

FACT SHEET
Innsbruck University School of Management
IWW-OFFICE Innsbruck, Austria
updated 09.11.2017

University: *Leopold-Franzens-Universität Innsbruck*
Faculty: *Innsbruck University School of Management*
Department: *IWW-Office – Internationale Wirtschaftswissenschaften*
International Economic & Business Studies
Erasmus Code: *AINNSBRU01*

Address

Innsbruck University School of Management
SOWI / IWW-OFFICE
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Head of department

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Incoming Coordinator / Assistant

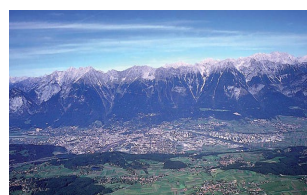
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LFU - Leopold Franzens Universität Innsbruck



Innsbruck School of Management

Learning Agreement Information:

We kindly ask to complete the LA as follows:

Name: Innsbruck University

Faculty: Innsbruck School of Management

Department: IWW-Office

Erasmus Code: AINNSBRU01

Address: Universitätsstrasse 15, 6020 Innsbruck, Austria

Country(code): Austria, AUT

Contact (responsible) person: Mag. Christoph Kornberger, OR Mag. Elke Kitzelmann

Email/Phone: iww@uibk.ac.at / +43 512 507 73.181

Internet: www.uibk.ac.at/iww

Exact course title and course code (PS only) are required to check the LA from our side

Faculty/College students study in:

LEOPOLD FRANZENS UNIVERSITY INNSBRUCK / AUSTRIA:

- *Innsbruck University School of Management*
- *School of Political Science and Sociology*
- *Faculty of Economics and Statistics*



Web address for incoming students

- <https://www.uibk.ac.at/iww/exchange-students/>

Winter semester duration (WS) / Application documents deadline

- October – February (15 weeks) / August 15th

Summer semester duration (SS) / Application documents deadline

- March – July (15 weeks) / January 15th

Online Application - Link

- *The online application link will be closed one working day before the document deadlines*

Introduction days:

- *App. 1 week before the semester starts*
- *winter semester: about end September / begin October*
- *summer semester: about end February / begin March*



Exam week (Bachelor only):

- *winter semester app. 15th February - +/- 3 days*
- *summer semester app. 15th July - +/- 3 days*
- *oral exams one week later, but we try to organize the oral exam within the written exam week.*
- *no distance exams*
- *Master students final exams take place: WS: end of January / SS: end of June*



Innsbruck School of Management

The INTRODUCTION is compulsory for every business bachelor / master student

In the introduction the following information will be provided:

- registration at the university
- about Innsbruck / Austria
- about the university / faculty
- general useful information
- modular system, registration, etc.

Other relevant dates

Modular enrolment will be done online during the introduction days. Deadline for module registration will be around the official semester start.

If students miss this date, they will not be able to register for modules/courses.

Application procedure

Business bachelor/master students find **an online application** (will always be opened in April / closed Jan 15th) on our website. After having filled in the online form the student will receive an e-mail that we have received the application data. Latest after 72 hours the student will be sent a PDF with further important information and the ADMISSION form. Simultaneously the nomination form will be sent to the indicated coordinator.

The coordinator has to send the completed nomination to the student via email. The student has to send all documents in one go to us – see item “documents required for application”

Documents required for application:

The student need to send the application documents **in one email**. More information are on our homepage.

We strongly advice the student to make sure that documents are completed and signed:

- 1 Application – (application.pdf)
- 1 Nomination - (nomination.pdf)
- 1 Photo (passport sized) – (foto.pdf or foto.jpeg)
- 1 Copy of passport/ID (readable) – (ID.pdf)
- 1 professional CV (1 page minimum / 2 pages maximum) – (CV.pdf)
- Master only: 1 x transcript of records – (transcript.pdf)

ALL documents must be sent in one Email **but** each document in an extra pdf file (no download links, zip-file, etc.)

Website for modules available for exchange students:

http://orawww.uibk.ac.at/public/pk203.lv_kursstart?ornr_in=4

https://orawww.uibk.ac.at/public_prod/owa/lfuonline_lv.home (need to change language from DE->EN)



Study Programs

Bachelor:

We put the bachelor students in the diploma program IWW - Internationale **Wirtschaftswissenschaften** / International Economic and Business Studies (which is on master level) – as the range of modules is bigger.

Master:

Our office supports bachelor students in academic and organizational questions only. But we also do the administration work for master students.

For master programme students we kindly ask the students to read the information on our homepage:

<https://www.uibk.ac.at/iww/incomings/nominated-students.html.en#master>

There is only a **limited number** of places in the Master Programmes. **Therefore we would advise the students to apply as soon as possible.**

We have special prerequisites for the following master programs on which you have to bring the following proof:

To apply for a Master Program, the student needs to have passed the following at least in their Bachelor Study:

* Accounting, Auditing & Taxation

15 ECTS-AP Financial Accounting and Cost Accounting

15 ECTS-AP Taxation, Controlling, Management Accounting, Accounting or Auditing

* Strategic Management

15 ECTS-AP Financial Accounting and Cost Accounting

15 ECTS-AP Marketing, Retailing, Management, Tourism, Public-Management

7,5 ECTS-AP Mathematic or Statistic

* Banking and Finance

30 ECTS-AP Economics, Mathematics and/or Statistics

22,5 ECTS-AP Financial Management, Bank Management, Finance Management or Risk Management

* Organization Studies

100 ECTS-AP Business and Economics

* Business Informatics

100 ECTS-AP Business and Economics, Business Informatics, Informatics



Modules:

Attendance: Mandatory

In general - limited number of students allowed in each class (30 – 40 -> fire authority)

No places can especially be reserved for exchange students (for the module online computer registration, exchange students receive 2000 points – Austrians & non-exchange receive 1000 points only)

Language of Instruction:

German and English

Language requirement:

If the student chooses modules taught in German / English language, her/his command of German / English (spoken and written) has to be sufficient – **B2** at least - to study successfully at the Innsbruck University. We do not ask for a language certificate.

From experience we recommend students to brush up their German/English

Language Business modules:

As the **business** language courses are reserved for regular students, exchange students can only choose a business language module if places are still available after the first course registration round.

Are intensive language courses offered and when?

German courses are only offered during the semester!

German courses are offered at three levels at the beginning of each semester. (beginners, intermediate and advanced).

The university offers special ERASMUS German courses: intermediate and advanced. The ERASMUS courses are free of charge – but: first come – first served. For other German courses (except beginners level) students have to pay tuition fee. JOINT study students usually will be offered a German language course by the IRO.

German language department – ISI:

https://www.uibk.ac.at/isi/intensivsprachkurse_deutsch_als_fremdsprache/

Academic prerequisites:

Two years of business/economics studies at home institution

Students from the 3rd and 4th year can apply as an exchange student

Full-time Workload for an exchange student at our institution:

4 modules per semester – 30 ECTS credits (7,5 ECTS each)

8 modules per academic year – 60 ECTS credits (7,5 ECTS each)

1 module = 4 hours per week – 1 semester -> 15 weeks **Learning expectations/ class format:**

There is compulsory attendance in all modules!!!!

Final exams:**Distance exams: Will not be offered!**

As many students did not appear for distance exams at their institution in the past, we do not offer this service anymore!! In case of re-examination the student needs to come back to Innsbruck

Bachelor students:

Final exams take place after the end of the semester (final exam week):

Winter semester: mid February / Summer semester: mid July

Exam mode: written exam 90 minutes / advanced modules: written 60 minutes / oral after completion of the written exam. The oral exam will take place 1 – 2 week after the written exam. We try to organize the oral exam 1 – 2 days after the written exam, for those students who need to go home right after the exam week)

Master students:

The exams take place at the end of the semester: Winter semester – end of January – Summer semester – end of June

In general:

EXAMS NEED TO BE WRITTEN IN INNSBRUCK ONLY !

It is not allowed to organize final exams.

Grading system:

1 very good (A)

2 good (B)

3 satisfactory (C)

4 sufficient (D)

4 sufficient (E)



5 fail (FX)
5 fail (F)

Accommodation and others

Accommodation:

The online form for housing (ÖAD) can be found on our webpage.

There is no pick-up service provided upon arrival! As only a certain number of rooms are available and the housing situation is not the best, students should apply as soon as possible. **WS - Mai, June / SS - November, December.**

It is very difficult to find private accommodation.

As soon as the student has done a reservation the ÖAD will ask for a deposit which is about >900 Euro, which the student has to pay.

Others:

Students should especially study the items "Nominated Students" and "Course Information".

Estimated living expenses:

Students must be aware that life in Austria is quite expensive compared to other European countries. The average amount of money for accommodation and living will be appr. 750,- EURO per month.

Academic expenses excluding tuition fees:

Tuition fee is waived for exchange students, nevertheless, all students have to pay the student union fee at registration: 25 EURO per semester

Other expenses: There are many destinations to travel to/from Innsbruck. Season ticketst for skiing app. EURO > 300 Euro. Student semester bus ticket: 130 EURO.

Health insurance requirements:

European students have to bring the "European Insurance Card". Non-EU students should expect to buy private health insurance in their home countries before departure or directly in Austria (appr. 56 Euro per month – updated July 2016).

It is important that winter(skiing) accidents are covered!! – Students who are planning to exercise winter sports should have coverage of SAR. (helicopter rescue can cost easily 5.000,- euro and more, etc.) – there are special offers in Austria between 24,- and 40,- euro p.a.

Visa requirements:

Please check with the Austrian Government Office in your home country. The student should apply as soon as possible, that we can send the concerning documents to start their visa procedure.

ATTENTION: US and Canadian Students check this link: <http://www.austria.org/students-scholars/>

Students facilities on campus:

Fitness facilities, social clubs, computers, Mensa, social activities, organised trips, e-mail accounts, student tutors, W-Lan, modern technical equipment in lecture rooms, etc.

Student services provided:

The IWW-Office is for students based at the Innsbruck University School of Management only!!

How is our information distributed:

Web: **yes** Email: **yes** regular mail: **Student transcript**





