

# **APPLYING FOR A SEMESTER ABROAD**

## Semester abroad

During your studies at the University of Applied Sciences BFI Vienna (UAS BFI Vienna) you have the opportunity to study abroad for a semester. A semester abroad gives you the unique opportunity to learn more about other cultures and people and to gain experience that can only be beneficial for your future career.

### Semester abroad options

You have the following semester abroad options (in general one semester, except as part of a double degree programme):

1. **Erasmus+ semester abroad:** The UAS BFI Vienna has many Erasmus+ partner institutions within the EU. These Erasmus+ partner universities do not charge you tuition fees. In addition you will receive a monthly grant of EU and national funds (approximately between €300 and €400 per month).
2. **Semester abroad at one of the UAS BFI Vienna's mostly non-European partner universities:** Most partner universities charge UAS BFI Vienna students no or reduced tuition fees.
3. **Free mover semester abroad:** You choose a suitable university and apply independently. Often you will have to pay tuition fees (e.g. USA, Australia, UK, Asia). You have to obtain all information on your own (e.g. tuition fees, visa requirements, etc.). Then start the UAS BFI Vienna online application and contact your programme director and the UAS BFI Vienna Outgoing Mobility Coordinator!
4. **Double degree programmes** (not possible in all degree programmes): usually for two semesters at one of the double degree partner universities. After graduating DD students also receive the bachelor or master degree of the DD-partner institution. If the DD programme is undertaken at one of our Erasmus+ partner universities, students also receive the Erasmus+ grant.

### Best time for your semester abroad

The best time for your semester abroad is:

- AGHB (bachelor): 3rd or 4th semester
- SHRM (master): 2nd or 3rd semester
- ARIMA (master): 3rd or 4th semester
- EWUB (bachelor): 4th semester
- EWUM (master): 3rd semester
- BAFB (bachelor): 3rd or 4th semester
- IBFM (master): 3rd semester
- FTMB (bachelor): 4th semester
- LOGB (bachelor): 5th semester

- LOGM (master): 2nd semester
- PITB (bachelor): 5th semester
- PORG (master): 3rd semester
- TVMB (bachelor): 4th semester

As a **Double Degree student** you usually study the last two semesters of your bachelor or master programme at the DD partner institution, but there are programme-specific regulations relating to the duration and the time of the DD study abroad programmes.

## Preconditions for a semester abroad application

1. all courses of previous semesters should ideally have been completed successfully;
2. approval of programme director;
3. good grade point average;
4. knowledge of the language of instruction at the host institution;
5. fulfilment of the formal application sequence including compliance with deadlines and online application.

## Application deadlines

- **Application deadline for semester abroad in the fall/winter semester: 15 March (for Double Degree applicants 1 April);**
- **Application deadline for semester abroad in the spring/summer semester: 15 September (for Double Degree applicants 1 October).**

## Application documents

**The following documents must be submitted to the Outgoing Mobility Coordinator before the application deadline:**

1. **application form**, which you find on the UAS BFI Vienna Mobility Online Portal: [https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhbf87462385&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S%20"\);](https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhbf87462385&sprache=en&kz_bew_art=OUT&kz_bew_pers=S%20)
2. **letter of motivation** (1 page, in German or English, referring to your first choice of host institution). Free movers and students who go to a partner institution for which they have to pay tuition fees do not have to write and submit a letter of motivation;
3. **transcript of records** (can be printed out at the UAS BFI Vienna terminals).

## Financial support

You do not have to pay the UAS BFI Vienna tuition fees during your semester abroad! **Erasmus+ students** receive an EU grant. The amount of the grant depends on the living costs in the host country (approximately €300 - €350 per month).

**Study grant recipients (StudienbeihilfeempfängerInnen)** should submit a study abroad grant request (Auslandsbeihilfe). The study abroad grant is not tied to Erasmus+ and can generally be requested for any study abroad

(<https://www.stipendium.at/studienfoerderung/beihilfe-ausland/>).

Further information on financial support can be found on [www.grants.at](http://www.grants.at).

The Austrian Chamber of Labour (Arbeiterkammer) offers information on educational leave (Bildungskarenz):

<http://www.arbeiterkammer.at/beratung/bildung/bildungsfoerderungen/Bildungskarenz.html>.

## Further information on semester abroad

1. **website of the UAS BFI Vienna:** International / Outgoing students <http://www.fh-vie.ac.at/en/International/Outgoings>;
2. **Mobility Online Application Portal:** [https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhbf87462385&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S](https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhbf87462385&sprache=en&kz_bew_art=OUT&kz_bew_pers=S). **This is where you apply!!!!** and find reports written by students who have spent a semester abroad at one of our partner universities, as well as further information about partner universities;
3. **homepages of the partner universities**
4. **The UAS BFI Vienna Outgoing Mobility Coordinator** ([claus.inanger@fh-vie.ac.at](mailto:claus.inanger@fh-vie.ac.at), 01-7201286-22).

The Outgoing Mobility Coordinator of the UAS BFI Vienna (Claus Inanger, [claus.inanger@fh-vie.ac.at](mailto:claus.inanger@fh-vie.ac.at), 01-7201286-22, office hours on the UAS BFI Vienna's website: under International / contact) will assist you with regard to the requirements for a semester abroad and provide you with information about the UAS BFI Vienna partner universities.

There are usually two exchange places per partner institution for the entire UAS BFI Vienna. If more students apply for a partner institution than there are places, then applicants are selected according to criteria such as fulfilment of formal preconditions, grade point average, their motivation, etc.

## Workflow: Application semester abroad

1. Select possible host university (a maximum of three possible host universities can be listed in application). The list of partner universities can be found here: <http://www.fh-vie.ac.at/International/Partnerhochschulen>. Reports of your fellow students on their host universities are to be found in the Mobility Online Portal: [https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhBF187462385&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S](https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhBF187462385&sprache=en&kz_bew_art=OUT&kz_bew_pers=S).
2. Check if classes offered by possible host universities are appropriate for your degree programme (check on homepage of possible host universities).
3. Apply on UAS BFI Vienna mobility programme Mobility Online <https://www.service4mobility.com/mobility/MobilitySearchServlet?identifier=fhbf8746238>

[5&sprache=en&kz\\_bew\\_art=OUT&kz\\_bew\\_pers=S%20](#)). Make sure that you remember your username and password, since you will need it again!!!

4. Check the application deadlines of your possible host universities.
5. Complete your personal details on Mobility Online.
6. Print out your application form (Mobility Online).
7. Print out your **Transcript of Records** at one of the UAS BFI Vienna computer terminals.
8. Write your letter of motivation (in German or English, one page referring to your first choice of host university). Free movers and students going to a partner university charging tuition fees do not have to write and hand in a letter of motivation.
9. Hand in your application form, letter of motivation, and transcript of records (**deadline for semester abroad in FALL: 15 March; deadline for semester abroad in SPRING: 15 September**).

## Contact

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