

Short Term Mobility Regulations

Period:

February - May

Topics:

Marketing, Business, Finance, HR, IT

[International Weeks registration](#)

Participation fees:

Approximately EUR 0- 350 (depending on the organisation of the respective event)

You have to pay a deposit of EUR 75,- to the UAS BFI's bank account to make your application valid. If you have been allocated to an international week you have to transfer the fee for the respective IW (less the deposit) to the UAS BFI's bank account within one week to secure your place. Cancellations may cause cancellation fees which have to be covered by the student. Travel costs are not included in the fee.

Short mobilities are in many cases self-financed. Under certain conditions, funding through Erasmus+ is possible. Students can receive [funding](#) for a maximum of 12 months of physical mobility per study cycle (Bachelor, Master).

Host institution

The host institution organises the international week. Only students who have been nominated by their home institution are eligible to participate. The names and the e-mail addresses of the nominated students will be forwarded to the host institution. At the end, a further registration at the host institution is obligatory.

Regulations

- If the attendance in a course falls below 70% due to the attendance at the international week, this absence time will be deleted from your file.
- If you will miss the final semester exam due to your participation at the international week, no alternate date will be scheduled. You can sit for the exam at the next possible date.

- Please be aware of the necessity to catch up with what you have missed during your absence.
- Your participation in the course which will be accredited is your sole discretion. Please be aware that in case of non-participation in the international week (even due to illness, etc...) there will be no accreditation.
- If you will miss too much from practical parts of a course, individual regulation have to be found (e.g. an additional written paper).
- To apply for credit transfer you must fill in the document "**Application for Credit Transfer**" and submit following **to your study programme** director: the application form, the report which conforms to the regulations and the certificate of attendance from the partner institution (Only students who attend the whole programme will receive such a certificate). The approved course will be acknowledged with "credited".
- Send a copy of your report to the International Office

Regulations for the report

- 2 pages (12pt; line spacing 1,5 , 700-1000 words)
- Content: 3 parts of equal length
 - Short description of the content
 - Deeper reflexion on one lecture or series of lectures
 - Critical evaluation of the academic structure and one's own learning outcome
- The report will be evaluated and if not appropriate be rejected. In that case, the reworked report must be submitted with the other documents again within 2 weeks.

Credit Transfer

Please use the form "Application for the recognition of credits acquired". You will find it in the secretariat's office and can be found in Moodle. The credit transfer options can be found in the document "Credit Transfer Options".

Deadlines

The host university defines her own registration deadline. Please make sure that you register on the FH's platform in time to secure your nomination at the host institution.

Target group

- This program is especially for students in their second study year or higher.
- If credits are also accepted in an earlier semester in your study program, you can also apply in the first year of study. The decision about participation is then made by the host university as well as your own degree program director.

Application Step by Step:

Workflow steps (and who has to do it)

- ✓ Online Application (student)
- ✓ Confirmation of application (UAS)
- ✓ Online-Registration (Student)
- ✓ Personal Data completed (Student)
- ✓ Application Form printed (Student)
- ✓ Signed application form uploaded (student)
- ✓ Covid Information printed (student)
- ✓ Signed Covid Information uploaded (student)
- ✓ Application completed (UAS)
- ✓ E-Mail concerning the allocation (UAS)
- ✓ Confirm e-mail (student)
- ✓ For BIP/BM: data for grant completed (student)
- ✓ Which programme will you attend (student)
- ✓ Application nomination (UAS)
- ✓ For BIP/BM: Digital Learning Agreement: Courses at home institution
- ✓ For BIP/BM: Digital Learning Agreement: Courses at host institution
- ✓ For BIP/BM Learning Agreement approved by home university (UAS)
- ✓ For BIP/BM Learning Agreement approved by host university (partner)
- ✓ Information concerning Green Mobility and Top-Ups (student)
- ✓ Documents to proof "Green Travel and/or Top-Ups" uploaded (student) (only if you apply for it)
- ✓ For BIP/BM: Grants calculated (UAS)
- ✓ For BIP/BM: Grant Agreement downloaded (student)
- ✓ For BIP/BM: signed Grant Agreement uploaded (student)
- ✓ The registration at the host university has to be done by the student him/herself and is not done via the Mobility Online System of the UAS bfi.

Read the detailed description of the process in Mobility Online: **MOBILITY ONLINE MANUAL**

Validate your registration by transferring a deposit of **EUR 75,-** to the UAS' bank account.

Account holder: Fachhochschule des BFI Wien

Bank: Erste Bank der österreichischen Sparkassen AG

IBAN: AT262011128859316700, BIC/SWIFT: GIBAATWWXXX

Indicate: Your name + International Bachelor Week 2024.

There are limited places for each destination. Therefore, you are asked to indicate 4 possible destinations. If there are more applications than available places, there must be a selection

[Click here to apply: Application International Week](#)