 (ground floor), 8700 Leoben
+43 3842 402 8101 | vorsitz@oeh.unileoben.ac.at | <https://www.oeh-leoben.at/en>
Office hours: Mon-Fri 8am-12noon, Thu 1-3pm



6 | Working in Austria while you're a student

Whether or not you are allowed to work in Austria depends on your nationality, the kind of work you would like to undertake and – for nationals of third countries – also on the kind of residence title:

Nationals of Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland are allowed to work in Austria without any permit (e.g., work permit) being required.

If you are carrying out a job that is not subject to the regulations of the Austrian Act Governing the Employment of Foreign Nationals, you do not need a work permit. Activities that are not subject to the regulations of the Austrian Act Governing the Employment of Foreign Nationals are: activities within the framework of exchange or research programmes of the European Union or activities in academic teaching and research.

Students from all other countries ("third countries") who are in possession of a residence permit for students ("Aufenthaltsbewilligung - Student") are allowed to work to a limited extent and in accordance with the regulations set down in the Austrian Act Governing the Employment of Foreign Nationals (Ausländerbeschäftigungsgesetz – AuslBG), which as a rule require a work permit.

If you are in any doubt, please make sure to enquire at the Public Employment Service (Arbeitsmarktservice/ AMS) or at an advice organisation before taking up a job.

There are two different types of employment but both must not affect your studies (your studies have to be the primary purpose of staying in Austria):

Employment with an employment contract (Unselbständige Beschäftigung mit Dienstvertrag)

Self-employment with a contract for work and labour (Selbständige Erwerbstätigkeit mit Werkvertrag)

Please note: It is often difficult to determine whether a work contract is an employment contract (Dienstvertrag) or a contract for work and labour (Werkvertrag). However, this is crucial in determining whether you need a work permit or not. Therefore please make sure to enquire at the Chamber of Labour (Arbeiterkammer, AK), the Public Employment Service (Arbeitsmarktservice, AMS), the Chamber of Commerce or other advisory bodies before taking up a job!

Public Employment Service (AMS) Leoben:

Vordernbergerstraße 10, 8700 Leoben

+43 3842 43 5 45 | ams.leoben@ams.at |

<https://www.ams.at/regionen/steiermark/geschaeftsstellen/ams-leoben>

Office hours: Mon-Fri 8am-12noon



BEFORE LEAVING

We hope that you enjoyed your stay at Montanuniversität Leoben.

Please consider cancelling all concluded contracts well in advance. You may have to keep a cancellation period of usually 3 months.

Please note:

- Insurance: terminate insurance contracts
- Accommodation: terminate rental agreement
- EU/EEA citizens: deregister with the municipal authority (BH Leoben)
- Deregister residence in Leoben (at the Citizen Service Centre)
- Return your Residence Title to BH Leoben
- Close your bank account
- Return books to the library
- ...

EMERGENCY NUMBERS

European Emergency Line.....	112
Fire Brigade.....	122
Police.....	133
Ambulance.....	144
Mountain Rescue.....	140

On-call services & hotlines

Pharmacy night/weekend service.....	1455
Doctors on call service (Styria).....	+43 316 8044 28
Dentists on call service.....	+43 316 818 111
Dentist Emergency Service.....	+43 316 385 13280
Poison Control Centr.....	+43 1 406 43 43
Breakdown services (car/motorbike).....	120

Psychological Support & Crisis Assistance

Rat auf Draht (phone help for young people).....	147
Pastoral Advice Service.....	142
Women's helpline in case of violence.....	+43 800 222 555
List of Psychologists in Leoben:	
https://www.oeh-leoben.at/en/psychological-counseling	

Hospital

LKH Leoben

Vordernberger Straße 42, 8700 Leoben
+43 3842 4010 | <https://www.lkh-hochsteiermark.at/>



HEALTH

TO DO LIST



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Sources: OeAD-GmbH, Bundesministerium für Inneres, Euraxess, Stadt Leoben, Montanuniversität Leoben

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