

SURVIVAL GUIDE

2026/27

**HERE'S HOW TO MAKE IT THROUGH
YOUR FIRST SEMESTER!**



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FOREWORD FROM THE DEPARTMENT FOR EDUCATION POLICY

Dear Students,

Starting university marks the beginning of a new chapter in your life, full of opportunities but also with some challenges. One of these is navigating the university's "bureaucratic jungle."

To make your transition to university a little easier, we – the Department for Education Policy of the ÖH Uni Graz – have put together this guide. On the following pages, you will find concise and easy-to-understand information on important dates and deadlines, key student rights and regulations, financial support, points of contact, and much more.

For those who would like to learn more about specific topics, we have also included useful links and a list of important points of contact that you can turn to at any time. We hope this guide will make the start of your studies a little easier and wish you a successful and exciting start to your university journey!

Your Department for Education Policy of the ÖH Uni Graz



GREETINGS FROM THE CHAIRPERSON



Dear First-Year Students!

WELCOME TO THE 2026/27 ACADEMIC YEAR!

Starting university marks the beginning of a new chapter in your life, one filled with new experiences and opportunities to make new friends. It can be an exciting time, but at times it can also feel overwhelming.

As the ÖH Uni Graz, we are here for you!

Alongside representing your interests politically to the university as well as the city and provincial governments, we also provide practical support in many areas: from the ÖH Social Fund for students facing financial difficulties, free legal advice, and help finding free psychotherapy places, to regular spritzer stands on campus and various excursions — there is something for everyone!

Curious to find out more?

In the Survival Guide, you will find all the important information and points of contact you may need during the coming semesters. And if you have any additional questions, don't hesitate to get in touch with us!

**We wish you plenty of motivation and a great time during
your studies!**

**Your ÖH Uni Graz Chairperson Team
Valentina, Ida and Mary**

DATES AND DEADLINES

WINTER SEMESTER 2026/27

- Online pre-registration: from 1 July 2026
- Admission period (Bachelor's and Diploma programmes): 15 June – 24 August 2026
- Enrollment (Master's and doctoral programmes): 6 July – 31 November 2026
- Re-enrollment (Pay your fees!): 6 July – 31 October 2026
- Start of the winter semester: 1 October 2026
- Start of classes: 1 October 2026
- End of classes: 30 January 2027
- End of the winter semester: 27 February 2027

Lecture-Free Period

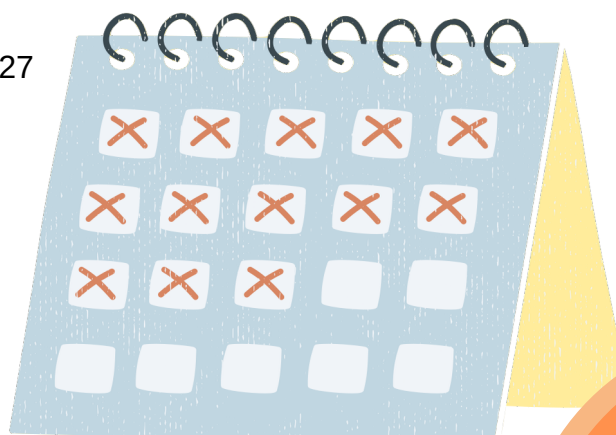
- All Souls' Day: 2 November 2026
- Christmas break: 21 December 2026 – 6 January 2027
- Semester break: 1 February – 27 February 2027
- All Sundays and public holidays

SOMMERSEMESTER 2027

- Online pre-registration: from 15 December 2026
- Admission period (Bachelor's and Diploma programmes): 11 January 2027 – 5 February 2027
- Admission period (Master's and doctoral programmes): 11 January – 31 May 2027
- Re-enrollment (Pay your fees!): 11 January – 31 March 2027
- Start of the summer semester: 1 March 2027
- Start of classes: 1 March 2027
- End of classes: 30 June 2027
- End of the summer semester: 30 September 2027

Lecture-Free Period

- Semester break: 1 February – 27 February 2027
- Easter break: 22 March – 3 April 2027
- Rector's Day: 7 May 2027
- Tuesday after Pentecost: 18 May 2027
- Summer break: 1 July – 30 September 2027
- All Sundays and public holidays



IMPORTANT TERMS

Curriculum (Study Plan): The curriculum sets out the structure and content of each degree programme. It tells you how many examinations you need to complete as part of your studies and what type of examinations they are.

ECTS (European Credit Transfer System): An international system used to measure the workload and time commitment of courses. One ECTS credit corresponds to 25 hours of actual work, including class time and independent study. A full-time degree programme normally requires 60 ECTS credits per academic year.

Consecutive Master's Programme: The term “consecutive” comes from the Latin *consecutio*, meaning “sequence” or “following.” A consecutive Master's programme is academically related to the corresponding Bachelor's programme and builds on the knowledge and skills acquired during the Bachelor's programme.

LV: Lehrveranstaltung (course). What is called a “subject” at school is generally referred to as a “course” (Lehrveranstaltung) at university.

Matrikelnummer: Your personal student identification number at the university. You receive only one student ID number during your lifetime, and it remains the same even if you change educational institutions.

ÖH: Österreichische HochschülerInnenschaft (Austrian Students' Union). Your student representation at all levels — programme, faculty, university, and national level — working to protect and promote your rights and interests.

OLV: Orientierungslehrveranstaltung (*Orientation Course*)

STEOP: Abbreviation for Studieneingangs- und Orientierungsphase (Introductory and Orientation Period) in accordance with Section 66 of the Austrian Universities Act 2002.

StV: Studienvertretung (Student Representatives' Council). Students elect representatives for each degree programme every two years. They support you with matters relating to your studies and can, for example, answer questions about your degree programme.

Tutorium: Courses or sessions offered alongside regular courses to provide additional support and guidance.

E-Tut: Events organized by your StV and run by students for students. They provide an opportunity to get to know each other, connect with fellow students, and exchange information with your StV.

UGO: UniGrazOnline. The University of Graz's online system, which you can use, for example, to register for courses. The website is available at online.uni-graz.at.

UG: Universitätsgesetz (*Austrian University Act*)

VO: Lecture (no attendance requirement)

KS: Course (attendance required)

PS: Proseminar (attendance required)

SE: Seminar (attendance required)

TU: Tutorial (attendance required)

UE: Exercise class (attendance required)

VU: Lecture with exercise class (attendance required)

EX: Excursion (attendance required)

LU: Laboratory class (attendance required)



THE ÖH (Austrian Students' Union)

The Austrian Students' Union (Österreichische Hochschüler*innenschaft – ÖH) is the legal representative body of all students in Austria. All regular and non-degree (extraordinary) students at Austrian universities are its members. It is a student-run public law corporation. While the federal ÖH (Bundes-ÖH) represents all students across Austria, the respective university representations (such as the ÖH Uni Graz) represent student interests at their specific locations vis-à-vis their respective universities. This representation includes work in university bodies like the Senate, as well as the provision of various advisory and support services. All of this is funded by your ÖH contribution (ÖH-Beitrag)!

STRUCTURE OF THE ÖH UNI GRAZ

The ÖH is structured into different levels of representation: the University Representation (Hochschulvertretung), with its chair and departments (Referate), the Faculty Representations (Fakultätsvertretungen), and the Student Representations (Studienvertretungen). Supporting services include the secretariat, IT, advisory service for high school graduates (Maturant*innenberatung), accounting, and legal counseling.



Uni Graz

UNIVERSITY REPRESENTATIVES' COUNCIL (HV)

CHAIR (VORSITZ)

The chair is actually a chairpersonship team consisting of the chairperson and two deputies. This team must be elected by a majority of the 17 representatives (Mandatar*innen) of the HV of the ÖH Uni Graz. The chairpersonship team is the highest representative and decision-making body and serves as the legal representation of the ÖH to the outside world. The three chairpersons represent the ÖH Uni Graz vis-à-vis the university, politics, and society, and they coordinate the departments (Referate), Student Representations (StVn), and Faculty Representations (FVn) within the ÖH.

Furthermore, the chairperson of the university representation is, together with the economic affairs officer (Wirtschaftsreferent*in), responsible for the economic matters of the ÖH Uni Graz and establishes partnerships to the benefit of the students. Additionally, the chairpersons regularly send out information to the students, convene the HV meetings (which take place twice per semester), and organize the ÖH elections, which are held every two years.

 vorsitz@oehunigraz.at

 oehunigraz.at/vorsitz

THE DEPARTMENTS (REFERATE)

An important component of the ÖH Uni Graz are the 15 established departments. They are headed by department heads/officers (Referent*innen) who are elected by the University Representation (HV). Depending on their respective areas of focus, they fulfill tasks such as advising students, coordinating within the ÖH, and organizing and hosting events.

All departments, their responsibilities, and contact addresses can be found at oehunigraz.at/referate. The office hours of the advising departments are announced on their respective websites or social media accounts.

 All Departments and their E-Mail-Adresses: oehunigraz.at/referate

FACULTY REPRESENTATIVES' COUNCIL (FAKULTÄTSVERTRETUNG (FV))

The Faculty Representations are positioned one level above the Student Representations (non-hierarchically). They consist of at least one representative (Mandatar*in) per field of study within the respective faculty; however, fields of study with a lower number of students are sometimes grouped together into joint delegation units (Entsendegemeinschaften).

The FVs offer advisory services within the faculty, address problems concerning various faculty matters, and resolve them, for example, with the Dean's office (Dekanat). Additionally, the Faculty Representations help the different fields of study network and connect with one another.

 All FVs and their E-Mail-Adresses: oehunigraz.at/fvs

STUDENT REPRESENTATIVES' COUNCIL (STUDIENVERTRETUNG (STV))

The student representatives are particularly close to the students and, depending on the size of the degree programme, consist of between three and five elected representatives. The student representatives are very familiar with their respective degree programmes and are therefore the primary points of contact for any issues that may arise during the course of study. Advice is available during regular consultation hours and via email.

In addition, many student representatives organise exciting events. These include, on the one hand, study-related events such as workshops or lectures, and, on the other hand, social gatherings, excursions or first-year tutor sessions, which are designed to help students network with one another. The StVn appoint students to various roles, such as on the curriculum and appointments committees, faculty representative bodies and faculty committees, where they advocate for students' interests to the best of their ability.

 All StVs and their E-Mail-Adresses: oehunigraz.at/studienvertretungen

FIRST SEMESTER TUTORIAL (ERSTSEMESTRIGEN TUTORIUM (ETUT))

To help you settle into your degree programme, many student unions (StVn) offer a first-year tutorial at the start of the semester. This is designed to provide guidance: on the one hand, to address general questions and issues that arise at the start of your studies, and on the other, to help you get to know your fellow students. The tutorials are led by tutors (who are students just like you), who can provide details about the relevant degree programme, university locations, general information about your studies, and so on. If tutorials are offered for your degree programme, you will be informed of this by the relevant department.

MATURA & FIRST-SEMESTER ADVISORY SERVICE

(MATURANT*INNENBERATUNG & ERSTSEMESTRIGENBERATUNG (MATBE))

MatBe is a collaborative project run by the Styrian student unions in partnership with the ÖH Federal Representation. It organises a wide range of events offering comprehensive advice, where you can get tips and information about your chosen degree programme or one you have already started. In addition, the advice service for school leavers is available via email or during consultation hours and will be happy to advise you.

 matbe@oehunigraz.at

 oehunigraz.at/matbe

 MatBe in Austria: studienplattform.at

LEGAL ADVICE

The ÖH Uni Graz also offers you free and anonymous legal advice on all sorts of study-related matters, particularly regarding complex issues such as student law, child benefit, grants, maintenance, social and tax law, as well as questions on residence rights and more.

✉ petra.ehgartner@oehunigraz.at

🌐 oehunigraz.at/rechtsberatung_

SECRETARY

Among other things, the secretariat manages the canteen stamp, accepts forms and applications, registers students for courses, sells merchandise and lends out the cargo bike. You can find the secretariat's current opening hours on the website listed below.

✉ office@oehunigraz.at

🌐 oehunigraz.at/sekretariat

☎ +43 (0)316 380 2900; 2910

OTHER ÖH SERVICES

SERVICE CENTRE

In addition to the services already mentioned, there is also the ÖH Uni Graz Service Centre. There, you can get essential study materials, office supplies, medical products and much more. The Service Centre also offers affordable printing, photocopying and binding services.

🌐 oeh-servicecenter.at

📍 Schubertstraße 6, 8010 Graz

☎ + 43 (0)316 380 299090

🕒 Opening hours: Mo-Tue 8:30am - 15:00pm, Fr 8:30am - 14:00pm

UNIVERSITY BOOKSHOP

At the UNI bookshop, you can find specialist and non-fiction books, textbooks, fiction and so on.

🌐 uni-buchladen.at

📍 Zinzendorfgasse 29, 8010 Graz

☎ +43 (0)316 32 79 52

🕒 Opening hours: Mo-Fr 9:00am - 18:00pm, Sa 9:00am - 13:00pm



PLAGIARISM CHECK

The ÖH Uni Graz has introduced a free plagiarism check for all students at the University of Graz for all academic work undertaken as part of your degree programme.

All you need to do is send an email from your student email address (ending in '@edu.uni-graz.at') to plagiat@oehunigraz.at. You will then receive a licence code, along with instructions on how to carry out the plagiarism check.

! Only work written as part of your degree course may be assessed.

THE ÖH BUILDING

The ÖH building is located at Schubertstraße 6, right next to the canteen. Within the building complex, you'll find the ÖH Uni Graz Executive Committee, all the departments, and several faculty representatives (FV), student representatives (StV) as well as the ÖH Service Centre. What does this mean for you? Advice on study-related issues, help with financial support, exam stress or questions about student regulations, and information on jobs and accommodation. You'll also find plenty of information there to make your everyday university life easier, including services such as affordable photocopying – for example, at the ÖH Service Centre – and information materials.



ÖH ELECTIONS

Elections for student representatives are held every two years in May of every odd-numbered year. Whilst at the StV level you vote directly for individuals, at the HV and BV levels you can choose one list each, which are often affiliated with political parties. Coalitions between different lists (political groups) must regularly be formed in both the university and federal representative bodies in order to secure a majority of seats, so that a leadership team can ultimately be elected. Currently, there is a coalition between the VSStÖ and the GRAS at the ÖH University of Graz.

So, in the ÖH election, you decide who represents you at which level!

To do this, select:

Student Representatives' Council (StV)

- Individuals who are studying the same subject as you.
- They represent your interests in your degree programme.
- Depending on the number of students, up to three or up to five people can be elected.

University Representatives Council (HV)

- Several people standing together as a list
- Represent your interests at your university
- At the University of Graz, it consists of 17 elected representatives

Federal Representation (BV)

- Several people standing together as a list
- Represent your interests nationwide before the legislature
- Comprises 55 elected representatives



UNIGRAZCARD

The UNIGRAZCard is the official student ID card of the University of Graz, with several important functions:

- Student ID, essential for identity checks during examinations; library card, for borrowing books and keys for lockers.
- ÖH canteen discounts; you can find information about the canteen stamp at oehunigraz.at/soziales/oeh-foerderungen/mensastempel/

You can find information on using the UNIGRAZCard as a library card at <https://ub.uni-graz.at/de/suchen-ausleihen/bibliotheksausweis/>

The UNIGRAZCard must be renewed every semester. You can do this at the service points set up across the campus, which are located at the following sites:

- 24/7 area (Universitätsplatz 3a – ground floor)
- Main university building (opposite the porter's lodge)
- ReSoWi building, wing GE (in front of the UNI-IT service desk)
- ÖH Service Centre (Schubertstraße 6)
- WALL Building (Merangasse 70)

If you lose your UNIGRAZCard, you must report the loss at the Lost Property Office at Annenstraße 19, 8011 Graz, or online at fundamt.gv.at/WebPublic/. With the loss report and a valid form of photo ID, you can then apply for a new UNIGRAZCard at the Student Services Office. A fee of €15 is payable for this.

If you have any questions or problems with the UNIGRAZCard, please contact the Student Affairs Office. You can also find further information here: studienabteilung.uni-graz.at/de/studieren/unigrazcard



IT INFORMATION

E-MAIL

All students at the University of Graz are automatically provided with a free email address, which takes the following form: `firstname.surname@edu.uni-graz.at`.

The easiest way to access the account is via webmail.

If you want to log in from home or whilst out and about, you'll need a VPN and multi-factor authentication (MFA), which you can set up at it.uni-graz.at/de/anleitungen/multi-faktor-authentifizierung-einrichten/

On the university's PCs, you don't need a VPN – just MFA. You can also log in to your UGO account via the 'Webmail' tab. All important information from the university and the ÖH is sent exclusively to your university email address. So, to make sure you don't miss any important dates, deadlines, course cancellations, exam results, the ÖH newsletter or communications from your student representatives, check your inbox regularly.

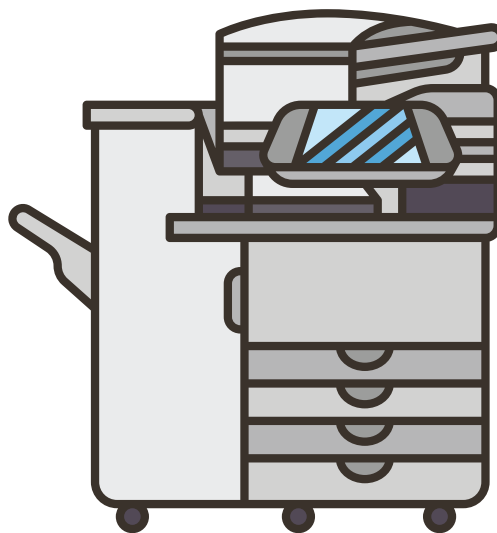
WI-FI

The free "eduroam" Wi-Fi network is available to students across the entire university campus. It will appear amongst the wireless network options as soon as you are on campus. You can also use "eduroam" in the city of Graz – for example, at Jakominiplatz – and even at selected locations throughout Austria.

You can find information on how to register here: it.uni-graz.at/de/anleitungen/?fulltext=wlan

PRINTERS

Printers, scanners and photocopiers are available at many PC workstations. You can print documents from any university PC to any printer; to do so, simply select 'uniflow' as the printer on your PC and log in by holding your UNIGRAZCard up to the designated reader on the printer. However, you must first link your UNIGrazCard to any printer using your UGO username. You can then top up your credit either via uniYOU or by paying in cash at the ÖH Service Centre. You can also collect a photocopying card for scanning and photocopying from the ÖH Service Centre. Further information can be found here: it.uni-graz.at/de/it-services/arbeiten/drucken/



MFA & VPN

Since the start of 2023, you have needed what is known as multi-factor authentication (MFA) to access most of the university's IT systems – an additional layer of security in the form of a one-time code that is requested when you log in. To set up MFA for the first time, please go to the following website: mfa-setup.uni-graz.at

As well as MFA, in many cases you will also need the University of Graz's uniVPN when outside the university network 'eduroam' (e.g. to access your emails or unikat). To do this, you must either access the VPN via your browser or install Cisco AnyConnect directly onto your device. To install and use the VPN, you must have already successfully set up MFA. To do this, log in at univpn.uni-graz.at under the 'Students' category using your login details and MFA, then select 'Start AnyConnect'. This should allow you to download the Cisco client.

You will also need to enter your login details (email address and password) and the server address (univpn.uni-graz.at or univpn.uni-graz.at/ub for access to unikat) in the programme. Once you have logged in, you can simply activate the VPN from your desktop.

 The installation process may vary slightly depending on the operating system. If you encounter any problems or have any queries, it is best to consult the ASK digital assistant [here](#), or follow the detailed instructions provided by the University of Graz IT department.

YOUNI

The University of Graz offers an app called youni. It has a number of features that can make your university life easier: your digital student ID, a print and copy function, shortcuts to university services, an overview of course dates, exams, marks, and more. You can also help to improve it even further by providing your feedback. What's more, it's free and doesn't display any adverts.

Point of contact

If you have any questions or problems relating to IT, you can contact the University of Graz Service Desk. You can find the contact details here: it.uni-graz.at/de/servicedesk-support



STUDENT RIGHTS – EVERYTHING YOU NEED TO KNOW

STEOP

The STEOP applies to all Bachelor's and Diplom degree programmes. It takes place in the first semester of your degree programme, and, depending on your field of study, you must successfully complete a specific number of modules totalling between 8 and 20 ECTS credits.

The STEOP is designed to provide an introduction to the key content of the degree programme. You can find out which modules these are in your degree programme's curriculum. In addition to the STEOP examinations, you may sit further examinations worth 22 ECTS credits, subject to the registration requirements specified in the curriculum. It is not possible to take examinations in advance beyond this scope. You are therefore 'blocked' from this point onwards and cannot continue with your degree programme until you have successfully completed the STEOP.

Exams from the STEOP must be offered at least twice per semester and may be retaken three times, meaning you have a total of four attempts. **(Please note: for science and engineering degree programmes, you have a total of five attempts.)** If you fail to pass the exam even after three attempts (four attempts for science and engineering degree programmes), you will be barred from the relevant degree programme at the respective university, as well as from any other degree programmes where the course also forms part of the STEOP; re-enrolment at the same university will therefore no longer be possible.

MINIMUM STUDY PERFORMANCE REQUIREMENT

Students on Bachelor's and Diplom programmes are required, in each degree programme for which they are admitted, to achieve a total of at least 16 ECTS credits during the first four semesters. This means that, on average, 4 ECTS credits must be earned per semester during this period, which corresponds to one-seventh of the academic workload normally stipulated in the degree programme (30 ECTS credits).

The minimum academic requirement must be met by the end of the fourth semester for all degree programmes that students enrol in for the first time from the 2022/23 winter semester onwards. This will therefore apply from that point onwards to both new students and those who switch to a different Bachelor's or Diploma programme at that time.

If the minimum academic requirements are not met, the student will consequently not be able to continue this degree programme at their university or university of teacher education for a period of two years. However, it is still possible to study the same subject at another university or university of teacher education, at a university of applied sciences or at a private university.

COURSE TYPES

Broadly speaking, there are two different types of course modules: those with an integrated assessment component and those without. Only lectures (VO) are course modules without an integrated assessment component. This means that there is no compulsory attendance for lectures, the lecture examination takes the form of a single examination, and knowledge is primarily imparted through a lecture delivered by the lecturer. All other courses involve an examination (such as modules [KS], seminars [SE] or tutorials [UE]).

Assessment therefore does not take the form of a single examination, as is the case with lectures, but is based on ongoing assessment comprising several components, namely class participation, compulsory attendance and coursework. Furthermore, a limited number of participants is intended to enable individual support for students. It should also be noted that the proven completion of the first component (e.g. an assignment) counts as sitting the examination. Failure to complete further components without good cause, and withdrawal from the course after a component has already been completed, shall be regarded as withdrawal from the examination (fail mark)!

EXAMINATION DATES

For lecture and subject examinations, at least three examination dates must be offered per semester; examination dates may also be scheduled during the period when no teaching is taking place. In the case of a STEOP examination, at least two examination dates must be offered per semester.

The title, name of the course leader, content, format, methodology, dates, assessment criteria and assessment standards for the course must be announced before the start of the semester. Should any previously announced criteria relating to an examination change during the course of the semester, you have the right to withdraw from the examination or course in question without this being counted towards your total number of permitted examination attempts!

ASSESSMENT CRITERIA & ANNOUNCEMENT OF RESULTS

The assessment criteria are at the discretion of the examiner(s) and must be announced before the start of the semester. Examination results must be announced no later than four weeks after the assessment has taken place.

EXAMINATION DEREGISTRATION

You can withdraw from the exam up to 48 hours before the exam date. All students are advised to do so if they are unable to attend the exam, as failure to attend without giving notice may result in the examiner imposing a suspension for eight weeks or until the next exam date.

EXAMINATION RETAKES

Exams that have been passed may be retaken within 12 months. Please note, however, that once you sit the retake, the previously passed exam becomes invalid! Exams that have been failed may be retaken three times; for NAWI degree programmes, four times. In total, therefore, each student has four attempts at an exam, and NAWI students have five. From the third retake onwards, the examination must be conducted by an examination board. From the second retake onwards, the examination may be conducted by an examination board upon request. After the fourth or fifth unsuccessful attempt, admission to the degree programme is revoked and the student is barred from all degree programmes at the respective university in which the examination in question features.

It is worth noting the hardship clause for students who have only one examination left to complete their degree. Accordingly, an additional retake – that is, a fourth attempt – is permitted for an examination if it is the final one before graduation. In this case, the Bachelor's examination must also already have been passed.



EXAMINATION BEFORE AN EXAMINATION COMMITTEE

On the fourth attempt at a lecture or subject examination, a so-called panel examination takes place; this may also be arranged on the third attempt if requested. As with previous attempts, the examination may be written, oral, or a combination of written and oral. However, the assessment is carried out by a board consisting of at least three people. You may specify your preferences regarding the examiners for the board examination when you register. These preferences must be accommodated by the time of your final attempt at the latest. The university must inform you of the examination date and the appointed examiners at least two weeks before the examination. Even unsuccessful board examinations may be appealed.

LEGAL PROTECTION IN EXAMINATIONS

If an examination has been marked as a fail, an application to have the examination result overturned may be submitted to the Dean's Office within four weeks of the result being announced. For this to be considered, serious issues (e.g. insufficient time, noise disturbance, illness [physical or mental], etc.) must have arisen during the examination. The decision on whether to annul the examination is made by the Dean of Studies, who will issue a formal notice. There is no provision for challenging the assessment of the examination's content.

RECOGNITION OF ACADEMIC ACHIEVEMENTS

Exams that have been passed as part of other degree programmes or at other higher education institutions may be recognised for the current degree programme. The conditions for this are that the exam in question is equivalent to an exam specified in the curriculum (in terms of ECTS credits and content) and that the application is made via UGO ("Recognition/Transcript Addendum") and subsequently submitted to the Dean's Office. A decision on recognition will then be communicated in writing.

There is no limit to the number of successfully passed examinations and academic achievements that can be credited. The recognition of prior qualifications from vocational upper secondary schools (HTL, HAK, BAfEP) as well as vocational and non-vocational qualifications (work placements) can be carried out up to a maximum of 60 ECTS credits in each case. However, you can only have a maximum of 90 ECTS credits credited in total.

An application for recognition must be submitted in writing to the body responsible for academic affairs by the end of the second semester at the latest, and all relevant supporting documents (certificates, syllabuses, course descriptions, a comparison of the content of the examinations taken with the prescribed content, etc.) must be enclosed.

LEAVE OF ABSENCE

An application for a leave of absence from studies may be submitted for valid reasons (e.g. illness, compulsory military or community service, pregnancy or childcare, etc.). This application must be submitted by the start of the relevant semester. During the semester, an application for a leave of absence may only be submitted on the grounds of unforeseen and unavoidable circumstances.

During a leave of absence, your enrolment remains valid; however, you are not permitted to attend lectures or sit examinations. Whilst you are not required to pay tuition fees, you are also not entitled to family allowance or student grant. The ÖH membership fee must, however, be paid by the deadline!



ÖH-FEE

The ÖH membership fee is currently €26.20 per semester (as of July 2026). The amount is regularly adjusted in line with general price rises (inflation) and may therefore change. All students must pay the ÖH fee at the start of their studies in order to be registered at the university. Continued registration at the university for all subsequent semesters is also contingent upon the timely payment of the ÖH fee.

 It is essential that you confirm your enrolment by paying the ÖH membership fee, as you will lose your place at university if you fail to pay. The ÖH membership fee is not automatically debited from your account – you must transfer the payment yourself each semester.

If you are required to pay tuition fees, you must pay both the tuition fees and the ÖH contribution. You can find further information and payment options on your profile page on UGO under '*Tuition Fee Status*'.

By paying your tuition fees, you automatically become a member of the Austrian National Union of Students (ÖH). The ÖH represents you in dealings with the university and politicians, and is your first point of contact for any questions or problems that arise regarding your studies. The ÖH comprises the various student councils (for individual degree programmes), the faculty councils, the university councils and the national council in Vienna. At all these levels, committed students work on your behalf. For example, you can get advice on your studies or financial support, as well as help with issues relating to student rights or problems with lecturers.

Student representatives also serve on the university's various committees, where they work to ensure that students' views are taken into account. By paying the ÖH membership fee, you are also eligible to vote in the ÖH elections, which take place every two years (the next one will be in spring 2027).



FINANCIAL SUPPORT

The ÖH University of Graz also provides information on potential financial support. Here you will find a brief overview of various grants available to students. If you have any further questions, please feel free to contact our Social Affairs Department at soziales@oehunigraz.at.

FINANCIAL ASSISTANCE

FAMILY ALLOWANCE

Family Allowance is generally paid until the child reaches the age of 24. Under certain conditions, child benefit may also be extended until the child reaches the age of 25. Applications and payments are generally handled by the parents. With the consent of the eligible parent, the allowance can also be paid directly into your bank account. The tax offices in your place of residence are responsible for family allowance.

STUDENT FINANCIAL AID

Unlike family allowance, the student financial aid is generally linked to the parents' income (with the exception of the self-support grant). The Chamber of Labour provides a calculator (stipendienrechner.at) to help you work this out. Applications are submitted to the student grant authority or via the online application form on the website using a digital signature. We strongly recommend that you submit an application!

HOUSING ALLOWANCE

Provided the relevant criteria are met, an application for housing benefit can be made to the Province of Styria.



MENSA STAMP

The ÖH offers a scheme that allows you to eat more cheaply in certain restaurants, provided your net income from the previous year does not exceed €10,000 and/or you are receiving a student grant. You can obtain the canteen stamp from the ÖH office. Make sure you take your UNIGRAZCard with you – you can have the mensa stamp printed onto it at a university terminal. This entitles you to a discount on each meal.

MENSA SUBSIDY

This is a subsidy (previously €320 per semester) funded by the Province of Styria and awarded by the Social Affairs Department of the ÖH at the University of Graz to recipients of student grants who are Austrian or EU citizens and whose main place of residence in Styria is outside Graz.

OTHER SUPPORT SERVICES

TV – TELEPHONE/INTERNET & ELECTRICITY

Further support is provided by exemption from the ORF licence fee. In principle, this is available to those with 'social and/or physical needs', a category which generally also includes recipients of financial assistance under the Student Finance Act. In addition, it is possible to claim the telephone charge allowance (the same eligibility criteria apply as for exemption from the GIS fee). You can also apply for an exemption or a cap on the so-called renewable energy subsidy costs, thereby obtaining cheaper electricity.



AK FINANCIAL ASSISTANCE FOR STUDENTS

The Styrian Chamber of Labour's study grant is available to Chamber of Labour members and their children, as well as former Chamber of Labour members (e.g. ASVG pensioners).

ÖH SOCIAL FUND / ÖH SOCIAL EMERGENCY FUND

This is financial support provided by the ÖH at the University of Graz or the ÖH Federal Representation for students in social hardship, which you can apply for via the relevant social services department. The application form and the guidelines for funding from the social fund are available online. You can submit an application to the ÖH Federal Representation for funding from the social fund in addition to your application to the ÖH at the University of Graz.

PSYCHOLOGICAL STUDENT COUNSELING

The Student Counselling Service offers students a wide range of support services to help them cope with problems they may face whilst studying and to develop the skills they need to do so. Through a comprehensive range of counselling services available via chat, email, telephone or in person, as well as coaching, psychotherapy and various group sessions, the Student Counselling Service helps you to maintain your mental wellbeing whilst studying.

✉ psych.ber@uni-graz.at
🌐 www.studierendenberatung.at
☎ +43 (0) 316 / 814748



STUDYING WITH CHILDREN

It is not always easy for parents who are students to manage their studies. Financial worries and a lack of childcare options are common problems. The University of Graz therefore offers various forms of support in collaboration with the Family Service provided by Unikid/Unicare. To make childcare easier, you can apply via Unikid/Unicare to the Family Service for access to the children's room at the University Library. Simply contact them by phone or email.

✉ familienservice@uni-graz.at
🌐 familienservice.uni-graz.at/de/
☎ +43 (0) 316 / 380 2168

PUBLIC TRANSPORT DISCOUNTS

The easiest and cheapest way to get about is by bike. There are plenty of cycle paths around the university, and you'll find bike racks on campus.

TOP-TICKET FOR STUDENTS

With the Top Ticket, you can travel by bus, train and tram throughout Styria for €199.50 per term. Please note, however, that the ticket is only valid for six months. This includes the holiday period.

KLIMATICKET STEIERMARK

On 1 March 2023, the Klimaticket Steiermark replaced the previous Graz annual pass. With the Klimaticket Steiermark, you can use all trains, buses and trams within the Styria region for one year. It currently costs €532 (Classic) / €399 (Youth – up to the age of 26) for people whose main place of residence is outside Graz. For people with their main residence in Graz, there is the option to purchase the Klimaticket Steiermark at a reduced price – namely €432 (Classic) / €324 (Youth) – thanks to a subsidy from the City of Graz. In the latter case, the Klimaticket Steiermark is therefore cheaper for students under 26 (with their main residence in Graz) compared to the Topticket.

The Klimaticket Steiermark can be ordered online or purchased in person. The subsidised ticket must be purchased in person (along with a completed application form) or via the GrazMobil app. The start date of the annual pass can be postponed by up to 30 days.

TRAVEL COST SUBSIDY FOR STUDENT FINANCIAL AID RECIPIENTS

If you receive a student subsidy, you will automatically be paid a travel allowance.

ÖBB-VORTEILSCARD JUGEND

For anyone under the age of 26, the ÖBB Advantage Card costs €21 per year. It entitles the holder to a 50 per cent discount when purchasing standard ÖBB single tickets online, via the ÖBB app or at ÖBB ticket machines. It is valid for 12 months.

UNIVERSITY OF GRAZ CONNECTIONS TO THE PUBLIC TRANSPORT NETWORK

There are plenty of ways to get to university from your flat. The best thing to do is check the latest timetable on the BusBahnBim app, which you can download for free.

HOUSING

For many, starting university also means moving from their home town to Graz. As well as deciding which course to take, this raises the following question: a shared flat, a flat of one's own, or a student hall of residence?

Before you claim a student grant, you must register at your new place of residence, unless you are commuting between your parents' home and your place of study. To be eligible for certain other benefits, you must be resident in Graz. Always insist on a written tenancy agreement, read it through carefully, and ideally have someone else check it over for you.

FINDING ACCOMMODATION

Flats and rooms in shared flats are regularly advertised on the Federal ÖH noticeboard, on Willhaben or in various Facebook groups. Apart from these, it's also worth taking a look at the various noticeboards outside lecture theatres or in the ÖH foyer, where you can often find flats near the university.

STUDENT RESIDENCES

Places in student halls of residence are in high demand. The application deadlines for a place often fall before the enrolment period begins.

RENTAL AGREEMENT

Once you've overcome the hurdles of finding and financing a flat, there's another one waiting: the tenancy agreement. To avoid any nasty surprises when signing the tenancy agreement, it's a good idea to have a second person read through it. Matters such as the amount of the security deposit, notice of termination procedures and similar issues should be clarified with the landlord before signing the agreement. If you've decided to live in a shared flat, you should also clarify in advance who will be the main tenant. If you're unsure about anything relating to the tenancy agreement, you can contact the Social Affairs Department of the ÖH Uni Graz as well as the Styrian Chamber of Labour.



UNIGRAZONLINE (UGO)

UGO is the University of Graz's comprehensive information management system. Upon admission to a degree programme, every student is given their own personal access to this system. This system will support you throughout your studies, as once you have enrolled, you will carry out almost everything online.

For general enquiries about UNIGRAZonline, ASK – the digital assistant for students – is available via the 'Support' button. There is also a general information page on UNIGRAZonline: unigrazonline.uni-graz.at.

HELPDESK

If you are unable to resolve your issues yourself, you can also contact the UNIGRAZonline Helpdesk:

✉ servicedesk@uni-graz.at

☎ +43 (0) 316 / 380 2240

FIRST LOGIN

When you enrol at the University of Graz for the first time, the Student Affairs Office will provide you with a PIN code, which you must enter when logging into the system for the first time. If you lose your PIN or forget your password, you can obtain a new PIN by email either from the Student Affairs Office or the UNI-IT Helpdesk. Here's how to use the PIN: On the website online.uni-graz.at, under 'Students', click on 'Enter your PIN code here'.

Here, you must enter and confirm your PIN, your student number and your date of birth. You can then set your password. Using your username – which always consists of the first two digits of your student number (the numbers following the 1 at the start), followed by a combination of your surname and first name – and the password you have chosen, you can log in directly on the homepage. Once you have logged in successfully, you will be taken to the home page, from which you can access the various functions.

LOGGED IN – WHAT NEXT?

Every beginning is difficult. To start with, however, it's a good idea to take a close look at the page. Any scheduled maintenance periods are announced below the URL input field. You cannot log in during these periods. Your name is displayed on the right-hand side of the same line. If you hover over your name and click on 'Profile' in the drop-down menu, you'll find information about yourself. This is also where you'll find your account's email address. You can also display a profile picture and add a homepage here.

This page consists of various applications; you can mark those relevant to you as favourites so that they appear at the top when you log in. If you click on the 'Organisational Tree' application, you can view information about the different university departments. For example, you'll find information here on governing bodies, organisational units and administrative departments. Whilst this application isn't strictly necessary for your studies, you can use it to familiarise yourself with the university's governing bodies and their locations, which you're bound to visit sooner or later.

Other applications in the UGO menu will become very important to you as your degree progresses. We cover these applications in detail in this guide to make it easier for you to use them and navigate UGO itself.

- Mein StudiumMy degree programme
- Student status
- Tuition fee status
- Certificates of enrolment
- Courses/My courses
- My calendar
- Webmail
- Exam registration/withdrawal
- Library
- Exam dates
- Academic progress report
- Change password
- My credit recognition/additional credits
- Online applications to the Student Affairs Office



WHAT DO THE INDIVIDUAL APPLICATIONS DO?

The following applications are designed to familiarise you with the site's key features. As mentioned earlier, you don't need to be aware of or familiar with everything UGO has to offer right from the start of your degree. However, there are certain areas that you simply cannot do without during your studies.

STUDENT RECORDS

provides an overview of information about you and your studies. Here, for example, you can see which study programme you are currently on, your home and study addresses, and the student registration number you have been assigned. Your student ID is also displayed here. You must present your student ID card, on which your matriculation number is also printed, to identify yourself during examinations; in rare cases, a photo ID may also be accepted. In addition, you will be provided with an overview of all examinations, final examinations and course enrolments during your time at university. The tuition fee status shows which fees you are required to pay for your degree programme(s) by which deadlines, and how these can be paid. Here you can also see whether you have already paid your ÖH membership fee.

COURSES / MY COURSES

My Courses shows you which courses you are currently enrolled on or on the waiting list for. It is important to note that you can also withdraw from courses here; to do so, click on the 'View or edit course enrolment' button, which is located immediately to the right of the course name.

This will take you to the course registration page, where you can click 'Deregister' and will need to confirm this again until the screen confirms that you have been deregistered. Using the 'Courses' application, you can search for any course and register for it (provided you meet the prerequisites, etc.). To the right of the search box, you'll find a button labelled 'Filter'; here you can select various options to make your search more precise and quicker.

You can view course dates by clicking on 'Semester' in the top left-hand corner. Here you can see the winter semester (WS) or summer semester (SS) for many years, and of course the semester for which you are looking for courses. When you click on a course, a new page will open. There you'll find details such as prerequisites, course content and examination information. The column at the bottom takes you to the course registration and withdrawal page mentioned earlier, where you'll also see when the registration period begins or whether it has already ended. If you do not meet the course prerequisites, you will usually be notified of this and will not be able to enrol on the course. For a clearer overview, here are two screenshots of the course enrolment and withdrawal function on the UGO website.

EXAMINATION REGISTRATION / DEREGISTRATION / EXAMINATION DATES

gives you an overview of the exams you have registered for. Of course, you can also register for or withdraw from exams directly here. If you wish to register for an exam, first click on the 'All exam dates' button at the top. All you need to do then is enter the name of the module for which you wish to sit the exam. The page will then display the most up-to-date exam dates and information on the examiners, venues and times, as well as the registration deadlines.

To access the registration menu, click on the 'Register for exam' button, which is located to the right of the course title. Of course, you can only register for exams within the registration periods. In the registration menu, you will then see two drop-down menus. In one, select the degree programme for which you are taking the exam; in the other, labelled 'Study Plan Context', select whether it is an open enrolment (i.e. an optional module) or the module within your degree programme for which you require this course. Then click on the 'Register' button and you'll be taken to the confirmation page. You are now registered for the relevant exam date. If you now return to the home page and open the 'Exam Registration/Withdrawal' section again, the exam you selected will appear under 'My Exam Dates'.

You can withdraw from the exam by clicking on 'Withdraw from exam' on the right-hand side of the course page. Please note that there is also a deadline by which you must withdraw. The process is essentially the same as for registering for an exam, except that you do not need to select your degree programme or study plan context.

ACADEMIC ACHIEVEMENT RECORD

allows you to sort and print out your academic record to date. This feature will be useful if you are asked to provide proof of your academic performance. This might be required, for example, by the tax office in order to claim child benefit.

RECOGNITION / ADDITIONAL ACADEMIC ACHIEVEMENTS

offers you the opportunity to have courses, such as free-choice modules, recognised as part of your degree programme. Even if you change your curriculum during your studies, you must have courses you have already completed recognised so as not to lose the progress you have made in your studies. The credit transfer process may seem daunting at first. That is why each faculty provides its own guide to credit transfers. On the University of Graz website, you can find a comprehensive overview of these guides by entering, for example, 'Anerkennungen von Lehrveranstaltungen' in the search box at the top right. If you have any further questions on this matter, you can always contact your student representative.

STUDENT STATUS

provides you with an overview of all the information relevant to your degree programme. It includes, for example, your student ID, the name of your degree programme, the required and permitted semesters, and where to find the legal framework governing your degree programme. Here you will find a link to your study plan, showing which stage you are at and whether you are already registered for the current semester. The term 'permitted semesters' refers to the standard duration of your degree programme plus two grace semesters. However, this does not mean that you are not allowed to take any more semesters. Once you have exceeded the 'permitted' semesters, though, tuition fees will be payable! Clicking on one of your degree programmes will take you to a menu that gives you an overview of your compulsory modules, recommended modules and free-choice modules.

ENROLLMENT CONFIRMATIONS

include various forms of confirmation, such as your academic transcript, the confirmation of enrolment itself, or the confirmation of duration of study, which you can print out here. You will need your academic transcript and confirmation of enrolment (formerly known as a certificate of enrolment), for example, when applying for a free travel pass for public transport in Graz, or as proof for various benefits agencies. They provide information about your studies, whether you are registered for them, and personal details such as your date of birth or nationality. Which document you need to submit to which authority depends on that authority and will be specified accordingly.

MY CALENDAR

All course or examination dates for which you are registered as a full-time student are automatically displayed. Full-time students are those who are registered for one or more full-time degree programmes at the university.

These 'regular' degree programmes include diploma, bachelor's, master's and doctoral programmes. You can also view information about the rooms in which your sessions will take place. To view the room details, simply click on the blue-highlighted line below the course name.

WEBMAIL

is your personal email account at KF University of Graz. As well as managing your emails, you can also manage your calendar and your contacts here. You will generally be kept informed of all important and up-to-date news at the university via your webmail. As part of the MFA, you must be on campus or connected to the university's VPN to access your emails.

For example, you will receive information about modules, changes to timetables, exam results, confirmation that you have successfully re-registered for your degree programme, as well as newsletters and details of events. You should check this email account regularly, as all study-related information will be sent to you via this account.

LIBRARY

links you to 'unikat', a search engine that allows you to search the collections of the University of Graz libraries. To borrow an item, you must first register with the library. This is done by accepting the library regulations. After a waiting period of 15 minutes, you will then be able to use all the library's services, provided your UGO account has been active for at least one working day.

You can search for works using the search function. To do this, enter the title of the work or the author's name in the 'Books and other media' search field. You will then see all relevant search results and can also check whether a work is available or not. Under 'Location and Order', you can see where the item is located and how long it can be borrowed for. The order option is also available via the button. If you have any questions about the locations, simply click on the library listed. You'll be automatically redirected to the information page, where you can also view details of opening hours.

CHANGING YOUR PASSWORD

Students at KF University of Graz must change their password once a term to ensure greater security. If this change is required, you will see a message to this effect when you log in to UGO. You can change your password by clicking on the 'Change password' application. The required and recommended criteria are explained in detail on the 'Account – Change password' page. Simply enter your current and new passwords in the relevant fields in the middle of the page, and confirm your new password. Then click on 'Save' in the bottom right-hand corner to confirm the change. The new password for your UGO account is usually applied immediately.

However, you may still need to use your old password for a few days after changing it in order to access your webmail or Moodle. In these cases, there may be a slight delay in the new password taking effect.

ONLINE APPLICATIONS – STUDY AND EXAMINATION OFFICE

Since 7 January 2016, it has been possible to submit an application for a refund of tuition fees already paid online via your UGO account. Below you will find possible grounds for a waiver or refund of tuition fees: Completion of degree/withdrawal before the end of the grace period, withdrawal from studies without having sat an examination

Leave of absence, mobility programmes (study or work placements abroad), students with disabilities, childcare responsibilities, military or community service, pregnancy, student grant. The deadline for a refund of tuition fees for the winter semester is 31 March, and for the summer semester it is 30 September.

IMPORTANT UNIVERSITY OFFICES

STUDY AND EXAMINATION OFFICE

You may have collected your UNIGRAZCard there and are therefore already familiar with the Student Affairs Office. This office handles both student admissions and withdrawals, manages tuition fees and ÖH contributions, issues certificates of enrolment and academic achievement, as well as the UNIGRAZCard. The Student Affairs Office also manages the central examination records.

✉ studienabteilung@uni-graz.at

🌐 studienabteilung.uni-graz.at/de/

☎ +43 (0) 316 / 380 1170

FACULTIES, INSTITUTES & CENTRES

The University of Graz is divided into six faculties. Institutes and centres form the academic sub-units of these organisational units.

UNIVERSITY LIBRARY

The University Library of the University of Graz organises its collection according to the subject areas of the faculties, institutes and their main areas of research. It comprises the Main Library, two faculty libraries and nine specialist libraries, a storage library, as well as the collections of numerous institutes. All facilities are open to the public, and access to the collections and most services is free of charge. Open-access collections can only be used on-site; all other works must be searched for via the 'unikat' search engine and borrowed at the circulation desks. Literature may be photocopied or scanned on-site and used for personal academic purposes.

DIGITAL LIBRARY

In 'unikat', it is possible to search for all types of available literature using a search query. All written works acquired since 1983 are listed there, whilst older holdings are recorded in card catalogues. The period from 1501 to 1982 is also available as an image catalogue on the library's website.

Please note: External access to online resources is only possible via VPN! You can find more detailed information about the University Library at ub.uni-graz.at

CENTER FOR INTEGRATED STUDIES (ZIS)

The ZIS advises prospective students, current students and staff on all matters relating to disability, chronic or mental health conditions, and studying at the University of Graz. It also offers assistance in lectures, adapts course materials into accessible formats, provides support with the use of technical aids during studies, and assists with the organisation of modified examinations for students with a disability or health condition.

✉ zis.sekretariat@uni-graz.at

🌐 integriert-studieren.uni-graz.at/de

☎ +43 (0) 316 / 380 2227

UNIVERSITY SPORTS INSTITUTE (USI)

The University Sports Institute – USI for short – offers over 350 sports courses at affordable prices. What's more, the wide range of courses gives you the chance to meet fellow students, university staff and alumni, and to prove yourself in sporting competitions, whether as part of a team or individually. For most courses, you can register conveniently online via MY USI DATA. Simply enter your details into the database once and then activate your account via the USI website. The registration periods for courses always take place at the start of the semester.

✉ usigraz@uni-graz.at

🌐 sportinstitut.uni-graz.at

☎ +43 (0) 316 / 380 2255

TREFFPUNKT SPRACHEN

Treffpunkt Sprachen is a department of the University of Graz, where you can take courses to learn a wide variety of languages. Students at the University of Graz are required to pay a course fee of €80 per course. You can find further information about the courses on offer on their website.

✉ treffpunktsprachen@uni-graz.at

🌐 treffpunktsprachen.uni-graz.at

☎ +43 (0) 316 / 380 2493



ORIENTATION TUTORIALS (ORIENTIERUNGSTUTORIEN (OTUTs))

Students in later semesters on your degree programme will help you settle into your studies. They'll assist you with any questions you may have about organising your studies, procedures and the university's support services. These meetings offer an opportunity to get to know fellow students and share experiences.

✉ orientierungstutorium@uni-graz.at

🌐 orientierungstutorium.uni-graz.at

☎ +43 (0) 316 380 1054

PEER MENTORING

This programme is aimed at first-year students who are the first in their family to attend university, or who come from a migrant background. Peer mentors will support you as you take your first steps at university and help you organise your first year of study.

✉ peer-mentoring@uni-graz.at

🌐 peer-mentoring.uni-graz.at

4STUDENTS – STUDENT INFORMATION SERVICE

The central point of contact for general enquiries about your studies. Here, you can get help with organisational matters and seek advice on a range of topics. Advice is available in person, by telephone or by email.

✉ 4students@uni-graz.at

🌐 4students.uni-graz.at

☎ +43 (0) 316 380 1066

CAREER CENTER

Helps you with career guidance and offers programmes to prepare you for starting your career.

✉ career.center@uni-graz.at

🌐 careercenter.uni-graz.at

☎ +43 (0) 316 / 380 1039



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