



# WELCOME GUIDE



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# Welcome by the Rectorate

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Dear Students,

We would like to welcome you at the Medical University of Graz and appreciate your decision to come here to gain international experience. Be assured that your stay in Graz will enrich you both professionally and personally and enable you to establish valuable contacts. Besides, Graz with its wonderful old town, its Mediterranean flair and its cultural heritage is the perfect starting point for exploring Austria.

Student life at the Medical University of Graz is characterized by approximately 4,200 students who receive the best possible university education. This means, among other things, small group tuition and much practical training, providing students with the necessary qualification for their future profession. You will be part of this community during the next few months and have the opportunity to work and study with colleagues from all over the world.

Internationality is not only a slogan but being lived at our university and clearly reflected in the fields of research and education. We actively encourage our students and researchers to participate in the numerous mobility programs available.

The time is short – so make the most of it. Get in touch with new people, learn new things and look back with pleasure. May your stay here in Graz be an unforgettable and enriching experience!



Prof. Hellmut Samonigg, MD  
Rector



Prof. Doris Lang-Loidolt, MD  
Vice-Rector for  
Teaching and Studies



Caroline Schober-Trummler, MSc.  
Vicerector for  
Research and International Matters

# Medical University of Graz

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The University of Graz was founded in 1585 as one of the first universities in Central Europe. Since 1863, when the Medical Faculty was built up, the University contributes to the flourishing of the “academic city” Graz. In 2004, the Medical University was outsourced from the Karl-Franzens-University and became an independent university that comprises three research centres, 36 clinical departments and institutes and 1.800 employees. At the moment about 4.000 students are registered at the Medical University of Graz.

## Nobel Prize Winners

The Medical University of Graz is proud of its long history of internally recognised research. This is also emphasised by three Nobel Prize winners coming from the Medical University of Graz:

- Fritz Pregl, Nobel Prize for Chemistry (1923)
- Julius Wagner von Jauregg, Nobel Prize for Medicine (1927)
- Otto Loewi, Nobel Prize for Medicine (1936)

## Campus

The Medical University consists of:

- The new MED Campus (Neue Stiftingtalstraße)
- hospital area (Auenbruggerplatz, Stiftingtalstraße, Billrothgasse)
- general university campus with the department of anatomy and administration services (Harrachgasse)

They are easy to reach by bus no. 41 within a few minutes. Walking distance is about 15 minutes.



The new MED Campus is a modern university centre, with plenty of room for our students as well as modern facilities for teaching and research.



Harrachgasse 21

LKH Univ.-Klinikum

## Useful Facilities

As incoming student or guest doctor, you also do have the possibility to benefit from the student and research facilities at the Medical University of Graz:

### Library and Learning Centre



The library of the Medical University of Graz is available during the following office hours: Mo - Fr 8 am - 10 pm, Sat 9 am - 1 pm

If you want to lend books, you need to be enrolled as a student of the Medical University of Graz or you need to register at the library and will be provided a lending card. More information on the library facilities is available at <http://www.medunigraz.at/bmed/>

Most departments have additional libraries with specialised literature. For their opening hours, please refer to the relevant departments. Please note that you cannot lend books at the departmental libraries.

Above the library, there is a **learning centre** where you can study. In addition to the library opening hours, it is also open on Saturdays, Sundays and holidays from 9 am-10 pm.

### Centre for Medical Research (ZMF)

The Centre for Medical Research (ZMF) was established in 2004 to provide first class biomedical research infrastructure for both clinicians and basic research scientists working at the Medical University of Graz. It comprises more than 4000 m<sup>2</sup> of well-equipped laboratory and office space supporting cutting edge basic and applied biomedical research.

### ZMF Academy

The ZMF Academy offers high-quality courses to post-graduates in different areas of life science technologies. In the practical-oriented courses, participants gain comprehensive knowledge and

profound practical experience in a state-of-the-art equipped environment. For more information please go to <http://zmf.medunigraz.at/zmf-academy/> or contact [zmf-sekretariat@medunigraz.at](mailto:zmf-sekretariat@medunigraz.at).

Registered Erasmus students and trainees have the possibility to benefit from the **reduced fee** for university members!

## Internet Access and Eduroam

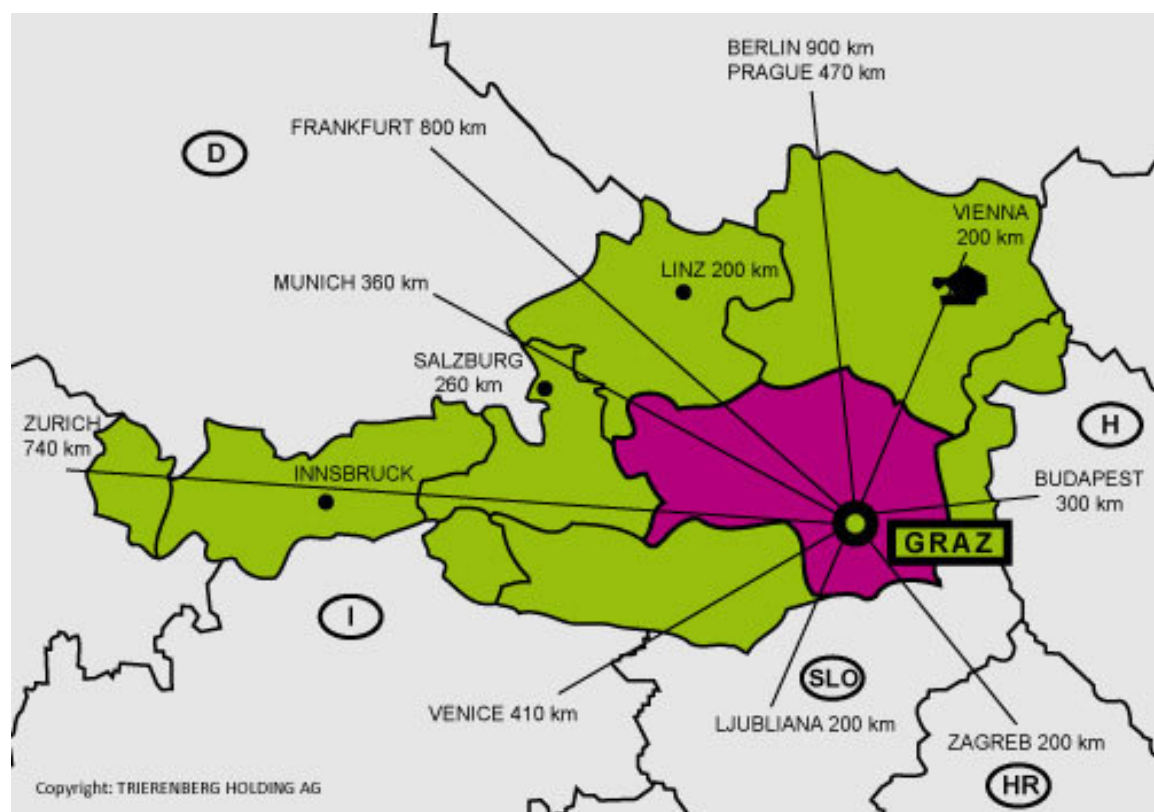
At the hospital area and at the campuses, wifi internet access is available. You will be provided the log on data by your coordinator.

Eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community. Eduroam allows students, researchers and staff from participating institutions to obtain Internet connectivity across the campus and when visiting other participating institutions all over the world by simply opening your laptop. If you have an Eduroam-account at your home institution, it is possible to log on to the network of the Medical University of Graz.

## Graz

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Austria is located in the middle of Europe and is often called the “green heart of Europe”. Graz is the second largest city in Austria and the capital of the federal state Styria and is situated in the south of Austria.



Due to its location in the centre of Europe, Graz is a popular place among international students and a very good starting point when exploring Europe.



In Graz, you can recognise a successful synthesis of the old and the new. Narrow alleys and romantic courtyards, gothic, renaissance and baroque come together in Graz. On the contrary, Graz is also a scene of modern architecture.

Pick up some tourist information in the tourist office and explore Graz: [www.graztourism.at](http://www.graztourism.at)

## How to reach Graz

Graz has an international airport (Graz Thalerhof) which is about 30 min outside the city centre. There are frequent busses and trains between the airport and the main train station. It is also possible to fly to Vienna and reach Graz by train. This would take you about three hours from the airport to Graz in total.

Graz can also easily be reached by international train and bus connections.

## Registration and Visa

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Please read the following instructions carefully. Not fulfilling the legal requirements of your stay might have serious consequences.

### Citizens from EU/EAA

Citizens from the EU/EEA (European Economic Area) member states do not have to apply for visa. Nevertheless, you need to make sure to bring a valid travel document (passport, personal identity card) with you. If you are only staying for less than three months, there are no further requirements.

### Stays for longer than three months

If you plan to stay longer than three months in Austria, you have to apply for a “Anmeldebescheinigung” in Graz within these first two months.

Contact:

Amt der Steiermärkischen Landesregierung, Fachabteilung 7C  
Paulustorgasse 4, 8010 Graz

Please note that you need to prove sufficient financial resources for your stay. Usually, a scholarship contract would be sufficient, but to be on the safe side, we recommend bringing a bank statement.

Please make sure to give notice of your departure by e-mail: [fa7c@stmk.gv.at](mailto:fa7c@stmk.gv.at)

## Citizens from Non-EU-Countries

Which requirements you have to fulfil, depends on the duration of your stay:

### Stays for less than six months

Non EU- or EEA-citizens staying in Austria for a period of up to six months need a visa and must apply for it at the Austrian embassy in their home countries. Please contact the Austrian embassy/consulate in your country of residence to find out which application documents are required. Please note that visas can NOT be applied for in Austria and can NOT be extended in Austria.

Exception: Students holding a US or Canadian passport and studying at US or Canadian universities coming to the Medical University of Graz for their mobility semester in the context of a mobility program, can apply for the visa after arrival at the Austrian embassy in Ljubljana (SI). In this case, trips must be arranged for the students to enter the Schengen Area in Austria (Vienna or Graz)! The process must be completed within the first 90 days of entry into the Schengen Area.

### Stays for more than six months

Non EU- or EEA-citizens staying in Austria for more than six months need a residence permit (Aufenthaltsbewilligung) which can be obtained from the Austrian embassy/consulate in your country of residence. Please contact us early enough to provide you with the confirmation of your acceptance at the Medical University of Graz.

EXCEPTION: Citizens from various countries can apply for the “Aufenthaltsbewilligung” after their arrival in Graz. These countries include for instance Australia, Canada, Japan, Mexico and the USA. For a complete list and more detailed information, please check <https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/#students-with-entrance-examination-stays-for-more-than-6-months>. In this case, trips must be arranged for the students to enter the Schengen Area in Austria (Vienna or Graz)! The process including pick-up of the residence permit card must be completed within the first 90 days of entry into the Schengen Area.

## Registration at the City of Graz

All incomings, no matter if EU citizens or third country nationals, have to register themselves at the city of Graz within the first three days upon their arrival. In order to register you have to fill in a “Meldezettel” (registration form) and get the signature of the owner of your accommodation or the management of the students’ dorm. The registration form can be downloaded at <http://www.graz.at/cms/dokumente/10024916/e05a999a/Meldezettel.pdf>.

There is an English guide how to fill in the Meldezettel at the following website: [https://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/how\\_to\\_fill\\_in/bibwww\\_meldezettel-howto\\_en.pdf](https://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/how_to_fill_in/bibwww_meldezettel-howto_en.pdf). Nevertheless, you have to fill in the German form, this is only a guide.

Basically, you can do the registration at each service centre of the city of Graz. The addresses of the service centres is available at the following website: <https://www.graz.at/cms/ziel/7829988/DE/>



Make sure to take your passport with you.

The following service centres might be most convenient for you:

**Servicecenter Innere Stadt**

Amtshaus, Schmiedgasse 26, 8010 Graz

Opening hours: Monday and Wednesday 7 am – 5 pm, Tuesday, Thursday and Friday 7 am – 1 pm

**Servicestelle Stiftingtal** (directly at the stairs leading to the university hospital area)

Stiftingtalstraße 3, 8010 Graz

Opening hours: Monday: 7 am – 6 pm, Tuesday – Friday: 7 am – 1 pm

When leaving Austria, you have to give notice of your departure at the service centres again.

## Your Clinical Training

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The following section should provide information on your clinical training at the university hospital Graz.

### Your Coordinator

The Medical University of Graz is offering a variety of mobility programmes. Please refer to the contact person who is responsible for your mobility programme if you have any questions:

#### Observership Programme



**Irene Stradner**

E-Mail: [irene.stradner@medunigraz.at](mailto:irene.stradner@medunigraz.at)

Phone: 0043 (0)316 385-73675

Office: Harrachgasse 21, 8010 Graz, 4<sup>th</sup> floor

Office hours: Upon individual appointment

#### Clinical Elective Exchange Programme



**Mag. Eva Halbauer-Huber**

E-Mail: [eva.halbauer-huber@medunigraz.at](mailto:eva.halbauer-huber@medunigraz.at)

Phone: 0043 (0)316 385-73677

Office: Harrachgasse 21, 8010 Graz, 4<sup>th</sup> floor

Office hours: Monday - Wednesday 9 am – 12 am



**Mag. Christiane Grün**

E-Mail: [christiane.gruen@medunigraz.at](mailto:christiane.gruen@medunigraz.at)

Phone: 0043 (0)316 385-73679

Office: Harrachgasse 21, 8010 Graz, 4<sup>th</sup> floor

Office hours: Wednesday 9 am – 12 am and Thursday upon individual appointment



**Mag. Birgit Vogel**

E-Mail: [birgit.vogel@medunigraz.at](mailto:birgit.vogel@medunigraz.at)

Phone: 0043 (0)316 385-73692

Office: Harrachgasse 21, 8010 Graz, 4<sup>th</sup> floor

Office hours: Monday - Thursday 9 am – 12 am and upon individual appointment



**Mag. Karin Weinberger**

E-Mail: [Karin.weinberger@medunigraz.at](mailto:Karin.weinberger@medunigraz.at)

Phone: 0043 (0)316 385-73678

Office: Harrachgasse 21, 8010 Graz, 4<sup>th</sup> floor

Office hours: Monday - Thursday 9 am – 12 am and upon individual appointment

## International Office



**Address:**

Harrachgasse 21, 8010 Graz

4<sup>th</sup> floor

**Office hours:**

Monday - Thursday: 9 am – 12 am

When coming by outside our office hours, please call in advance to make sure that your coordinator is available.

E-Mail: [international.office@medunigraz.at](mailto:international.office@medunigraz.at)

Web: <http://international-office.medunigraz.at/>

Facebook: <https://www.facebook.com/international.medunigraz/>

Tel: 0043 (0) 316 385-73678

## Whom to meet at the clinical department

It is necessary to present yourself at the contact person in the respected department/ward on the first day of your training. You will receive detailed contact information, place and time prior to your training.

## Immunisation Requirements

To be allowed working at the clinical departments, you should have hepatitis A+B immunisation. In some high risk departments, you even have to bring your antibody titre confirmation. In case you need to bring such a certificate, you will be informed by your coordinator.

If you stay in Austria during the summer term, you are strongly advised to get immunisation against tick borne encephalitis. In order to have effective immunisation, you need to get the basic vaccination and at least one booster. You can get the vaccination at the following institutions:

- Hygieneinstitut der Med Uni Graz: <http://hygiene.medunigraz.at/diagnostik/klinische-mikrobiologie-krankenhaushygiene-und-impfungen/impfambulanz-und-reisemedizin/>
- Städtisches Gesundheitsamt: <https://www.graz.at/cms/ziel/7746915/DE>
- Reisemedizinische Impf- und Beratungsstelle:  
<http://www.gesundheit.steiermark.at/cms/beitrag/11679554/72561882>

The vaccination is available for about € 25.

## Accommodation

Unfortunately, we cannot provide accommodation for you. Thus it is your own responsibility to organise the accommodation for your stay in Graz. A lot of incomings like to stay in students' dormitories in order to get in touch with other international and regular students. Shared apartments are a popular alternative. On our website, we have gathered some information on students' dormitories and shared apartments: <http://international-office.medunigraz.at/incoming-mobility/housing/>

# Practical Information on Living in Graz

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The following section should provide some practical advice regarding your stay in Graz.

## Climate

The climate of Graz is continental. We have cold winters (up to -10 °C) and hot summers (up to 35 °C). In winter, we normally get some snow, but it often melts away soon. Don't worry: Houses and dorms are well isolated and have central heating, so at least the indoor temperature is always comfortable. You can find the current weather forecast on [www.wetter.at](http://www.wetter.at).

## Public transportation in Graz

In Graz, you can go around by public transportation easily. Six tram lines and a lot of different bus lines provide a very good public transportation net.



Tickets are available directly in the tram (there is a ticket machine) or in the bus (with the bus driver). You can also buy tickets in any

tobacco shop (Trafik) or at the mobility centre in the city centre. Please note that except for the tickets you buy directly in the tram or on the bus, all tickets have to be validated on the bus or in the tram (there are clocks where you have to put your tickets in).

Please note that if you are caught without a valid ticket, you are charged very high fees.

## Ticket prices

- 1-Hour-Ticket € 2.30
- 24Hour-Ticket € 5.10
- 10 Zone Ticket € 20.00
- Weekly Ticket € 14.30
- Monthly Ticket € 47.60
- Half-year Ticket € 244.00

## Online Schedule

The online schedule for public transportation in Graz is available at <http://www.holding-graz.at/linien/fahrplaene/busbahnbim-auskunft.html>, the schedule for bus lines going outside of Graz is available at <http://www.verbundlinie.at/en/>.

If you prefer to have an app on your smart phone, search for “ÖBB Scotty”, it is available for Apple and Android.

## Bicycles

In Graz, among students it is very popular to go by bicycle. Indeed, it is a very fast and convenient way of being mobile. Information on renting a bike can be found at <https://grazbike.at/en>. Yet, renting a bike is rather expensive if you want to use it for some weeks. So most probably, it would be cheaper buying a used bike and reselling it upon your departure. The following stores offer used bicycles:

- Rebikel: <http://www.rebikel.at/>
- Drahtesel: <http://graz.radln.net/cms/beitrag/10895432/28195258/>
- Bicycle: <http://www.bicycle.at/de/verkauf/>

You could also search for used bicycles on platforms like [www.shpock.com](http://www.shpock.com) or [www.willhaben.at](http://www.willhaben.at).

Attention: Do not drink and drive. There might be severe penalties if you are caught by the police.

## Train and Bus

Graz is ideally located to reach other cities in Austria and central Europe by train. It takes you, for example, 2.5 hours to go to Vienna and 4 hours to go to Salzburg by train.

## Vorteilscard

If you are under 26 years old you can buy the “Vorteilscard <26” allowing for up to 50% discount for all your train tickets for journeys within Austria. You can get the Vorteilscard at the main train station by filling in an application form and presenting your student ID and a picture. The Vorteilscard costs € 19,- and is valid for one year. For further information, please refer to <http://www.oebb.at/en/angebote-ermaessigungen/vorteilscard>.

## Sparschiene

“Sparschiene” is a special offer by the Austrian train service. It allows you to travel within Austria and also to other European destinations at a very attractive price. You have to book these tickets well in advance and you cannot cancel or change them. For further information, please refer to <http://www.oebb.at/en/angebote-ermaessigungen/sparschiene-oesterreich>.

## Fernbus

Within the last years, also the long distance bus service has been established in Austria. Via “Fernbus”, you can reach Austrian and European cities easily and at a very cheap price. There is also one direct connection from Graz to the sea in Croatia. For further information, please refer to <https://www.flixbus.at/>.

## Eating out in Graz

People in Graz like eating out. There must be a valid reason, why Graz is labelled as “capital of delight”. A huge variety of different restaurants and bars are waiting for you.

You can find all bars, restaurants and cafes at the Restaurant Guide Graz: <https://www.graztourismus.at/en/eat-and-drink/restaurant-guide>

Your room mates, other regular students or your colleagues at the hospital most likely can provide some insider advice on where to get the best food.

## Shopping

One of the most challenging facts for our incoming guests is that our shops are closed on Sundays. Grocery stores are usually open from Mondays to Fridays from 8 am to 7 pm and on Saturdays until 6 pm. On Sundays all shops are closed with the exception of some Oriental shops, shops at petrol stations and shops at the main train station and Graz airport.

The following shops are the most popular ones for your daily needs. Of course there are also plenty of smaller stores which we cannot list here.

- Grocery stores: Billa, Merkur, Spar, Hofer, Lidl, Penny
- Chemist's / drug stores: Bipa, DM
- Office supplies: Libro, Pagro
- Home electronics and entertainment electronics: Saturn, Media Markt

Graz is also very popular for its farmers' markets. At the so called "Bauernmarkt", you can buy healthy and delicious food directly from the farmers. For more information, please refer to <https://www.graztourismus.at/en/shopping-and-lifestyle/markets/markets>.

For further information on shopping streets and shopping centres in Graz, please refer to <https://www.graztourismus.at/en/shopping-and-lifestyle>.

## Telephone

Austria has one of the highest mobile phone per capita rates in the world. Thus in many apartments there are no conventional telephone networks. If there is a phone in your apartment, ask your flat mates about the prices and cheapest time. It is often cheaper and above all more convenient to buy a mobile phone.

When it comes to international calls, nowadays the best option is to make these calls via online service like Whatsapp, Skype or Facetime.

The phone code for Graz within Austria is 0316, calling from abroad you have to dial ++43 (0043) for Austria and then 316.

## Emergency Calls

Emergency calls are for free and can be made from any phone:

- Ambulance 144
- Fire brigade 122
- Police 133
- Doctor's emergency service 141  
(in the evening and on weekends )

## Prevention and Safety Instructions

<https://www.medunigraz.at/en/ects-katalog/allgemeine-informationen-fuer-studierende/prevention-and-safety-instructions/>

## Post Service

Most post offices are open from Monday to Friday from 8 am- 6 pm for letters, parcels, faxes and EMS services. On Saturday some post offices are open from 8 am until 12 pm and on Sundays they are closed and there is no mail delivery.

If you are delivered a parcel while you are not at home, you will get a notification from the post office (usually a yellow notification document) and you need to get the parcel from the post office by yourself. Do not forget to bring the yellow notification document and your ID.

## Waste Separation

Austrians attach great value to waste separation. We have dust bins with different covers:

- Dust bin with red cover: paper waste
- Dust bin with yellow cover: plastic and packaging
- Dust bin with green or white cover: glass (coloured and white glass have to be separated!)
- Brown dust bin: organic waste
- Black dust bin: all the rest (But no problematic substances like batteries)

Please help us to save the environment and separate your waste as well.

## Toilet Paper and Sanitary Products

Toilet paper is available in every toilet. In Austria, the toilet paper has to be **thrown into the toilet**, NOT into the bin. For sanitary products, however, please use the provided bags and throw them into the bin.

## Money Exchange

The following coins and banknotes are available in Euro:

- Coins: 1, 2, 5, 10, 20, 50 Cent, 1 Euro, 2 Euro
- Banknotes: 5, 10, 20, 50, 100, 200, 500 Euro

You can exchange cash at an Austrian bank (“Bank” or “Sparkasse”) without special identification. Please note that there might be fees, especially for traveller or Euro cheques. Most banks are open from Monday to Friday, note that some banks still have lunch breaks.

The EC-/Maestro card allows you to withdraw money from your home or Austrian bank account at ATMs (“Bankomat”). This is most often the cheapest way to change your money.

Credit cards (Visa and Mastercard) are accepted at most major stores and in most supermarkets.

If you are staying in Graz for a longer period, you might consider opening an Austrian bank account. For students, this is for free at most banks. Please ask about any potential fees in advance – sometimes there are fees when you want to close the bank account upon your departure.

## (Non-)Smoking

Please mind that in Austria all public buildings are non-smoking areas. In restaurants, there are usually separate smoking areas. The university hospital is a non-smoking hospital, so smoking is only allowed in some restricted areas.

Keep in mind that in students’ dorms smoke detectors are used that are automatically connected with the fire brigade. If you activate the smoking detectors by smoking or some other prohibited activities, you will be charged the costs of about € 500.

## Sick in Graz

If you need some medical advice, you may choose between a general practitioner and a specialist with a contract for all insurance services (“Alle Kassen”) by making your own appointment.

In urgent cases, you may also go to the university hospital clinic outpatient department at the “Landeskrankenhaus” (LKH Auenbruggerplatz) or to the “Steiermärkische Gebietskrankenkasse” (GKK), Josef-Pongratz-Platz 1, see [www.stgkk.at](http://www.stgkk.at).

## Costs of Living

The costs of your stay in Graz will mainly depend upon the type of housing (student dorm or private accommodation) and your lifestyle (eg eating out or cooking at home). To be on the safe side, you should calculate at least € 750 - € 850 per month, including accommodation, groceries and personal expenses. If you want to travel a lot, your expenses will be higher.

## Leisure Time

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In Graz, you can benefit from a huge variety of different offers. No matter if you prefer going to the museum, exploring the architecture of Graz or enjoying one of the numerous parks in Graz – there is the right offer for every taste. For suggestions on how to spend your leisure time, please refer to Graz tourism: <https://www.graztourismus.at/en/see-and-do>

## ESN Erasmus Student Network

The Erasmus Student Network (ESN) is Europe’s biggest non-profit students’ organisation. It aims at helping international students in their guest cities and universities. Graz has a very active ESN community as well. If you are seeking contact to other international students or if you want to benefit from their offerings or participate in their numerous events, please find further information at <http://unigraz.esnaustria.org/>.

Some offerings or events are only available if you are a ESN member, but the membership fee of € 5 is rather cheap and especially the trips to explore Austria are totally worth it. The offerings are not only limited to Erasmus students but are open to all international students and guests.

## Trips outside of Graz

Have you already experienced that Graz is almost empty on Sundays? We love getting out of the city and exploring the countryside. You should also use the possibility to get out of the city and to get to know Styria, the green heart of Austria. A lot of advice where to go and what to do is available at the following website: <http://www.steiermark.com/en>



# Checklist – What to bring

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passport or ID document	
immunisation record	
debit card / credit card	
adapter for electronic devices (220 Volt with two contacts)	
your mobile phone when working with any SIM card	
sheets and towels if not provided in your accommodation	
dishes and cutlery if not provided in your accommodation	