

Erasmus+ with Programme Countries (KA131)

Fact Sheet 2023/2024

Full legal Name of Institution	Paris Lodron Universität Salzburg (PLUS)
ERASMUS Code	A SALZBUR01
Head of Institution	Prof. Dr. Dr. h.c. Hendrik Lehnert, Rector
Department of International Relations Postal Address & Location	Sigmund-Haffner-Gasse 18, 2nd floor 5020 Salzburg Austria
Head of Department	Peter Mayr Tel.: + 43 662 8044 2040 E-Mail: peter.mayr@plus.ac.at
Erasmus Outgoing Inst. Coordinator from Salzburg to	Mariane Wonneberger Tel.: + 43 662 8044 2041 E-Mail: erasmus-outgoing@plus.ac.at
Erasmus Incoming Inst. Coordinator to Salzburg from	Petra Höpfner Tel.: + 43 662 8044 2044 E-Mail: erasmus-incoming@plus.ac.at
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Useful Web Pages

PLUS Website	www.plus.ac.at
The International Relations Department Homepage	www.plus.ac.at/international
University general Course Directory PLUSonline (available two months prior to semester)	https://online.uni-salzburg.at/plus_online/webnav.ini
Search for Courses via PLUSonline (a guideline): more information further below	https://www.plus.ac.at/wp-content/uploads/2021/10/PLUSonline_registration.pdf
Find here a Preselection of Courses taught in English offered by Department	https://www.plus.ac.at/international-relations-department/international-relations-office/service-for-students/in-salzburg/study-placements/courses-taught-in-english-by-department/?lang=en

Academic Year 2023/2024

General Exchange Information

Nomination deadlines	<p>May 15th for the winter semester and academic year October 15th for the next summer semester</p> <p>Students interested in studying at PLUS apply at the home university. Students selected by the sending university, are expected to be nominated by the partner IO / responsible person to PLUS Department of International Relations.</p> <p>The applicant is guaranteed acceptance to the PLUS as long as he/she fulfils application requirements and is nominated within the fixed quota within valid iia.</p>
Acceptance Confirmation	<p>Accepted students receive a confirmation e-mail within 4 weeks after nomination, the latest.</p> <p>Additional Confirmations Letters are not automatically sent to accepted students. They should print the received e-mail, if printed documents required.</p>
Letter of Acceptance for Visa Application	<p>Only students needing an entry / residence permit for Salzburg/Austria will be sent an "Erasmus Acceptance Letter" to be shown at the Austrian representative authorities.</p>

<p>Erasmus Registration Documents:</p> <ul style="list-style-type: none"> • Erasmus Entry Form • Copy of ID-card (front & back side) <u>or</u> passport • Copy of BA/MA Certificate <u>or</u> Diploma Supplement (in English) 	<p>Erasmus Entry Form: → To be downloaded from our homepage: https://www.plus.ac.at/international-relations-department/international-relations-office/service-for-students/in-salzburg/study-placements/erasmus-semp-students/?lang=en → Students send the Entry Form any time after having received the acceptance e-mail.</p> <p>BA/MA Certificate / Diploma Supplement: Required only from students studying on MA or PhD level at PLUS (not applicable for students on diploma programmes, e.g., Catholic Theology and Law)</p>
<p>Orientation Weeks The Department of International Relations organizes introductory events for incoming exchange students</p>	<p>During the last weeks of September and February, before each semester starts. The exact dates will be provided by e-mail and on the International Office website.</p>
<p>Semester Dates / Course Work <i>(incl. estimated exam period)</i></p> <p>Details:</p>	<p>Winter semester course work: 1 October – 31 January Semester Break Holidays: 1 -28 February Summer semester course work: 1 March – 30 June Summer Holidays: 1 July – 30 September https://www.plus.ac.at/studium/studieninteressierte/im-portant-dates-and-deadlines/semester-dates/?lang=en</p>
<p>Language(s) of Instruction</p>	<p>The languages of instruction at the University of Salzburg are German and (partially) English.</p>
<p>Recommended German Competency Recommended English Competency <i>(According to CEFR)</i></p> <p>NO formal Language Certificate required.</p>	<p>It is recommended that every incoming exchange student has sufficient proficiency in German or at least in English (both ~ B1/B2).</p> <p>The number of courses offered in English often depends on the level of teaching. It may be easier to find English taught courses on MA-level than on BA-level.</p>
<p>German Language Courses</p>	<p>The University Department of German Languages & Literature and the University Language Centre offer German language courses on different levels every semester. A Course fee has to be paid, as the courses are not part of degree study programmes, but additional offers.</p> <p>Every student (if not beginner) must pass a German language placement test at the beginning of the semester.</p>
<p>Course Directory and Searching for Courses PLUS^{online}</p> <p><i>To access the course directory tool students do not have to be registered.</i></p>	<p>PLUS^{online} is accessible from the PLUS website. Students can look for courses online from all over the world. Enrolment in classes is possible only after completed registration. <i>Note:</i> Should appropriate courses not be available on the system for the planned period of studies at PLUS, students can choose courses from the current=published academic year / semester.</p>
<p>Learning Agreement <i>before and during mobility</i></p>	<p>To draft a Learning Agreement student(s) may refer to the course directory and select courses according to the courses required at the home university. <i>Important note: There is no guaranteed participation for courses filled-in the Learning Agreement before mobility!</i> A definitive course registration is possible only after full enrolment at Salzburg University!</p>

	<p>For academic guidance/orientation and to get the Learning Agreement signed, the student may contact the University of Salzburg Erasmus Departmental Coordinator mentioned in the Acceptance E-Mail.</p> <p>The Learning Agreement can be altered after completed personal registration and course selection in Salzburg.</p>
Work Load	<p>We do not request any credits or units that undergraduate/graduate students need to complete. The University of Salzburg does not set minimum or maximum of workload.</p> <p>Students respect the home university requirements!</p>
Finding Accommodation	<p>The University of Salzburg does not own any student dormitories and therefore cannot offer a housing service.</p> <p>However we provide information about Housing Opportunities in Salzburg on our website: https://www.plus.ac.at/international-relations-department/international-relations-office/international-life/?lang=en</p> <p>Students are recommended to start very early searching for accommodation! Students need to be careful not to fall victim to rental fraud with private landlords when making down payments.</p> <p><i>Note:</i> The University cannot be held responsible for any problems arising in connection with housing!</p>
<p>Mentor system “Buddy Network” <i>This is an optional service offered by the ÖH-Salzburg (Austrian Student Union Salzburg).</i></p>	<p>All international students coming to the University of Salzburg can apply for a “buddy” (mentor) prior to their arrival.</p> <p>For more information students write an e-mail to international@oeh-salzburg.at or register via https://buddynetwork-salzburg.broaddy.com/register/</p>
Pick-up Service	<p>Interested students should apply for a buddy and arrange a pick-up meeting on their own. The International Coordinators cannot offer a pick-up service.</p>
<p>Transcript of Records (ToR)</p> <ul style="list-style-type: none"> • download via PLUSonline 	<p>A Transcript of Records is provided through the intranet platform PLUSonline. Students are required to download the Transcript of Records to submit it to the home university. The PLUS does not send a ToR automatically to the partner university.</p> <p>Transcripts from PLUSonline are automatically generated and include an electronic signature! The ToR cannot be manipulated!</p>
<p>Special Needs & Fewer Opportunities:</p> <ul style="list-style-type: none"> → Family, Gender, Disability & Diversity – FGDD Department → Austrian Student Union (ÖH-Salzburg) → Psychological Counselling Centre Salzburg 	<p>→The PLUS welcomes students with disabilities. Information & support via: https://www.plus.ac.at/fgdd/ and disability@plus.ac.at</p> <p>→The Austrian Student Union provides – among other things – financing options for students suffering with financial difficulties or who are encountering unforeseen problems.</p> <p>→Students requiring assistance with academic, personal or other worries can contact the psychological counselling service in Salzburg free of charge.</p>

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Visa/Entry and Residence Requirements

Type of Visa / Residence Permit	<p>EU-, EEA- and CH-Citizens who fulfil the requirements of sufficient financial funds and proof of health insurance valid in Austria do not need a visa.</p> <p>“Third country Students” who are taking part in an mobility programme (e.g. Erasmus+) or for whom an agreement between two or more higher education institutions is in place and who are in possession of a valid residence title "Student" of another EU member country (except the Ireland and Denmark) are allowed to enter Austria without requiring a visa and to stay in Austria for up to 360 days.</p> <p>“Third country nationals” are required to have an entry or residence permit. The type of permit is dependent on the length and purpose of the stay. For stays up to threes months (Japan: up to six months), entry and residence visas are not required from citizens of selected countries*. If a stay is planned longer than the mentioned period a visa or residence permit is required. *Detailed information on entry and residence regulations is available at the Austrian representative authority (Embassy / Consulate) in the home country or via the website of the Austrian Exchange Service: https://oead.at/en/to-austria/entry-and-residence/</p>
Are Exchange Students allowed to work?	Whether students are allowed to take up gainful employment in Salzburg depends on their nationality, the kind of employment they seek and on the type of residence permit granted: https://oead.at/en/to-austria/entry-and-residence/
Special Working Permit required for work?	See above.
Proof of Financial Funds (as of 2022) if required	Under 24 years: EUR 569.11 / month Older than 24 years: EUR 1,0030.49 / month

Insurances

Health Insurance	<p>Every exchange student must prove that she/he has health insurance that is valid in Austria. For more information: https://oead.at/en/to-austria/entry-and-residence/</p> <p>After arrival in Salzburg students can purchase a health insurance with the National Austrian Health Insurance Carrier (ÖGK), if necessary. Cost: € 64,78 per month (as of 2022), if necessary.</p>
Liability and Accident Insurances provided through the Austrian Student Union	<p>Every exchange student is member of the Austrian Student Union automatically by being registered at the University of Salzburg. This membership fee includes a liability and accident insurance at the institution. Mandatory fee € 21.20 per semester.</p>

Estimated Expenses (in €, as of 2022)

Costs per Month	
Costs for Housing <i>(Depending on category)</i>	student accommodation: € 275 – 420
Food and Drinks	€ 200 - 250
Study, Personal Requirements	€ 70 – 150
Health Insurance with the <i>National Austrian Health Insurance Carrier (ÖGK)</i>	€ 64,78
Clothes, cosmetics, toiletries	€ 50
Costs per Semester	
Mandatory Austrian Student Union Membership Fee	€ 21.20
Local transportation: “Climate Ticket Salzburg Student” (<26 years) <i>Designed especially for students</i>	€ 137.00 (city + federal state of Salzburg)

COVID-19
PLUS Guidelines
The PLUS welcomes exchange students, given that the home institution allows the carrying out of an exchange period at the University of Salzburg, the Austrian Border Guard allows entry to Austria from the student's country of residence, and the student is from the European Union or has a valid residence permit. Applicants will be kept informed of any updates made in the matter. The University of Salzburg also reserves the right to cancel student exchanges, if the number of COVID-19 infections rises drastically.
Covid-19 Updates
Coronavirus information for incoming exchange students: https://www.plus.ac.at/abteilung-fuer-internationale-beziehungen/buero-fuer-internationale-beziehungen/service-fuer-studierende/nach-salzburg/
Coronavirus Instructions of the University of Salzburg intranet: https://www.uni-salzburg.at/index.php?id=52 Further details/updates will be sent via mail to the students' mail addresses
Information of the Austrian Authorities: https://www.oesterreich.gv.at/en_public.html https://www.sozialministerium.at/Informationen-zum-Coronavirus/Coronavirus---Haeufig-gestellte-Fragen/FAQ-Einreise-nach-Oesterreich.html

(Info received by email 27/02/2023)

Students and staff find most important information included in the file or on our website:

<https://www.plus.ac.at/international-relations-department/international-relations-office/service-for-students/in-salzburg/study-placements/erasmus-semp-students/?lang=en>

For courses in general students may check the PLUSonline course catalogue https://online.uni-salzburg.at/plus_online/webnav.ini to find courses you could be interest in.

Our university does not require a special language proficiency certificate! But we ask the program coordinators to advise their Erasmus candidates that at Salzburg University the language of instruction is German and to select students, who already speak some German, or – if not – some that speak properly English!

B2 in one of the two languages is recommended. If the course language is described with “German/English”, it is often the students who decide for/against one language in the beginning of semester.

Our university offers a couple of courses taught in English and teachers are willing to prepare special exams for exchange students in English, but not knowing neither German nor English, can't be good for student's study success. **Students definitely need to make sure to find enough courses taught in English (more offer on MA-level, than on BA-level), if they don't speak German at all. In some BA it can be hard to find courses offered in English!**

Navigate the following link to find courses taught in English offered in 2022/2023 (as of November 2022):

<https://www.plus.ac.at/international-relations-department/international-relations-office/service-for-students/in-salzburg/study-placements/courses-taught-in-english-by-department/?lang=en>

For additional support in academic matters, students can contact Prof. Christian.Smigiel@plus.ac.at, the Erasmus Departmental Coordinator in Geography.

Students who are interested in learning German can take additional German language courses that require participation fees depending on the weekly workload.