

MONTANUNIVERSITÄT LEOBEN  
**Student Mobility for Studies | INCOMING**  
**FACTSHEET 01 | Mobility Procedure**



**ACADEMIC YEAR 2018/19:**

Winter Semester 2018/19 (Term 1) & Summer Semester 2019 (Term 2)

APPLICATION PHASE			ACCEPTED INCOMING GUEST/ EXCHANGE STUDENTS			
MUL semesters	Nomination period END	Application period END	Semester courses START	Obligatory Orientation Day (arrive before!)	Incoming Intensive English Course	Semester courses END
WS 2018/19 (Term 1)	May 1, 2018	<b>International:</b> May 15, 2018 <b>EU/EEA:</b> Jun 1, 2018	Oct 01, 2018	Sep 17, 2018	Sept 18-28,2018	Feb 01, 2019
SS 2019 (Term 2)	Oct 01, 2018	<b>International:</b> Oct 15, 2018 <b>EU/EEA:</b> Nov 15, 2018	Feb 18, 2019	Feb 4, 2019	Feb 05-15, 2019	Jun 28, 2019
<b><u>Nomination through home university</u></b>	<p>Partner university should nominate the students through the online application platform Mobility Online (<a href="https://www.service4mobility.com/europe/LoginServlet">https://www.service4mobility.com/europe/LoginServlet</a>). Each partner receives individual login data to Mobility Online in order to nominate their students to MUL.</p> <p>If you did not receive your login data, please contact <a href="mailto:incoming@unileoben.ac.at">incoming@unileoben.ac.at</a>!</p> <p>Please note that this nomination is just the general placement by your university and <i>does not guarantee a spot in Leoben right away</i>, as we need to verify prerequisites, the computability of study programs as well as language skills before we can officially accept you in Leoben. <b>Please note the nomination/ application deadlines in the table above!</b></p>					
<b><u>Final application</u></b>	<p>→ After being nominated, the student will get an automatic email from mobility online with a link. Upon clicking on the link in the email, the student can start to fill out and upload the application materials. The following application documents are required in DIGITAL form (list may be subject to change):</p> <ol style="list-style-type: none"> <li>1. MIRO Application Form for Incoming Students</li> <li>2. Learning Agreement</li> <li>3. Proof of Language Level English or German (MUL Language Proficiency Report: B2/ TOEFL 78/ IELTS: 6.0)</li> <li>4. Curriculum Vitae</li> <li>5. Transcript of records in ENGLISH or German</li> <li>6. Copy of passport/ ID (ID= only valid for Europeans)</li> <li>7. For MSc or PhD students: BSc or MSc certificate</li> </ol> <p><b>For applicants from outside the EU/EER –territory</b></p> <ol style="list-style-type: none"> <li>8. Financial capacity report</li> <li>9. Confirmation of insurance (travel health, accident, liability)</li> </ol> <p><b>For applicants whose stay is focused on research/ writing an academic paper</b></p> <ol style="list-style-type: none"> <li>10. Supervisor request form (MUL template can be found at downloaded from MO)</li> </ol> <p><b>!!!ONLY if ALL the required documents are handed in and approved by MIRO within the given deadline the application has been successfully submitted!!!!</b></p> <p><b>→ APPLICABLE DEADLINE → see table above</b></p>					
<b><u>Acceptance and admission</u></b>	<p>→The respective MUL mobility coordinator will look through the students' application materials in cooperation with the academic study program coordinators;</p> <p>→Once the student is officially accepted by MUL, the student will receive an email; he should follow the instructions</p> <p>→In the following days, the student will receive a <i>letter of invitation</i> (required for the official registration at the Registrar's Office at MUL and Austrian visa/ resident permit) per email and via post, this might take from 4 to 6 weeks after the application deadline.</p>					
<b><u>Learning agreement</u></b>	<p>A learning agreement has to be uploaded at MO.</p> <ul style="list-style-type: none"> <li>- <b>For Erasmus+:</b> Students may use their university's E+–LA or the E+–LA of MUL (available on Mobility Online →Downloads/Templates)</li> <li>- <b>For other programs:</b> Students may use their university's LA or the general MUL –LA for incomings (available on Mobility Online →Downloads/Templates)</li> </ul>					
<b><u>Official registration at Registrar's Office (official admission)</u></b>	<p>→After the students arrived in Leoben they will have to officially register at the Registrar's Office ('Studien und Lehrgänge', main building: Franz-Josef-Strasse 18, 1<sup>st</sup> floor).</p> <p><b>Students can only officially register if 1)</b> they have <b>pre-registered</b> online (link: <a href="http://starter.unileoben.ac.at/en/3435/">http://starter.unileoben.ac.at/en/3435/</a>) <b>2)</b> if MIRO issued a <b>correct Letter of Invitation</b> – it is important that all application details in this letter are correct (student should check their name, mobility program, duration of stay etc.)</p>					
<b><u>Required language competence</u></b>	<p>→Please note that in order for incoming short term students to successfully complete classes at MUL, a <b>minimum German OR English language level of B2</b> is required. We DO request an institutionalized proof of language skills (e.g. IELTS result of 6.0 / TOEFL 78 for English/ or German TDN4 or equivalent for German). It is also possible to have our <i>MUL language proficiency report</i> confirmed and signed by a language institute, language department of the university or an equivalent institution (Available on Mobility Online –Downloads/Templates or request at <a href="mailto:incoming@unileoben.ac.at">incoming@unileoben.ac.at</a>)</p>					



**Montanuniversität International Relations Office**

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<p><b>Courses</b></p>	<p>→ <b>3 working days after</b> the <u>official registration</u> at the Registrar's Office and the <u>payment of the student union fee</u> (currently 19,20€/semester) the student will be able to enrol into courses</p> <p>→ Students have to autonomously search and register for courses at MUonline (=online course platform of MUL) → The student's MUonline account will be opened <b>3 working days after the official registration and payment</b> of the student union fee → Students should PLAN THE ARRIVAL DATE WELL IN ADVANCE → arrive in time to attend the <u>obligatory orientation day!</u></p> <p>→ Most of our BSc courses are taught in GERMAN. Many of our MSc classes are taught in ENGLISH. Incoming short term BSc level students are allowed to take MSc level classes, if they have collected <i>min. 90 ECTS in der BSc studies</i>. –Be aware of the academic prerequisites!</p>
<p><b>VISA</b></p>	<p><b>IMPORTANT! COME TO LEOBEN WITH THE RIGHT KIND OF VISA or RESIDENCE PERMIT!</b></p> <p>Students should get informed at the Austrian embassy/ consulate in their HOME country and start the visa process as soon as possible in order to get the visa in time! MUL is not responsible for any visa processing/ application for residence permit and also not for any damages that might be caused because of a tardy or lengthy application process!</p> <p>For information on obtaining a visa please consult: <a href="https://www.oead.at/index.php?id=537&amp;L=1">https://www.oead.at/index.php?id=537&amp;L=1</a></p> <p>→ For a visa students will need <b>three official documents:</b></p> <p><b>1) Letter of Invitation</b> (=official confirmation of admission) from MUL (check duration of stay, mobility program and personal data!) - It will be send to you by post by us (copy per email)</p> <p><b>2) Original accommodation agreement</b> signed by the landlord or an <b>original tenancy agreement</b> → Student should make sure they receive an accommodation agreement from their Austrian landlord</p> <p>-MUL recommended accommodation is the new student dormitory <b>Mineroom</b> at which you can apply here: <a href="http://housing.oead.at/en/applyhere">http://housing.oead.at/en/applyhere</a>.  Other housing possibilities can be found on our website: <a href="http://international.unileoben.ac.at/en/5128/">http://international.unileoben.ac.at/en/5128/</a></p> <p><b>3) Travel health insurance</b> (see below)</p>
<p><b>Health insurance</b></p>	<p>Please note that all incoming exchange students need proof of a <b>travel health insurance</b> which covers costs up to 30.000€ for their travels to Leoben (also required for the visa application). The health insurance feelsafe: <a href="https://www.feelsafe.at/">https://www.feelsafe.at/</a> is recommended.</p> <p><i>In order to receive a <u>residence permit</u> (stay longer than 6 months), an Austrian health insurance is mandatory!</i></p> <p>If the students take out a health insurance at their home country that is valid for Austria, they'll have to hand in a proof of this insurance to us.</p> <p><i>The university does not cover any damages connected to a missing health insurance of the student!</i></p>
<p><b>Arrival dates</b></p>	<p>All new incoming students have to attend the <b>obligatory Student Orientation Day (OD)!</b>  <b>WS: Sept 17, 2018   SS: Feb 4, 2019</b></p> <p>If they cannot attend the OD, they will have to hand in an official <u>confirmation of the reason for arriving late</u>, at least 2 weeks before the OD</p> <p>We also strongly advise students to take part in the <b>Intensive Incoming English Course</b> for incoming students. <b>MUL covers the costs</b> for it and it is <b>worth 5 ECTS</b>. It starts the day after the OD. It runs 10 working days (Mo-Fr) and ends the weekend before the semester courses start.</p> <p>If students do not take part in the OD and the intensive English course, they should make sure to arrive in Leoben <b>at least 5 days before</b> the new semester starts to facilitate orientation and course registration issues</p> <p>→ <b>REMEMBER!! 1) students can only register for courses 3 days after their official registration and the payment of the student union fee! AND 2) A lot of courses close their enrolment period before October 1<sup>st</sup>!</b></p>
<p><b>Contact:</b></p>	<p>PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS! → <a href="mailto:incoming@unileoben.ac.at">incoming@unileoben.ac.at</a>  The incoming student mobility coordinator is <b>Ms Karina Michelini (BA)</b> and will be happy to help you</p>

**We are looking forward to welcoming you in Leoben!**