



Guide for International Staff & Visitors Academic Year 2023/24

www.donau-uni.ac.at/en/international





MWU

weiterbildung
KREMS

Universität für
Weiterbildung
KREMS



Welcome to the University for Continuing Education Krems!

Dear staff and visitors,

This brief guide shall help you have a smooth start into your time at the University for Continuing Education Krems (Danube University Krems). Our university is an institution with a strong focus on internationalization and, as of April 2023, upholds 22 Memoranda of Understanding with higher education institutions from 14 countries worldwide and respectively 31 Erasmus+ Inter-institutional Agreements with higher education institutions from 20 countries worldwide. These partnerships form the basis for mobility of students, staff and researchers, who all contribute to a fruitful exchange of knowledge and experience.

Your international experience at the University for Continuing Education Krems does not only benefit you, but also forms a crucial contribution to the internationalization of our institution. Therefore, we want to offer you the best possible assistance during the preparation and time of your stay.

The following guide provides you with helpful general information related to your stay in Krems. Our Service Center for International Relations will assist you with potential individual issues, so please do not hesitate to contact us. Our office welcomes you on demand upon request. Please contact international@donau-uni.ac.at or +43 2732 893-2165.

The team of the Service Center for International Relations

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Arriving in Austria

STAFF AND VISITORS AT THE UNIVERSITY FOR CONTINUING EDUCATION KREMS

As a public (state) university focusing on continuing education, the University of Continuing Education Krems works with its expertise in teaching and research to overcome societal challenges. The University combines ongoing innovation in research and teaching with the highest standards at three faculties: Health and Medicine, Business and Globalization, and Education, Arts and Architecture.

Note: Continuing education in higher education in Austria adheres to the Bologna structure (Bachelor – Master – PhD). These studies are specifically designed to meet the requirements of adult students.

Information for staff

The Recruitment and HR development unit (www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/recruitment-and-hr-development) supports, among other things, the recruitment, onboarding, and development processes. As staff, please address all your inquiries in these regards to them.

The HR management unit (www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/hr-management) supports the university with human resources administration and payroll, and is responsible for legal information and advice concerning service law, salaries, labour law, tax law, social security issue for the entire university staff. As staff, please address all your inquiries in these regards them.

Information for visitors

Note: You are a visitor if you:

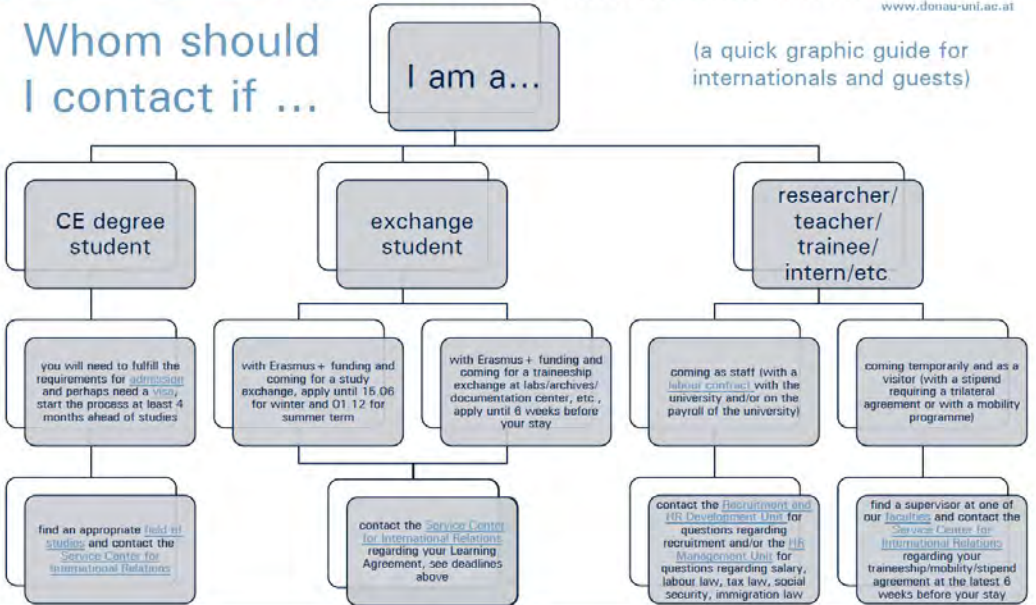
1. do not have a work contract with the University for Continuing Education Krems, nor are you an enrolled Erasmus+ incoming exchange student
2. are not on the university's payroll
3. visit the university to teach/train/perform research temporarily and under supervision
4. visit the university based on a trilateral agreement (between the home university, host university and you) or in the context of a mobility programme with a stipend.

The Service Center for International Relations offers Welcome Center offers support to incoming visitors. Before you apply as an incoming fellow or scholarship holder at our university, make sure that your field suits one or more of our departments (www.donau-uni.ac.at/en/university/faculties) and identify a willing supervisor, ideally a professor and/or senior academic staff.



Whom should I contact if ...

(a quick graphic guide for internationals and guests)



PASSPORT AND VISA REQUIREMENTS FOR NON-EU CITIZENS

OeAD, Austria's Agency for Education and Internationalisation, has set up a website, which can help you determine what you need: www.oead.at/en/to-austria/entry-and-residence/third-countries. You will have to submit your application at the competent Austrian representative authority in your country of residence and await the decision there.

Please note that the general information above may not replace the need for detailed advice in individual cases. Despite all care in its research, we do not assume any liability for its accuracy, completeness, and topicality. Finally, when linking to other websites, we do not assume any liability for their contents. To assure a trouble-free application process, we strongly advise you to contact the competent Austrian representative authority in your home country for individual counselling.

REGISTRATION AS A RESIDENT

As an international citizen in Austria, you are subject to Austrian residential registration law. This means that you will need to register with the authorities within three days of your arrival to Austria. This concerns EU/EEA students just as it does non-EU/EEA nationals or Austrian nationals. The responsible authority for residential registration in Krems is:

Bürgerservicestelle Krems located within City Hall.
Obere Landstraße 4, 3500 Krems on the Danube
Opening hours are Monday – Friday 8.00–12.00 and Monday – Thursday 13.00–16.00

In order to register successfully, you need to bring your passport and a filled-out registration form. The registration form is available online under the following link: www.krems.at/fileadmin/user_upload/Meldezettel.pdf

The registration form needs to be fully filled out and requires the signature of your landlord.

EU/EEA citizens who are staying in Austria for longer than three months will need to further acquire a Confirmation of Registration (Anmeldebescheinigung) within the first four months of their stay as documentation of their right of residence in accordance with Union law. You can also collect this document from Bürgerservicestelle when bringing your passport and your signed registration form. Before you leave Austria, at the end of your stay, you will need to deregister with the authorities. For that you need to hand in a filled out registration form without your landlord's signature at Bürgerservicestelle.

INSURANCE

If you are employed with University for Continuing Education Krems, there will be automatic health insurance coverage. Spouses and partners can be included into this insurance by paying a top-up. Children are included without any extra charges.

Visitors from EU and EEA countries as well as from countries that uphold a social security agreement with Austria do not need extra insurance. They just have to carry form A1 from their home insurance company. Social security agreements are also upheld with Bosnia and Hercegovina, Northern Macedonia, Montenegro, Serbia and Turkey.

Visitors from non-EU/EEA countries not employed with the University for Continuing Education Krems need to secure adequate health, accident, and liability insurance for the whole time of their stay in Austria before arrival.

TAXATION AND SOCIAL SECURITY INFORMATION FOR VISITORS

Euraxess Austria provides a researcher's guide to Austria as well as a taxation guide for Austria beyond other relevant information for international incoming temporary visitors: www.euraxess.at/austria/austria-network/downloads.

ARRIVING AT THE UNIVERSITY

Should you need help with IT or other services and/or facilities (laboratories, library, archives, documentation centres, etc.), please contact your supervisor and/or the respective administrative assistant in your supervisor's department. The University for Continuing Education Krems offers eduroam access.



CAMPUS SERVICES

Our campus offers a rich variety of activities. You will not stay hungry as there are a cafeteria, several restaurants and cafés in immediate vicinity or even on campus such as:

- 2STEIN – www.2stein.at
- Café.virginier/Cafeteria – www.mensen.at
- Filmbar im Kesselhaus – www.filmbar.at
- DenkBar – www.denkbar.bar

Restaurants in Krems serve traditional but also international dishes and leave almost nothing to be desired.

Our university offers its own sports service called “University Sports Institute Krems”. It provides a diverse program of sports courses and workshops on nutrition. More information can be found on our website: <https://www.donau-uni.ac.at/sports>.

Furthermore, University for Continuing Education Krems regards art and culture not simply as decorative padding, but as an indispensable contribution to the everyday university life of teaching, learning and research. The campus’ culture program is therefore intended to bring together the university and persons from the region who are interested in art: <https://www.donau-uni.ac.at/campusculture>.



Life in Austria and Krems

AUSTRIA

Austria lies at the very heart of Central Europe bordered by eight countries, which are Germany, the Czech Republic, Slovakia, Hungary, Slovenia, Italy, Liechtenstein, and Switzerland. The official language is German but you will soon find that the majority of its around 9 million inhabitants speaks local dialects. Austria consists of nine federal states: Burgenland, Carinthia, Lower Austria (to which Krems belongs to), Salzburg, Styria, Upper Austria, Vienna (simultaneously the largest city and the country's capital), Tyrol and Vorarlberg. Beyond Vienna, the major urban areas of Austria are Graz, Linz, Innsbruck, and Salzburg, which are all just a short train ride from Krems. In 1995, the country joined the European Union, signed the Schengen Agreement, and adopted the Euro as its official currency in 1999.

Austria's landscape varies considerably. Around two thirds of the country are covered by the Alps, which make for a beautiful scenery full of picturesque lakes and great hiking routes through beautiful nature. To the East, Austria is rather flat and fertile. Eastern Austrian regions, including Krems, are especially famous for their wine. Europe's only major river flowing eastwards, the Danube, also passes through the country. The country's north is shaped by the Bohemian Forest, resulting in a hilly and forested landscape. Austria lies in the Central European transitional climatic zone, resulting in warm summers and snowy winters.

KREMS

Krems an der Donau (Krems upon the Danube) is the fifth-largest city of Lower Austria, located around 60 kilometers west of Vienna and home to approximately 25,000 inhabitants. In Krems, the rivers Danube and Krems meet at the eastern end of the idyllic Wachau valley, formed by the Danube River and listed on the UNESCO List of World Heritage Sites.

The abundance of historic buildings and architecture from the middle ages in the center of Krems tells of its meaningful past. The community, already mentioned in the year 995 as "urbs chremisa", was once the center of salt and wine trading and is one of the oldest towns in the country. You can still feel a medieval touch when hiking through the Wachau valley, which is framed by many fortresses and ruins. Its connection with its history and its vicinity to breathtaking nature combined with its lively atmosphere resulting from many cafés, restaurants and shops around the city offer the perfect place for your studies.

ACCOMMODATION

As a touristic hotspot, Krems offers a variety of hotels and guesthouses. The options closest to our campus are:

- Kolping Campus Krems
- Arte Hotel Krems
- Steigenberger Hotel and Spa

You can find more information about accommodation on our homepage: www.donau-uni.ac.at/en/university/campus-krems/studying-in-krems.html.

The online platform www.willhaben.at (a virtual market) lists additional rooms and apartments in German.

In case you need assistance finding suitable accommodation, our Service Center for International Relations will be happy to help.

PUBLIC TRANSPORT

Krems is accessible by train and car. There are direct train connections to Vienna, where you will find the nearest airport, and to Lower Austria's capital St. Pölten, both railways stations offering stops for international travelers from/to Germany, Switzerland, Hungary, Italy, Belgium, Romania, Czech Republic, Slovakia, etc.). When arriving by train from Vienna or St. Pölten, the buses 717 and 1 will take you directly to campus.

A nextbike (<https://www.nextbike.at/en/niederoesterreich/>) rental station is also positioned directly at the station in Krems, should you prefer to travel by bike (8 minutes).

For railway information such as prices, reductions and timetables, you can contact the Service Center for International Relations or consult the Austrian Federal railways' homepage: www.oebb.at/en.

When arriving to Austria by plane, the best way to get to Krems is to take a train from Vienna International Airport to St.Pölten and then switch to the train to Krems. The best public transport connections, not only from the airport, including all sorts of transportation means can be looked up under the following link: fahrplan.oebb.at/bin/query.exe/en.

In case you are arriving in Krems by car and should encounter any problems like damage, a flat tire or a breakdown, you can check whether your insurance or motorist club has an agreement with any of the following two companies and call them for help:

ÖAMTC: 120
ARBÖ: 123

Krems also offers a variety of **taxi companies**:

- Taxi Fries, Schrebergasse 8 – 0664/210 33 55
- Taxi Simhandl, Hohensteinstraße 11 – 02732/721 21
- Rittner Taxi, Kremstalstraße 105 – 02732/208
- Shägy Taxi, Rehberger Hauptstrasse 63 – 02732/830 83 and 0664/933 12 33
- Easy Taxi, Bahnhofplatz 11 – 02732/771 00
- Taxi Adler Krems, Weinzierl 120/5 – 0676/434 34 31 and 0664/154 06 04
- Taxi 4You Krems, Hafenstraße 30 – 0676/434 34 31
- Weiss Taxi Krems, Bahnhofplatz 14/12 – 02732/816 00
- Brani Taxi Krems, Gewerbeparkstraße 25 – 02732/778 00
- Keyif Taxi Krems, Obere Landstraße 18 – 0676/555 53 34

BANKS

In Austria, practically every bank branch has an ATM machine accessible 24/7 where you can take out money. The machines usually accept any foreign Maestro Cards, MasterCards, Visa, American Express, and Diners Cards and also Cirrus and VisaPlus Cards that belong to the mentioned payment systems. Many but not all hotels, restaurants, gas stations, and shops accept credit cards. You should be aware that most purchases in Austria are still paid in cash. You will need a confirmation of residential registration for opening an Austrian bank account, no matter if at a local bank or an online bank. We strongly recommend all people studying and living in Austria to open a SEPA (Single Europe Payments Area) bank account in order to avoid transaction fees.

MEDICAL ATTENTION

In case you get sick or injured during your time in Krems, there are plenty of doctors and a hospital you can turn to. In case you need assistance finding a physician, the Service Center for International Relations will be happy to help. If you need to buy medication outside of the regular opening hours you can consult the following homepage to check which pharmacies in Krems work night and emergency shifts that day: apo24.at/apotheken/nachtdienste/niederoesterreich.

Shifts rotate and each night, another pharmacy will be open.

In case you need a doctor during the weekend or during the night or if you feel too weak and sick to go outside to consult with one in person, you can call the emergency number 141 and a doctor will see you at your home. Should you find yourself in more severe medical trouble, you can seek medical help at the hospital in Krems or call an ambulance by dialing 144.

The most **important emergency numbers** in Austria are:

| |
|--|
| Fire Department: 122 |
| Police: 133 |
| Ambulance: 144 |
| International European Emergency number: 112 |

MOBILE PHONES

When arriving in a foreign country, one of the first questions that comes up is what to do with your mobile phone. In Austria you will have two options. First you will need to make sure your phone is unlocked. If that is not the case you can have it unlocked in a phone store which will cost around € 20. Then you can either get yourself a phone contract or you can organize yourself a pre-paid card (Wertkarte). In most cases, when signing a contract you are dealing with a minimum commitment of 12 months. This option can be relevant for you if you are planning to stay in Austria for longer than 12 months and to use your phone very frequently. If you are staying in Austria for a shorter period of time, a pre-paid SIM card is probably the better option for you. You can buy credit vouchers of usually € 10, € 20 or € 50 and upload the credit to your phone. You can activate your card by entering the code on the voucher into your phone. Once the credit is used up, you can reload your phone by purchasing new vouchers that are being sold at your phone company's stores, most electronic stores, post offices, kiosks, supermarkets, and gas stations.

GERMAN COURSES

There are several organizations in Krems offering German language courses. The most popular is:

Volkshochschule Krems:

www.vhs-krems.at/english

SHOPPING

Shop opening hours in Austria might significantly differ from the ones you are used to from your home country.

On Saturdays, shops usually close around noon. Grocery stores form an exception and usually open earlier and stay open longer, resulting in average opening hours from 7:30–19:30. These times can slightly vary depending on the store. On Sundays and public holidays, shops in Austria are closed.

Public Holidays in Austria are:

- 1st January – New Year
- 6th January – Epiphany
- Easter Monday
- 1st May – Labor Day
- Ascension Day
- Whitmonday
- Corpus Christi
- 15th August – Assumption Day
- 26th October – Austrian National Holiday
- 1st November – All Saints' Day
- 8th December – Feast of the Immaculate Conception (most but not all stores stay open that day)
- 25th December – Christmas Day
- 26th December – St. Stephen's Day/Boxing Day

An exact holiday calendar for Austria you find here, comprising legal (§) and other holidays for all Austria as well as differences between the federal states (by NÖ = Lower Austria): www.feiertage-oesterreich.at/en/2023.

BARS AND RESTAURANTS

In Krems, there are many good restaurants, authentic "Heurige" (wine taverns serving snacks), cozy cafés, and lively bars. You will neither have to stay hungry on campus. There are a cafeteria and several restaurants and cafés in immediate vicinity or even on campus grounds like:

- 2STEIN – www.2stein.at
- Café.virginier/Cafeteria – www.mensen.at
- Filmbar im Kesselhaus – www.filmbar.at
- DenkBar – www.denkbar.bar

Restaurants serve traditional but also international dishes and leave almost nothing to be desired. A restaurant guide can be found on the city's homepage: www.krems.info/en/enjoyment.

RECREATION

Strolling through its medieval alleyways, tasting wine in closed-down monasteries, relaxing in a café by the street, and amusedly smiling in the museum of caricatures: art and culture can be experienced and lived in Krems. The folk music festival “Glatt & Verkehrt”, the Donaufestival, and the exhibitions at the internationally renowned Art Center Krems are the highlights of the town’s annual event calendar. Upcoming events can be found under the following link: events.krems.at.

Krems is a traditional educational town - with more than 25 schools and high schools attended by nearly 20,000 students. The environment of Krems is richly furnished with restaurants, hotels, guest-houses and students’ hostels, as well as leisure-time and cultural facilities. The environment of the Wachau, its exquisite wines and brandies and numerous sports facilities contribute in significant measure to the quality of life of students at the University for Continuing Education Krems.

Furthermore, the University for Continuing Education Krems is an ideal starting point for jogging, cycling, playing squash and tennis, or simply for taking a walk through the vineyards. Oarsmen and swimmers can pursue their hobbies in the nearby Danube river or in the public pool: www.badearena.at.

During winter time, you have the opportunity to take advantage of the outdoor ice skating rink while you can enjoy the city’s beach volleyball courts, soccer fields and tennis courts during summer. At night you can hang out in one of the town’s bars or go to one of the two **movie theatres**:

- Cinemaplexx Krems – www.cinemaplexx.at
- Kino im Kesselhaus – www.kinoimkesselhaus.at.

Nearby **attractions and sights** include:

- LOISIUM Wine World – www.loisium.com/en/weinwelt-langenlois
- Benediktinerstift Göttweig – www.stiftgoettweig.at
- Castle Grafenegg – www.grafenegg.com/en
- Melk Abbey – www.stiftmelk.at/en
- Dürnstein – www.duernstein.at/en
- Castle Ruins Aggstein – www.ruineaggstein.at/en
- Castle Schallaburg – www.schallaburg.at
- Winzer Krems – www.winzerkrems.at/en.

Additionally, do not miss stopping at a so-called “Heuriger” in order to enjoy budget-friendly local wine and food culture. There are many of these traditional localities in and around Krems.

From Krems, it is only a short train ride to Austria’s capital Vienna. Seize a free afternoon for exploring this cultural and lively metropolis in the heart of Europe. Stroll through the parks of Schönbrunn Castle, marvel at the architecture of the Hundertwasser buildings, take a walk along the famous ring street or simply enjoy a traditional “Sachertorte” and a Viennese coffee in one of its plenty coffee houses.

CULTURE

Krems offers a rich historical and cultural landscape. The Kunstmeile Krems (art mile), comprising the Kremser Kunsthalle (art gallery) which is Austria’s only museum of cartoon and caricature, pictorial satire and critical graphics, attracts visitors from all over the world. The University for Continuing Education Krems is part of the Kunstmeile and is a regional cultural meeting point due to its own range of public art. It wants to promote the confluence of art and science as well as to build a bridge between different cultures. When our campus was built, several publicly funded art projects were included in its design. One aspect of Campus Culture (www.donau-uni.ac.at/en/university/service/campus-culture) is the Campus Choir called **“CHORyphäen”** that is open to everybody in order to bring together members of University for Continuing Education Krems with people from the region. Furthermore, Krems offers a rich program in theatre productions and music concerts.



University for Continuing Education Krems

In 1995, the University for Continuing Education Krems, which had been founded one year previously, moved into the premises of an old tobacco factory, a characteristic industrial building dating back to the start of the 20th century.

Since October 2005, the University for Continuing Education Krems has been a campus university. Spanning an area of 34,000 square meters, the campus is utilized jointly by University for Continuing Education Krems, IMC University of Applied Sciences Krems and Karl Landsteiner University of Health Sciences. It is equipped with state of the art teaching and research facilities, comfortable accommodations, a varied range of food services, and an arthouse cinema. It offers the ideal environment for learning, research, and living.

In August 2008, the campus was further extended via the service center "Campus West". It complements the existing services for students and university staff in an optimal way by providing a hotel, restaurants, a fashion house, a hairdresser, a wellness and fitness center, office and training spaces and a car park. The modern adaptation of the old tobacco factory and the new premises at "Campus Krems" offer students and teachers an open and motivating environment that promotes innovation. Next to the already mentioned modern teaching and research spaces, the facilities also include a library, an auditorium, a cinema, and a variety of restaurants.

In 2022, around 700 staff members and over 7,400 students from more than 80 countries worked, studied and did research at the University for Continuing Education Krems. The University for Continuing Education Krems combines ongoing innovation in research and teaching with the highest standards and holds the seal of quality of the Agency for Quality Assurance and Accreditation Austria (AQ Austria).

FACTS AND FIGURES

To give you an idea about our university: Students during the winter term 2021/22

- Total number of students: 7,455
- From 83 countries
- Average age: 39 years
- Female students: 54%
- Students from foreign countries: 26%
- Total number of alumni: ca. 30.000

Financing

- Total budget: EUR 53 million
- Self-financing ratio: 59%
- Financial support from the Federal Government and the State of Lower Austria: 41%

FACULTIES AND DEPARTMENTS

Faculty of Health and Medicine

Department for Biomedical Research
Department for Evidence-Based Medicine and Evaluation
Department for Health Sciences, Medicine and Research
Department for Clinical Neurosciences and Preventive Medicine
Department for Psychosomatic Medicine and Psychotherapy
Department for Economy and Health

Faculty of Business and Globalization

Department for E-Governance and Administration
Department for European Policy and the Study of Democracy
Department for Migration and Globalisation
Department for Legal Studies and International Relations
Department for Management and Economics
Department for Knowledge and Communication Management

Faculty of Education, Arts and Architecture

Department for Building and Environment
Department for Higher Education Research
Department for Integrated Sensor Systems
Department for Arts and Cultural Studies
Department for Continuing Education Research and Educational Technologies

ACADEMIC CALENDAR

Winter term

starts at the beginning of October, ends at the end of February

Summer term

starts at the beginning of March, ends at the end of September

The current academic-year planning you find here: www.donau-uni.ac.at/en/studies/study-organisation/term-dates

The mentioned dates are general term dates. Please always ask your specific study program coordinator about the exact dates.

Universität für
Weiterbildung
Krems



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Infopoint

Phone: +43 (0)2732 893-6000

E-mail: scs@donau-uni.ac.at

Address: University for Continuing Education Krems,
Tract K, Ground Floor

www.donau-uni.ac.at/en/infopoint

Recruitment and HR Development

Phone: +43 (0)2732 893-2764

E-mail: bewerbung@donau-uni.ac.at

www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/recruitment-and-hr-development.html

Human Resources

Phone: +43 (0)2732 893-2201

E-mail: personal@donau-uni.ac.at

www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/hr-management.html

Research Service

Phone: +43 (0)2732 893-2226

E-mail: science@donau-uni.ac.at

www.donau-uni.ac.at/en/research/research-service.html

Grant Acquisition

Phone: +43 (0)2732 893-2227

E-mail: grantacquisition@donau-uni.ac.at

www.donau-uni.ac.at/en/research/grant-acquisition.html



The University for Continuing Education Krems specializes in part-time academic continuing education. As a public university for continuing education, it works with its expertise in research and teaching to overcome societal challenges and tailors its study programs to address them. The master programs and short programs cover ten fields of study and meet the specific requirements of working professionals. With 8,000 students coming from 85 countries, the University for Continuing Education Krems combines its many years of experience in university-based continuing education with innovation to provide outstanding quality in research and teaching at an international level. The University holds the AQ Austria quality seal. Situated 60 km from Vienna in the alluring world heritage region Wachau, Campus Krems is a highly attractive location.

University for
Continuing
Education Krems



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