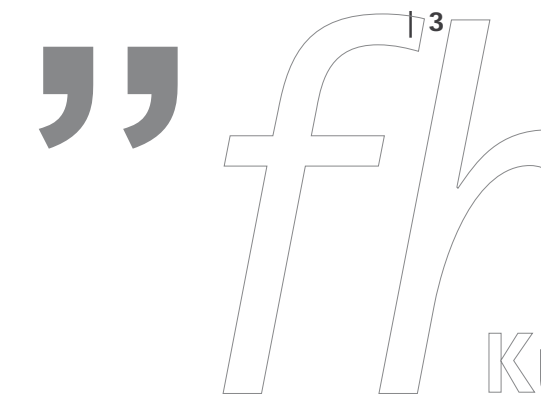


ECTS GUIDE

FH KUFSTEIN TIROL / AUSTRIA

Discover
fh kufstein
UNIVERSITY OF APPLIED SCIENCES





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WELCOME TO KUFSTEIN UNIVERSITY OF APPLIED SCIENCES.

Dear students,

As you know, learning is a journey to a new world, an adventure, an expedition. Although you have to do the walking part yourself, the FH Kufstein Tirol University of Applied Sciences accompanies its students on this expedition and helps them to reach the highest summits.

We are happy to welcome you at the Fachhochschule Kufstein Tirol – University of Applied Sciences. After months of preparation you finally made it to Austria and the team of the International Relations Office (IRO) wants to help you to get started. That's why we created this study guide in order to help you with the most important questions during your life abroad e.g. accommodation, daily life, student facilities, housing, grading, etc.

You will be integrated in an international environment, surrounded from Austrian and foreign students and faculties. It will not only be one of the most exciting experiences in your life - a new language, a new culture and a different way of life, but also a lifelong memory of a time full of new skills, insights and friendships. Enjoy your journey!

And just in case, the IRO will assist you in any matter, so please do not hesitate to contact us.

Mag. Manuela Wirtenberger, Head of International Program
Hannelore Wimmer, BSc, Head of International Relations Office

>> Fachhochschule Kufstein Tirol

Facts . Figures



2,213

Students
50 Nations
1,739 Bachelor & Master Students
218 Incomings
256 Postgraduate Students

24

Degree Programs
12 Bachelor
12 Master
2 of which are taught in English

8,772

Graduates
4,328 Bachelor
2,166 Master
1,092 Diploma
1,186 Postgraduate

215

Partner Universities
51 % Europe, 23 % Asia,
17 % America, 4 % Oceania,
4 % Africa

450

Lecturers
Internal
External
Academics
Professionals

14

Postgraduate Programs
8 Certificate Courses
2 Academic Courses
2 MBA Programs, 1 with 5 specializations
1 Qualification Measure
1 Management Training

FH KUFSTEIN TIROL
präsentiert
EXPEDITION
W I S S E N

Learning is a journey
to a new world, an
adventure, an expedition.

The FH Kufstein Tirol accompanies its students on
this expedition and helps them to reach the highest
summits.

You have to do the walking part **yourself**.

www.fh-kufstein.ac.at

>> Degree Programs

FH Kufstein Tirol University of Applied Sciences was founded in 1997.

There are currently over 2200 students studying in 12 bachelor degree programs, 12 master degree programs and several postgraduate courses. Around 200 incoming students enrich the campus with an international flair.



BACHELOR Studies >>

// **Energy & Sustainability Management (FT)**

climate change, sustainability & energy efficiency

// **Facility Management & Real Estate Management (FT, PT)**

energy efficient & user-friendly buildings,
sustainable real estate management

// **International Business Studies (FT, PT)**

2 semesters at one of 170 international partner universities of applied sciences, 1 semester of an internship abroad, 2 foreign languages

// **Marketing & Communication Management (FT, PT)**

classical and cutting-edge communication channels,
graphic arts, design and multimedia applications,
language & style, PR, advertising

// **Sports, Culture & Event Management (FT, PT)**

interdisciplinary knowledge of sports, culture & event management, based on an economically- and internationally-oriented foundation

// **Business Management (FT)**

skills needed for founding enterprises, concepts & tools for business management, and business succession & acquiring ownership

// **Web Business & Technology (FT)**

web-based business models & technologies

// **Industrial Engineering & Management (FT)**

a solid engineering training including economic background knowledge & two options for specialization (production, production development)

MASTER Studies >>

// **Corporate Transformation Management (PT)**

legal & business knowledge for corporate transformation, development and turnaround

// **Data Sciences & Intelligent Analytics (PT)**

A combination of knowledge in technology & applications, training with real data & real tools, 30% online

// **Digital Marketing (FT, PT)**

marketing through new media, understanding & design of online and cross-media communication channels, options for specialization

// **ERP Systems & Business Process Management (PT)**

analysis, design & implementation of IT-supported business processes

// **Energy & Sustainability Management (PT)**

combination of sustainability & renewable/conventional energy technologies

// **Facility- & Real Estate Management (PT)**

combination of management concepts & individually chosen specialization within the field of facility & real estate management

// **International Business Studies (FT)**

International program specializing in either marketing or finance, all lectures are held in English

// **Smart Products & Solutions (PT)**

Development of intelligent & networked products with an emphasis on the definition and conception phase, generating value from data and the transformation & change needs in companies

// **Sports, Culture & Event Management (FT, PT)**

interdisciplinary knowledge of sport, culture & event management complemented with a focus on business establishments & strategic perspectives.
(full-time degree program: all courses held in English)

// **Web Communication & Information Systems (PT)**

knowledge and skills for planning and developing complex web-based applications, option of various fields of specialization

POST GRADUATE Programs >>

Information about our current postgraduate programs can be found online

WWW.FH-KUFSTEIN.AC.AT/POSTGRADUATE

FT...full time studies, PT...part time studies



**KUFSTEIN NATURE, HISTORY,
CULTURE & A LOT MORE ...**

>> MEETING POINT
KUFSTEIN



Kufstein Basic Facts | Area: 39.37 km². Population: 19,527. Today, Kufstein is the largest town in the District of Kufstein and the second largest after Innsbruck in the Province of the Tyrol. In comparison with the size of other cities in Austria, Kufstein ranks 28th.

The town of Kufstein lies at about 503 meters above sea level. Set on both sides of the Inn River, Kufstein is located in the lower Inn River Valley and only a few kilometers from the Alpine foothills in Bavaria.

>> Welcome to Kufstein

>> AUSTRIA BASIC FACTS

Total area: approx. 84,000 km². **Population:** 8.9 million. **Capital:** Vienna. **Languages:** German; English is by far the leading foreign language and is widely spoken and understood. **Topography:** The landscapes in Austria range from Alpine peaks to broad river plains. Austria's highest mountain is the Großglockner (3,797 m); its longest river is the Danube. **Climate:** Kufstein lies 503 m above sea level. The alpine climate is characterized by cold, snowy winters and relatively warm summers. Temperatures range from -5° C in winter (short periods of strong frost are possible too) up to 30° C in summer. Students coming in fall should bring warm clothes and boots; those coming in spring should keep in mind, that February and March can still be rather cold. Periods of fog and rain are usual both in late fall and early spring. Be prepared for all kind of weather conditions!

For more detailed information: www.wetter.com



Kufstein is surrounded by high mountains with a breath-taking panorama. The contrast between the historic old town, the fortress and the nearby mountains strongly contribute to the atmosphere and attraction of Kufstein.

Thus the city's nickname is "The Pearl of the Tyrol". Austria welcomes students from abroad. If you are a national of an European Union (EU) country or Switzerland, you only need a valid passport.



THE HISTORY OF KUFSTEIN "THE PEARL OF THE TYROL"

There are still countless old buildings which bear witness to the medieval times when Kufstein was first given the rights of township. Lovingly restored, they invite the visitors to imagine what it must have been like 700 years ago. The mighty fortress in the center shows how important the position of Kufstein was in these days. The battlements offer a panoramic view far beyond the town's boundaries and the ancient buildings entice visitors to explore their towers and vaults. Originally owned by the bishops of Regensburg, the fortress was first mentioned in official documents in 1205. Later, these bishops shared ownership of the hilltop complex with the Bavarian dukes. From 1313 onwards, the Kufstein Fortress belonged to the dukes of Bavaria. In 1415 Duke Ludwig II enlarged the fortification. In 1504 Emperor Maximilian I besieged and conquered Kufstein and had the fortress rebuilt and expanded. In the 17th century, the complex was reconstructed once again. In 1703 and 1805 the Bavarians conquered the fortress. Later, in 1814, it has been recaptured by the Austrians and has belonged to the town of Kufstein since 1924. The

most impressive part of the fortress is the open air stage which is one of the most beautiful in Austria and is frequently used for concerts of all sorts. Within the fortress compound is also the world's largest open-air organ which fills the city with music every day at midday. However, Kufstein is not only interesting for visitors keen on history and culture; the town is also a well-known commercial center. There are quite a few companies that have helped to establish Kufstein's economic importance, for example: Riedel, a maker of creative glassware; Kneissl, the first ski manufacturer in Austria; and Simmerwerke, a producer of high-tech sealing rings.

ARRIVING IN AUSTRIA AUSTRIA WELCOMES STUDENTS FROM ABROAD!

In order to obtain a visa, students from countries other than the European Union need the following documents:

- **visa application form for students** (available at the Austrian consulates and embassies in your home country)
- **valid passport**, copies of the first pages of your passport
- **birth certificate** or a copy of it
- **passport photo**
- **health insurance** (a document indicating that the treatment costs will be covered in case of an accident or illness during your stay in Austria)
- **evidence of financial support** or evidence that you are receiving a scholarship
- **letter of acceptance** from FH Kufstein Tirol (enrolment certificate)
- **letter of conduct** (note from the police of your country certifying that you have no criminal record)
- **accommodation** during your stay in Austria (see "Accommodation" page 12)

For more detailed information regarding entry into

Austria, visa requirements and application forms, please refer to the Austrian foreign representations: www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/

Within three days upon your arrival in Kufstein you must register with the governmental Registration Office (Meldeamt) in Kufstein. This action is required by law and every newcomer, irrespective of his/her nationality, has to register. The "Meldeamt" is located on the first floor of the City Hall in Kufstein (Oberer Stadtplatz 17, www.kufstein.gv.at). Forms are available there or can be downloaded from the Internet: www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf

Please do not forget to take your passport with you. At the end of your stay, before you return to your home country, you will need to unregister at the "Meldeamt".

>> Accomodation in Kufstein



>> INCOMING STUDENTS



AVERAGE COST OF LIVING

The list below provides a small overview. The cost of living naturally depends on your own lifestyle and the type of accommodation you choose.

AVERAGE COST OF LIVING PER MONTH	
Accommodation/dormitory	approx. € 400
Food	approx. € 250
Study-related & Personal	approx. € 300
For example, a cup of coffee is € 3, a cinema ticket is € 8,50 and a meal at the cafeteria is € 6.	

In the International Student Residence there are single studios (one is suitable for individuals with mobility impairments) and double studios and several shared flats. The International Student Residence offers high quality living space which corresponds to the needs of the students. It is situated in the calm surroundings of the Inn River. The Kufstein city center and FH Kufstein Tirol are only a 15-minute walk away, along the Inn River Promenade, a path for cyclists and pedestrians. On the first floor of the Student Residence there is a lounge

with a beautiful terrace and a lounge where students can meet during their leisure time. In the basement you will find an underground garage where parking spaces for cars and motorbikes can be rented. The Student Residence also provides a storage room for bikes and laundry facilities (washing machine, tumble dryer). In the double apartments, each student has their own combined living room and bedroom with cable TV and free Internet access. Bathroom and kitchen facilities are shared with a flatmate. The basic kitchen inventory (dishes, kitchen devices, etc.) is provided for a small fee. In addition, you can also buy inexpensive bed linens at the Student Residence.

THE INTERNATIONAL STUDENT RESIDENCE

Please find the Application Form for the Student Residence at: www.fh-kufstein.ac.at/ISR (click on "Living" in the top menu, and then on "International Student Residence" in the menu below). For fees, please see current price list. Conditions for admission and general terms are listed in the contract and/or in the statutes of the ISR.

For more information about the Student Residence, please contact:

Ms. Romana Hubmann
romana.hubmann@fh-kufstein.ac.at
A-6330 Kufstein
Salurnerstraße 26 a-c, Salurnerstraße 30 (Haus D)
Phone +43 5372 71819 800

The Austrian Student Union FH Kufstein Tirol also provides a forum for your flat hunting:
www.oeh-fhkufstein.at/wohnen



>> Useful General Information - Kufstein

Emergency Phone Numbers:

Police emergency: 133
 Ambulance/Red Cross: 144
 Fire Brigade: 122
 Mountain Rescue: 140
 Car Breakdown ÖAMTC: 120 / ARBÖ 123
 City Police, Stadtpolizei: +43 5372 63222



BANKS

Most Austrian banks offer special conditions for student bank accounts. Please ask for information at the banks in town. As many restaurants and shops accept payment by bank card, having a bank account in Austria is recommended. Credit cards are also widely accepted. For international students it is important to contact their bank at home regarding the best way to transfer and withdraw money during their time abroad. ATM machines can be found all over the town.

Banks in Kufstein:

Bank Austria, Georg-Piramoser-Straße 2
www.bankaustria.at

Hypo Kufstein, Oberer Stadtplatz 6
www.hypotirool.com

Raiffeisenkasse, Georg-Piramoser-Straße 5
www.raiffeisen.at

Sparkasse, Oberer Stadtplatz 1, www.sparkasse.at

Volksbank Endach, Waginger Straße 12
www.volksbank.tirol

HEALTH INSURANCE

International students attending FH Kufstein Tirol must have medical insurance that covers the costs of treatment if they fall ill or in case of accident. Students from EU countries and Norway require forms E-111 and E-128. Students from countries which have no agreement with Austria must acquire private health insurance in their home country or in Austria. A good place in Austria to get such an insurance package is the Tyrolian Health Insurance (TGKK-Tiroler Gebietskrankenkasse). The reduced rate for students is approx. € 60/month. Required documents for this voluntary student health insurance (Freiwillige Selbstversicherung für Studenten) are: confirmation of enrolment and registration form (Meldezettel). To learn more about this insurance: **Österreichische Gesundheitskasse**, Kronthalerstr. 4A, 6330 Kufstein, Phone +43 59 160 37 12, e-mail: kufstein@oegk.at

LEISURE ACTIVITIES

The students of FH Kufstein have made the city a lively place for young adults with a variety of activities, cultural events and pubs.

Tips regarding events, concerts, theaters and the pub scene can be found in the local press ("Bezirksblatt" and "Rundschau"). Worth visiting is the Kufstein Fortress with its museum; for further information see:

www.festung.kufstein.at or www.kufstein.at.

For those interested in glass, the Riedel factory tour (in Kufstein) and also the Swarovski Crystal World (50 min. drive) will certainly be of interest; see www.riedel.com, www.swarovski.com/kristallwelten.

The world's largest and most traditional Haflinger horse stud farm is in Ebbs (10 min. drive); see www.haflinger-tirol.com. Kufstein is the ideal starting point to discover the cities of Munich, Salzburg and Innsbruck; it takes about 1 h to reach each of these world-renowned cities.

More leisure facilities in Kufstein:

Leisure Swimming Pool, Fischergries 36
 Phone +43 5372 602-612, sport@stadt.kufstein.at

Sports Arena, Untere Feldgasse 4
sport@stadt.kufstein.at

Cinema, Funplexxx, Oskar Pirlo Straße 9
 Phone +43 5372 62732, funplexxx@funplexxx.at

Minigolf, Frauenfelder Straße 9
 Phone +43 5372 68583, office@minigolfclub.at

MEDICAL FACILITIES

In the case of an illness you can either go and see a general practitioner or go to the hospital. The hospital is at the southern end of Kufstein. During the night and on weekends please contact the doctor on duty (see local newspapers) or call the ambulance for advice. Medications can only be bought at pharmacies. Information about the pharmacies' night and weekend services can be found in the local newspapers and on information boards next to each pharmacy.

Doctors

Kufstein has many general practitioners and specialist doctors in the city. Please check the list within the student portal fh.checkin for suggestions.

Hospital

Endach 27, 6330 Kufstein,
 Phone +43 5372 6966-0, www.bkh-kufstein.at

Pharmacies in Kufstein

Festungsapotheke, Kinkstraße 27
 Phone +43 5372 64808

Obere Stadt-Apotheke, Georg Piramoser-Straße 5
 Phone +43 5372 64548,

Stadtapotheke zum Tiroler Adler, Unterer Stadtplatz 1, Phone +43 5372 64581

POST OFFICE

Besides mail and package services, post offices offer telephone, fax, copy and money transfer services. They also carry a range of stationery and office supplies. If you want to get Internet access via the phone line, please contact the post office as well:

Oberer Stadtplatz 5b, 6330 Kufstein
 Phone +43 5372 62551, www.post.at.

SHOPPING

The opening hours of most shops in Kufstein are on weekdays, 9 am - 6 pm and on Saturdays, 9 am - 5 pm. Grocery stores/supermarkets are usually opened from 8 am - 7 pm on weekdays and until 6 pm on Saturdays. Shops are generally closed on Sundays and public holidays. On Sundays and evenings food can also be bought at petrol stations (prices are higher).

Book Shops

There are three bookstores in Kufstein which stock a range of academic literature and supply the FH library. These are Lippott on Unterer Stadtplatz 25 and Ögg at the Arkadenplatz 1 as well as Tyrolia in the „Kufstein Galerien“. Daily papers and magazines can also be bought at supermarkets.

SPORTS

Kufstein is the ideal place for summer and winter sports. There is a great variety of sports facilities within a 10-kilometer range. There is a sports center with indoor and outdoor tennis courts, outdoor swimming pools, an ice skating rink and a gym at Fischergries in Kufstein. There are several sport clubs in Kufstein. The "Sportunion" is one club that offers several courses, e.g. baseball, volleyball, basketball and all sorts of gymnastics. For further details please visit their homepage: www.sportunion-kufstein.at. Outdoors, the possibilities for running, walking,

mountain biking and hiking/mountaineering are endless in summer and in winter the same holds true for skiing, crosscountry skiing, snowboarding and tobogganing. The closest skiing area is "Skiwelt Wilder Kaiser". There is a free ski bus. The Austrian Alpine Club (ÖAV) also offers courses for hiking, rock climbing and skiing. Please see: www.alpenverein.at. The Impuls Fitness Centre (Andreas Hofer-Str. 2) offers special discounts for students of FH Kufstein. If you are still not exhausted: ÖH has also reserved time slots in local gyms for its students. For further information, please contact the ÖH.

TELEPHONE

For details regarding contracts and fees, get in touch with one of these providers:

A1 www.a1.net | **Drei** www.drei.at | **Magenta** www.magenta.at | **Telering** www.telering.at | **Yesss** www.yesss.at | **bob** www.bob.at

TRANSPORTATION & PARKING

Kufstein is a small town where almost everything is within walking distance. The FH Kufstein Tirol is in the center of the town and can be easily reached by bike, bus, car and on foot. The city bus connects all parts of Kufstein. A single trip from € 1.30 – with discount for students with a valid student ID card from FH Kufstein Tirol. For more information please visit the Website of the VVT: www.vvt.at

Austrian Federal Railways (ÖBB)

The "Vorteilskarte" of the ÖBB enables students to purchase train tickets at half price. Students under the age of 26 can purchase this card for a nominal fee of € 19 at every train station. Please bring along an ID card or passport and a passport photograph. Train schedules and general info: www.oebb.at

Kufstein Railway Station

Südtiroler Platz 3, Phone +43 5372 6921-0

Public parking facilities in Kufstein

Andreas Hofer-Straße: short-term parking zone with fees for a maximum of 180 minutes, rate according to notice. Underground parking spaces for students of the FH Kufstein Tirol: Monday - Sunday around the clock € 0.50, maximum rate per day (loss of ticket) € 15. If you have any questions, please contact the team at the Infopoint (ground floor of the FH Kufstein Tirol, building B directly next to the main entrance).

OTHER FACILITIES

Tourist Information, Ferienland Kufstein Unterer Stadtplatz 8, Phone +43 5372 62207

Lost & Found Kufstein, City Police, Salurner Straße 1, Phone +43 5372 63222

>> FH Kufstein Tirol Facilities & Services



>> **VIBRANT
& YOUNG**



CAFÉ.04 & DINER

The cafeteria of FH Kufstein Tirol, located on the ground floor, features a fantastic view of the Kufstein Fortress and serves up to 100 guests. Students and employees of FH Kufstein Tirol are offered warm meals and can relax over a cup of coffee. Vending machines for cold drinks and coffee are also on the ground floor. Smoking is prohibited in the entire building.

COMPUTER FACILITIES

The computer room is on the ground floor. At your disposal are several PCs, computer with a CD writer and scanner, plugs for notebooks, a document station, and one fully-equipped cutting desk. To connect your notebook to the network of FH Kufstein Tirol, you need an RJ45 network cable (not twisted). You can also use the student room which is equipped with Wireless LAN (WiFi) and several network plugins. The document station in the computer room is designed to be used with the student card, which has a prepaid function that is rechargeable and can be loaded at the terminal in the FH. For any additional information, please get in contact with the information desk next to the main entrance.

FINANCIAL SUPPORT FOR STUDENTS

The FH Kufstein Tirol itself does not offer financial support to students, but there are numerous possibilities for obtaining aid. Please have a look at the following institutions: bm:bwk – www.bmbwf.gv.at

Federal Ministry of Education, Science and Culture **Studienbeihilfenbehörde: www.stipendium.at** Austrian agency of student support. Financial assistance can be awarded for stays abroad as well (also for non-European countries). **OeAD – Österreichischer Austauschdienst: www.oead.at/en** Office for international education and business cooperation. An overview of all grants and scholarships can be found via www.grants.at/en and www.fh-kufstein.ac.at/grants

INFOPOINT

The Infopoint is a professional and caring team in the administration office, who will assist you with your questions. The International Relations Office (IRO) is there for all matters concerning your period of study at FH Kufstein Tirol.

LIBRARY

The library of FH Kufstein Tirol contains books, current journals and newspapers from various fields. An automated borrowing system as well as independent research is provided. Please find more information on our website under the tabs Study - Services - Library.

ÖH FH KUFSTEIN

The representation of students is regulated by law in Austria and represents the interests towards the responsible ministries. The student union (ÖH) is elected directly by all students every 2 years. It encompasses

three areas: student representatives (made up of all year spokespeople for a degree program), university representatives (ÖH FH Kufstein) and the federal representative body. Students can find contact persons for various topics and services offered by the student body at regional and national levels. The mandatory ÖH fee € 20.70/semester is used e.g. for accident and liability insurance of the students or the ÖH administration... 87% of the sum remains with the local ÖH representation and benefits the students in Kufstein through a variety of activities, projects and services. The ÖH FH Kufstein also offers a sports program. More information under: www.oeh-fhkufstein.at

International Committee

The European Student Network (ESN) actively supports incoming and outgoing international students at FH Kufstein Tirol.

Local students register as buddies to help exchange students with advice and support. Especially in the beginning, the buddies are a valuable support and they also organize events and sports activities.

The ESN will introduce themselves during the Orientation Days. For further information, please get in touch with the local coordinator by e-mail:

International.oeh@stud.fh-kufstein.ac.at

STUDENTS WITH SPECIAL NEEDS

The FH Kufstein Tirol can be reached easily and there are no steps on the way to the building and in the main entrance area. An elevator is available. In the

student residence, one of the apartments is designed for students with special needs. For assistance and additional information, please do not hesitate to contact the FH-team.

STUDY FACILITIES

On the infoboard in the main hall (Aula), the current lecture schedule is shown. To check the lecture schedule and see where the lectures are being held, you can also visit our website: www.fh-kufstein.ac.at. Most rooms are equipped with the standard communication devices; nevertheless, there is a rental service available to you with a wide selection of equipment. Please visit our website and follow the tabs Study - Services - Equipment Rental Service.

>> European Credit Transfer

>> STUDY
SUCCESSFULLY



WHAT DOES ECTS MEAN? ECTS STANDS FOR “EUROPEAN CREDIT TRANSFER SYSTEM”

ECTS is a pilot project of the Erasmus Program (European Community Action Scheme for the Mobility of University Students). One of the main aims of Erasmus is the promotion of academic recognition throughout the European Union to allow students to circulate freely between the member states.

What does ECTS offer to students?

Students from the ECTS Program will receive full recognition for all academic work successfully carried out at the ECTS partner institutions. They will be able to transfer these academic credits from one participating institution to another.

How does ECTS work?

ECTS is a decentralized system based on the principle of mutual trust and confidence between the participating higher education institutions. Each ECTS department has agreed to break down the description of the courses it offers into small units in order to facilitate the allocation of credits to incoming students.

What are the key features of ECTS?

- ECTS is based on the principle that 60 credits measure the workload of a fulltime student during one academic year. The student workload of a full-time study program in Europe amounts in most cases to around 1,500 - 1,800 hours per year and in those cases one credit stands for around 25 to 30 working hours.
- Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a learning process, long or short.
- Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent study, preparation of projects and examinations.
- Credits are allocated to all educational components of a study program (such as modules, courses, placements, dissertation work, etc.). They reflect the quantity of work each component requires to achieve its specific objectives or learning outcomes in relation to the

necessary to successfully complete a full year of studies.

- The performance of the student is documented by a local/national grade. It is good practice to add an ECTS grade, in particular in case of credit transfer. The ECTS grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance is a prerequisite for applying the ECTS grading system. Grades are assigned among students with a pass grade as follows:

EXPLANATION TO TRANSCRIPT OF RECORDS		
Grading Scale Fachhochschule Kufstein		
Grade	Definition	Performance
1	very good	100 - 90 %
2	good	89 - 80 %
3	satisfactory	79 - 70 %
4	sufficient	69 - 60 %
5	fail	59 - 0 %

A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: “fail - some more work required for passing” and F means: “fail - considerable further work required”. The inclusion of failure rates in the Transcript of Records is optional.

What are the key documents of ECTS?

- The regular Information Package / Course Catalogue of the host institution is to be published in the local/national language and in English (or only in English for programs taught in English) on the Web and/or in hard copy in one or more booklets. The Information Package / Course Catalogue must contain the items of the checklist including information for visiting students from abroad.
- The Learning Agreement contains the list of courses to be taken with the ECTS credits which will be awarded for each course. This list must be agreed to by the student and the responsible academic body of the home institution. In the case of credit transfer, the Learning Agreement has to be agreed to by the student and the two institutions concerned before the student's departure and updated immediately when changes occur.
- The **Transcript of Records** documents the performance of a student by showing the list of courses taken, the ECTS credits gained, local or national credits, if any, local grades and possibly ECTS grades awarded. In the case of credit transfer, the Transcript of Records has to be issued by the home institution for outgoing students before departure and by the host institution for incoming students at the end of their period of study.

More information: https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en

What is the Diploma Supplement (DS)?

The Diploma Supplement is a document attached to a higher education diploma providing a standardized description of the nature, level, context, content and status of the studies that were successfully completed by the graduate. The Diploma Supplement provides transparency and facilitates academic and professional recognition of qualifications (diplomas, degrees, certificates). **For more information on the DS please see the following website:** ec.europa.eu/education/diploma-supplement_en

LANGUAGE COURSES

Whereas most of the regular courses held at FH Kufstein Tirol are taught in German, the courses of the International Program are all held in English. International students have the possibility to take German language courses as part of their academic program.

As the FH Kufstein Tirol puts an emphasis on internationality, several other languages are taught as well and are offered at low cost by the FH Kufstein Tirol International Business School GmbH. Students may choose English, Spanish, Italian, French, Chinese, Russian, and others.

For further information, please contact:
business-school@fh-kufstein.ac.at



>> Recreation in Tyrol



>> WINTERTIME FUN IN ALL ITS DIMENSIONS ...

On the agenda: winter in Tyrol. On the one side of student life there are classes and internships; on the other, recreation and fun. Winter life in the Alps is all about pristine snow-covered mountainsides, challenging ski slopes, exciting boarder parks, endless cross-country ski trails, and the magic of the cozy mountain huts. Nearby ski areas are Westendorf, Itter, Hohe Salve, Kitzbühel and many others.



>> SUMMERTIME BALANCING MIND & BODY ...

The demands placed on the mind by intensive study can be easily balanced by participating in regular recreational activity. For students in Kufstein there is an extensive range of summertime leisure activities to choose from: water sports on nearby lakes and rivers, running, mountain biking, climbing to outdoor concerts, readings and festivals.



CHECKLIST FOR STUDENTS COMING TO FH KUFSTEIN TIROL

Before arrival

- I have information about study opportunities at FH Kufstein and discussed the course selection with my local advisor
- I have completed the Application Form and the Learning Agreement and have had both signed by my local advisor
- I have sent the Application Form and the Learning Agreement to FH Kufstein by 31st May (winter semester)/30th November (summer semester)
- My passport is valid and, if necessary, I have applied for a visa
- My insurance covers medical treatment in Austria
- I have applied for a room in the student residence (if desired)
- Deadlines are: 30th November (summer semester)/31st May (winter semester)

To bring along

- Valid passport and visa (if required)
- Proof of valid health insurance (E-111, E-128)
- Letter of Acceptance from FH Kufstein

First days in Kufstein

- I have introduced myself to the International Relations Office and participated in the orientation program
- I have paid my first month's rent
- I have opened a bank account
- I have completed and submitted my registration form to the "Meldeamt" of the city of Kufstein within three days of my arrival (Don't forget your passport!)

Before departure

- I have informed the "Meldeamt" of my departure
- I have returned my keys and paid any open bills (telephone, etc.)
- I have returned my transcript of records in the fh.checkin student portal and send it to your home university!
- (Please note your e-mail account and login data of the FH Kufstein Tirol will be deleted within a few months after the end of your stay)

Ready. Set.
FH KUFSTEIN TIROL.

Kufstein is conveniently situated at one of Europe's most important North-South axes and can therefore easily be reached by car or train (www.oebb.at).



By car:
Take the motorway (Autobahn) exit "Kufstein Süd" or "Kufstein Nord" and follow the signs "Zentrum" (city center). Then follow the signs "Fachhochschule Kufstein". Public parking can be found in the vicinity.

By train:
Most trains stop in Kufstein. The FH is only a 10-minute walk from the station.

By plane:
The closest airports are Munich in Germany (approx. 120 km), as well as Innsbruck (approx. 80 km) and Salzburg (approx. 100 km) in Austria.



**INNOVATIVE
DYNAMIC >>**

For any information concerning your stay at the FH Kufstein Tirol please do not hesitate to contact the International Relations Office Team.



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www.fh-kufstein.ac.at/international

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