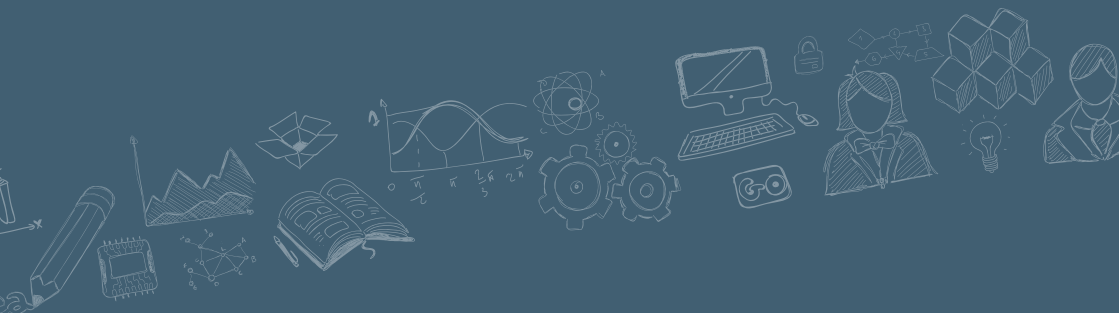


Studying at TU Graz

Information for New Students



WITH MANY TIPS AND USEFUL LINKS

Foreword

Dear first-semester students,

how exciting! You are starting your studies, which many will remember as the best time of their lives.

Graz University of Technology offers you an excellent education according to international standards. Exciting learning experiences at the cutting edge of technology and science in the multifaceted world of research and science await you. After completing your studies, you can count on the best job market opportunities and a wide range of employment opportunities.

But back to the beginning of your studies and its challenges. The required self-organisation and personal responsibility raises many questions:

How do you manage the transition from school to university?

Where can I find information and advice?

How do I plan my studies?

What rights and duties do I have as a student?

This brochure answers your questions and offers targeted assistance with compact information, checklists and contact addresses - this is how you start your studies at Graz University of Technology in an organised and informed way.

With this in mind, I would like to welcome you to Graz University of Technology and wish you a good start to a period of study that will remain in your best memory.

Stefan Vorbach

Vice Rector for Academic Affairs

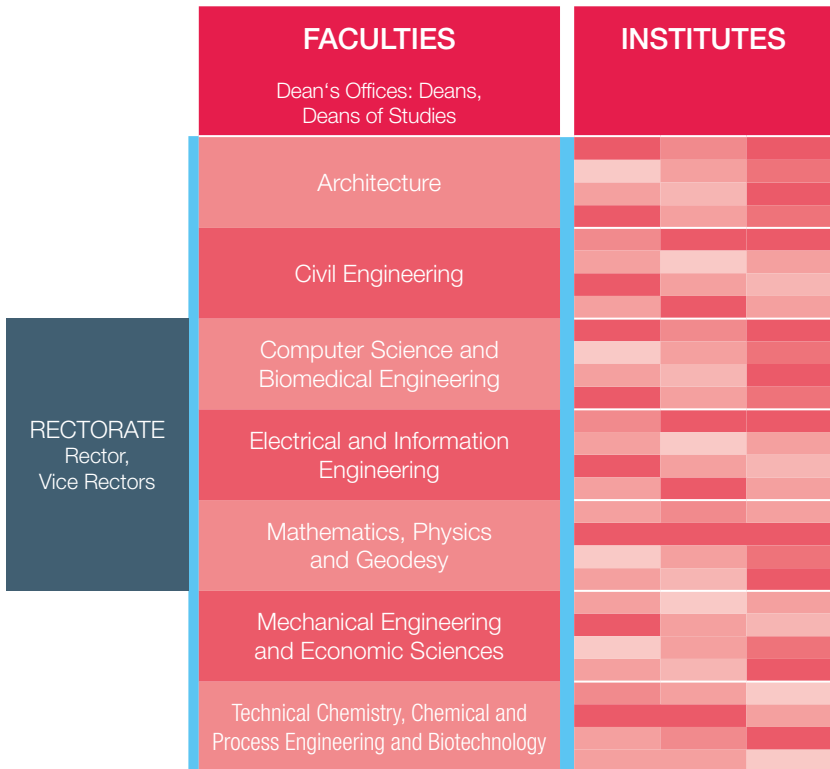
WE CARE ABOUT EDUCATION

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From school to university

A1 How is the university organized?



From school to university

In the course of your studies, you will attend a large number of courses given by many different teachers of TU Graz. Each one of those teachers belongs to an institute and a subject area at TU Graz. Your teachers are not just teachers, but also work in research.

They lead scientific projects, write research articles, books etc. One of their jobs is to communicate research results and the fundamentals of their subjects to students. Each of the 95 institutes belongs to one of the seven TU Graz faculties. The head of a faculty is called the dean, and the day-to-day administration of each faculty is done by the dean's office. The university as a whole is headed by the Rectorate, which is made up of the Rector and the four Vice Rectors. There are also 'deans of studies': each degree programme has one, and they are responsible for organizing the teaching and examinations. Their tasks include issuing certificates on completed studies, awarding academic degrees, recognizing examinations that have been taken at other universities and appointing examination committees. You can find out which dean of studies is responsible for your degree programme on the website of your degree programme:

> tugraz.at/go/degree-programmes

A2

What is the biggest difference between school and university?

You will probably find that coming to university from school is quite a big change. The main difference is that you have much more responsibility for organizing your own affairs.

At university, what you do with your time is your own business. You have to register for courses and examinations yourself and you have to keep track of deadlines and dates. You have quite a lot of freedom about how you plan your time, but this also means you have to put more effort and initiative into planning, organizing and taking responsibility for everything yourself.

The standard of work required at university and the amount of material you have to study mean that you will need to develop efficient study and working habits. The university is a relatively impersonal, large organization, where it can be hard for you to establish social contacts. You will have to take the initiative yourself to make contacts and find study partners. At university you are not in the same class all the time – your classmates will change from course to course. You will find yourself in courses with people in a different semester or year of their studies – different people take courses in a different order. In the course of your studies you will meet – and work with – a lot of different people. It's a fantastic chance for you to make new friends and develop a social network.

From school to university

How is a degree programme organized?

A3

University degree programmes are organized in three levels.

The first stage is a bachelor's degree programme, which gives you an introduction to a subject. After completing a bachelor's degree successfully, TU Graz awards you the degree of 'Bachelor of Science' (BSc.).

By completing the Teacher Education Bachelor's Programme with success, the degree "Bachelor of Education" (Bed) is yours. After you have successfully completed a bachelor's degree, you are eligible to join a master's degree programme.

In a master's programme you build on the knowledge you gained in your bachelor's studies and work on more advanced topics, getting closer to professional practice. Graduates of the Master's degree programme are awarded the academic degree of 'Diplomingenieur' or 'Diplomingenieurin' (Dipl.-Ing., DI) or 'Master of Science' (MSc.) whereas graduates of the Teacher Education Master's Programme are awarded the academic degree "Master of Education (Med) by Graz University of Technology.

Following the master's degrees there is the possibility of pursuing doctoral degrees in technical sciences (Dr.techn.) or natural sciences (Dr.rer.nat.). For a doctoral degree you will have to do original work in a specialized subject area and write a doctoral thesis.

A4

What are ECTS credits?

You collect ECTS credits whenever you successfully complete courses or examinations at university.

ECTS stands for 'European Credit Transfer System', which is an internationally recognized system for representing the amount of work students have to put into courses and degree programmes. This makes it possible to compare courses internationally. ECTS credits are the basis on which universities can recognize courses from other universities and colleges across Europe.

Doctoral degree	duration + tolerance: 6 + 2 semesters scope: subject-specific
Master's degree	duration + tolerance: 4 + 2 semesters scope: 120 ECTS credits
Bachelor's degree	duration + tolerance: 6 + 2 semesters scope: 180 ECTS credits

structure of degree programmes at TU Graz

From school to university

How long will it take me to complete my studies?

A5

There is no absolute rule about when you have to complete your studies. However, there is a 'standard period of study'.

This is calculated on the basis of completing courses worth 30 ECTS credits per semester, and results in the targets of

- > 6 semesters for the bachelor's programme (180 ECTS)
- > resp. 8 semester for Teacher Education Bachelor's Programme (240 ECTS)
- > 4 semesters for the master's programme (120 ECTS)

If you do a bachelor's degree and a master's degree one after the other without taking a break, then the standard period of study is five years (six years in case of Teacher Education Programme). The regular time it takes to complete a doctoral project is three years. The degree programmes at TU Graz are designed mainly for full-time students, i.e. for people who are able to devote most of their time to studying.

TIP: Academically, the standard period of study is only a guideline, but it is important for scholarships for students, family allowance or the tuition fee waiver within the non-contributory period > tugraz.at/go/tuition-fees

If you exceed the standard period of time and additional 'tolerance semesters', then you lose eligibility for these benefits. Make sure to check how many tolerance semesters apply to each type of scholarship and benefit. For the tuition fee waivers within the non-contributory periods see the structure on the left. (Separate provisions apply to international students.)

A6

How can I plan my studies?

You yourself are responsible for planning what parts of your studies to do when.

You have to register for courses and examinations yourself; when you do them is your decision. Your curriculum will tell you the structure of your programme – it lists all the courses you will need to complete in order to complete your studies. The curriculum also suggests when to take different courses – if you are able to stick to this plan, then you should have a timetable in which classes do not clash with each other. The sequence of courses should then also make sense, so that each course builds on things you have already learned. Sometimes a sequence is compulsory, in the form that one course will require you to complete another course first. In all bachelor's programmes, you must complete the courses of the orientation period (STEOP) before taking any other courses.

TIP: Read the curriculum for your degree programme carefully in order to understand how your programme is structured and what requirements are attached to each course. You will find the current version of your curriculum on the website of your degree programme:

> tugraz.at/go/degree-programmes

From school to university

What are NAWI Graz degree programmes?

A7

NAWI Graz degree programmes are degrees programmes that are operated by the University of Graz in cooperation with TU Graz: Chemistry, Geosciences, Mathematics, Molecular Biology, Physics and Environmental System Sciences/Natural Sciences-Technology.

They are one kind of what are called jointly established degree programmes. As a student of a NAWI Graz degree programme you will take courses at both universities. You have access to the online systems of both universities: TUGRAZonline and UNIGRAZonline. However, one of them is your home university – that is the one where you are enrolled. The home university is where you notify the continuation of studies each semester; it issues confirmations of registration for the continuation of studies, records as well as certificates for completed courses and awards the degree at the end of your studies. However, for the whole duration of your studies, you are a member of both universities.



From school to university

A8

Where is TU Graz?

TU Graz has three campus sites: Alte Technik, Neue Technik and Campus Inffeldgasse.

Here you can find maps of the three sites (in German):

> tu4u.tugraz.at/campusplan

In joint degree programmes, the courses are held partly at the other partner university:

- > NAWI Graz degree programmes: Neue Technik, Inffeldgasse and the University of Graz.
- > Degree programme in Electrical Engineering and Audio Engineering: Neue Technik, Inffeldgasse and University of Music and Performing Arts Graz.
- > Teacher training programmes: Depending on the teaching subject, Inffeldgasse, Neue Technik, University of Graz, University College of Teacher Education Graz and possibly other institutions.



From school to university

What functions does my student ID card have?

A9

The TU Graz card is the official ID card for students at TU Graz, which is in chip card format and is issued by the Registrar's Office in the course of enrolment.

Students use the TU Graz card

- > As a **student ID card**, e.g. to avail of student discounts (cinema, swimming pools, art and cultural activities).
- > As an **ID for examinations** at TU Graz – it has the student's name, matriculation number and date of birth.
- > To **open doors** on the campus where the students have access rights, e.g. learning centres (24-hour access), group rooms and laboratories.
- > As a **library card** for the University Library.

You have to renew your student ID card every semester after paying your students' union fee and, if applicable, your tuition fees. You can do this at the TU Graz card terminals at the following locations:

- > Rechbauerstraße 12, 1st floor, outside the Registrar's Office
- > Rechbauerstraße 12, ground floor, at the students' union (HTU, see point B.4.)
- > Kopernikusgasse 24, ground floor
- > Inffeldgasse 25D, ground floor

A10

How can I prepare for university even before it starts?

You can use a number of free resources to prepare for studying at TU Graz, even before you start.

These include MOOCs, 'massive open online courses,' which you can take in the holidays before your first semester begins. You can sign up for them on iMooX > imoox.at/mooc Especially in foundational subjects such as Mathematics, the start to your studies will be much easier if you prepare beforehand. We recommend using the following resources:

MINT-MOOC Mathematics

> Online at > imoox.at/mooc (in German)

> Duration: 8 weeks before beginning your studies, but can already be taken in spring or summer before you start attending university. The online course is made up of 8 modules. A module always consists of one or more videos (max. 15 minutes), an interactive exercise (MathWorks) and a quiz with five questions to test your own knowledge.

> The modules cover material that is important at the beginning of your studies and also revise school mathematics: fractions, equations, functions, differentiation, vector arithmetic and matrices.

Mathe-Fit ('Fit for Maths')

> Online on > imoox.at/mooc and as live course in September (in German). Duration: The online course lasts for 7 weeks in August or September before the first semester and then live sessions over two weeks at TU Graz.

> The course is designed as an introduction for new students and is intended to revise and refresh their mathematical knowledge. It is a combination of online learning and live teaching. If you collect the certificate of completion of the MOOC and pass a short examination at the end of the course, you can register the course as a free-choice course and pick up your first ECTS credits for it.

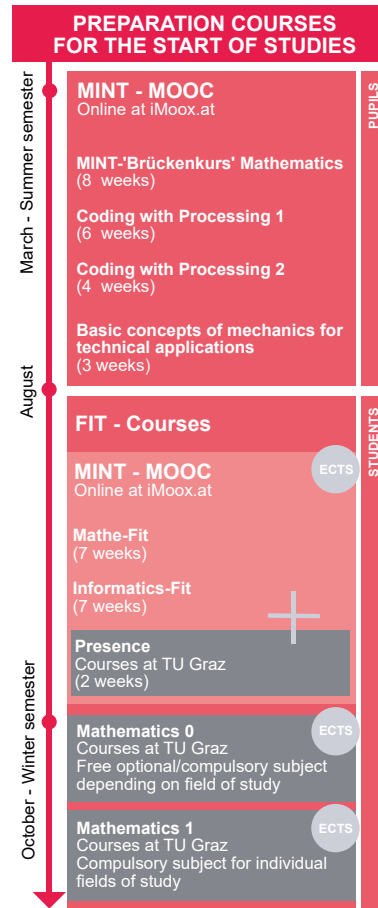
From school to university

Informatics-Fit:

- > Online on > imoox.at/mooc
- > The course comprises seven lessons
- > Through introductory videos and interactive exercises, you will gain a basic understanding of processes and procedures in computer science and programming.

Mathematics 0 and 1

- > Live courses at TU Graz (in German)
- > Courses begin at the beginning of the semester in October.
- > Register as a student on TUGRAZonline: online.tugraz.at
- > Mathematics 0 and Mathematics 1 are courses partly to revise mathematical knowledge and partly to introduce students to more advanced topics. In some degree programmes Mathematics 0 and Mathematics 1 are required courses as part of their curriculum.



Where to get information and advice

B1

Introductory events for bachelor's students

TU Graz holds **Welcome Days** before the beginning of the winter semester: > tugraz.at/go/welcome-days-en

At the Welcome Days you can learn about how your degree programme is organized and pick up important tips on how to plan your studies.

The **International Welcome Days** provide international degree seeking students of all levels (BSc, MSc, PhD) with an English-speaking introduction into everyday life as a TU Graz student: > tugraz.at/go/welcome-international

Also, there will be an **orientation workshop for first-semester students**, hosted by students in higher semesters who can give you lot of help getting started (it is organized by the students' representatives for your degree programme (see point B.4.).

Of course, you can already begin to make contacts with other students at these events. Some of the degree programmes also include **orientation courses** ('Introduction to your degree programme' or similar), which you are required to take in your first semester.



Where to get information and advice

Online portals

B2

- > **online.tugraz.at** TUGRAZonline
This is the information management system of TU Graz.
You will use it to register for courses..
TIP: Watch the videos 'Opening a TUGRAZonline account-step by step' and 'Registering for courses':
> tugraz.at/go/welcome-days-en
- > **tc.tugraz.at** TU Graz TeachCenter
This is the learning and teaching platform of TU Graz. Many courses are accompanied by an online TeachCenter course.
- > **tube.tugraz.at** TUBE
Video portal of TU Graz with video recordings of lectures and other courses
- > **tu4u.tugraz.at** TU4U
TU Graz intranet
- > **tugraz.at/go/followus** Follow TU Graz (Social Media, newsletters):
Here you can find an overview of the social media channels and newsletters as well as stories and podcasts of TU Graz.
- > **facebook.com/HTUGraz**
Follow HTU (see point B.4.) Fanpage of the Austrian Students' Union at TU Graz
- > **facebook.com/studytugraz** Study at TU Graz
This page provides regular updates on current events, deadlines and organizational matters.
- > There are also **Facebook groups** on individual courses which allow you to get in touch with other students taking each course.

Where to get information and advice

B3

Apps for getting organized your daily study routine

STUDO-APP:

We have a campus-wide licence for you to use the full version of **Studo**: > studo.co

The app helps you organize your days as a student and offers many useful features, including a synchronized calendar (including a class timetable), access to the curriculum, navigation of rooms and access to your university mail account.

TU Graz Search:

You can use the TU Graz search app to find people, lecture halls, rooms and courses.

TU Graz Search in the Play-Store



TU Graz Search in the Apple-Store



UniGrazMobile:

NAWI Graz students can also use UniGrazMobile, the University of Graz smartphone app. It offers information such as a campus map, details of lecture halls, and search functions for courses and people.

UniGrazMobile in the Play-Store



UniGrazMobile in the Apple-Store



Where to get information and advice

Students' Representation

B4

Students' interests are represented by the Austrian Students' Union at TU Graz (HTU)

> htu.tugraz.at

For every degree course there is a students' representative committee. You can find the contacts here:

> htu.tugraz.at/studienvertretungen

TIP: If you are interested, you too can become an active member of your programme's representative committee.

TIP: By paying the Austrian Students' Union fee you enjoy accident and liability insurance that covers damages that may occur during your studies

> oeh.ac.at/versicherung (in German)



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Where to get information and advice

B5

Who you can ask for help – and advice

- > The **TU Graz Advisory Service** for prospective students can support you in choosing a degree programme: > studienberatung@tugraz.at
- > The **Registrar's Office** will handle any questions related to admissions procedures, registration, and tuition fees, contact: > study@tugraz.at
- > The **International Office – Welcome Center** is here to help international students. They provide advice on matters of visas, immigration and residence formalities, how to find accommodation, living in Graz, networking and integration. Contact them at > welcomecenter@tugraz.at
- > The **students' representative committee** (for your degree programme is the place to go to with study-related issues – a valuable source of advice on your curriculum and how to manage your studies:
> htu.tugraz.at/your-htu/degree-specific-student-representatives
- > The students' union, the **HTU Graz** provides more general advice on studying and especially also on welfare issues (scholarships, insurance, accommodation etc.) and students' rights: > htu.tugraz.at
- > **Dean's Office** of your faculty can provide information on your curriculum, on your orientation period (STEOP), on obtaining certificates for courses you have completed, recognition of examinations and for applications to your Dean of Studies: > tugraz.at/go/faculties-institutes
You can find the **Dean of Studies** for your degree programme on the website of your degree programme:
> tugraz.at/go/degree-programmes
- > If you wish to raise any matter directly with the **Vice Rector for Academic Affairs**, you can write to vr-lehre@tugraz.at or come to the students' workshop, which is held once per semester: > tu4u.tugraz.at/go/students-discussion-group

Where to get information and advice

Accessible Learning

B6

TU Graz offers a range of supports for students with disabilities or chronic illness. The **Accessible Learning Service** will be happy to help you:

> tugraz.at/go/accessible-learning

IT-Infrastructure and E-Learning

B7

Support for all the IT services of TU Graz that you will use, such as TUGRAZonline and e-mail for students, is available from **TU Graz IT Services**. Contact: > it-support@tugraz.at

Support for the learning and teaching platform TU Graz TeachCenter > tc.tugraz.at, the video portal TUBE > tube.tugraz.at and any other e-learning questions is provided by the organisational unit **Educational Technology**: > elearning@tugraz.at

C

Checklist for getting started

Once you have received an admission letter you have to pre-register online (> www.tugraz.at/go/initial-registration) and then visit the Registrar's Office to register in person within the admission period (> tugraz.at/go/admission-periods). The next steps are:

- Pay your **Austrian Students' Union fee** and, if applicable, your tuition fees, promptly after registration.
- Go to one of the TU Graz card terminals and **get an expiry date printed on your TU Graz card** (Rechbauerstraße 12 on the ground floor or 1st floor, Kopernikusgasse 24 on the ground floor or Inffeldgasse 25D on the ground floor).
- **Get to know online systems of TU Graz:**
 - **TUGRAZonline**, the TU Graz information management system
> online.tugraz.at
 - **TU Graz TeachCenter**, learning platform
> tc.tugraz.at
 - **TU4U**, Intranet
> tu4u.tugraz.at
- Have a look into the **curriculum for your degree programme**. You'll find the current version on the website of your degree programme:
> www.tugraz.at/go/degree-programmes

- Go to TUGRAZonline and **register for your courses for the first semester** – during the registration periods (mostly beginning in September for the winter semester and in February for the summer semester): (Video: > www.tugraz.at/go/welcome-days-en). You can see the semester schedule in the curriculum and in the online system.
- **Come to the Welcome Days** – at the end of September
 - > tugraz.at/go/welcome-days-en
 - > tugraz.at/go/welcome-international
- Attend the **orientation workshop** organized by the students' representatives in your degree programme – at the beginning of October
- Join the **student mentoring**: Have a look at the website > tugraz.at/go/studierenden-mentoring, to see whether your degree programme is one where student mentoring is on offer.
- If necessary: **print out documentation from TUGRAZonline** (e.g. confirmation of enrolment for the tax authorities, who are responsible for paying out family benefit)
- If applicable: **Apply for study grants** – by 15 December for the winter semester and by 15 May for the summer semester. Apply to the Austrian Study Grant Authority > stipendium.at/english-information



D1 What is a course?

Teaching at the university is organized into units called courses (Lehrveranstaltung, LV).

University courses are equivalent in some ways to the different subjects you had at school such as Maths or German. Every course is different, based on the course type and the teacher. You will take different courses each semester. Usually, a course will be held at the same time(s) each week for the whole semester. Sometimes courses are 'blocked', i.e. held in a smaller number of longer sessions. You can find the dates and location of a course in TUGRAZonline in the respective course description or in your appointment calendar (if you have already registered for the course).

D2 What types of course are there at TU Graz?

There are different types of courses at TU Graz: Lectures (VO), exercises (UE), design exercises (KU), laboratory courses (LU), projects (PT), lectures with integrated exercises (VU), seminars (SE), seminar projects (SP), excursions (EX), field exercises (FU), orientation courses (OL), and exclusive tutorials (PV).

The most important difference is between ordinary lectures and the other types of courses, which have continual assessment. The differences are explained in more detail in the following questions and answers.

What is a lecture?

D3

A lecture (VO) is a course in which the teacher presents a subject and its methods as a talk. Lectures are concluded with an examination on all the material covered, regardless of student attendance.

Three dates for the examination are offered in each semester. If you fail the examination, you can repeat it a maximum of three times (in teacher training programmes) or four times (all other degree programmes). Although there is no absolute requirement to attend the lectures, it is strongly recommended to do so. It is a valuable preparation for the examination. You cannot rely on being tested only on material that is contained in the textbook or the lecturer's handouts. Unless announced otherwise, the examination will cover all the material that is presented in the actual lectures. You have to register for the examination in TUGRAZonline. You can register for the examination even if you were never registered for the lecture course. Please only register for the lecture course if you will really attend. Otherwise large lecture theatres are reserved which then remain almost empty. However, you can only access the documents for the lecture course in TU Graz TeachCenter > tc.tugraz.at if you are registered for the course.

D4

What are courses with continual assessment?

All the other course types – apart from the ordinary lecture – have continual assessment. This means that you are assessed on your active participation in the course.

Instead of a single examination, you will be assessed on at least two tasks – which may be oral examinations, written tests, practical work, writing seminar papers, giving presentations, doing homework or collaborate – per semester. Also, these courses do in principle require your regular attendance at the classes, though the lecturers can waive this requirement. If you fail a course of this type you must repeat the whole course. The maximum number of times you can take the same course is three (teacher training programmes) and four (all other degrees).

TIP: You can plan your semester yourself, in order to combine your studies, especially courses with continual assessment, with other obligations, such as work.

How do I register for courses?

D5

You have to register for courses at your own initiative in TUGRAZonline.

Use the video **'Registering for classes'** as a guide:

> tugraz.at/go/welcome-days-en

The times and locations of the courses in your curriculum are shown in the application "courses" in TUGRAZonline. All the courses at TU Graz are listed there; if you then select your degree programme, only the courses being offered in your programme in the relevant winter or summer semester will be shown.

Most courses are held once per year; some are held every semester and a few are offered only once every two years (this only applies to courses with very few participants, which means it is rare in bachelor's degree programmes).

In every entry for a course in TUGRAZonline you can find the learning goals, the teachers, the type of assessment, the language of instruction, the times of classes, times of examinations and possibly documents related to the course. You can also see when the course will be open for registration.

Courses

D6

How can NAWI Graz students register for courses and exams?

As a student of a *NAWI Graz degree programme* – Physics, Chemistry, Mathematics, Geosciences, Environmental System Sciences / Natural Sciences-Technology and Molecular Biology – you can use the inter-university registration feature in TUGRAZonline.

In order to do this, you need to have active accounts in both online systems: TUGRAZonline and UNIGRAZonline.

On your dashboard in TUGRAZonline, you find this feature in the application ‘Inter-university login’.

D7

Is there a timetable or calendar?

On your TUGRAZonline dashboard you will find the application ‘Calendar’.

There you can see the times of all courses and examinations that you have registered for. You can also subscribe to this calendar, so that you can view it, for example, on your smartphone. It is possible that changes on short notice do not appear there – so always keep an eye on the real TUGRAZonline calendar.

TIP: Use the app Studo to organize your time > [studo.co](https://www.studo.co)

Courses

Where are my courses being held?

D8

Courses are held in lecture halls, seminar rooms, laboratories, sometimes online, and in the case of excursions and field exercises, even outside the TU Graz campuses.

You can find out where each course will be held in the point '*Scheduled Dates*' in the course description or – if you have already registered for the course – in your calendar. There is a link to a map that will help you to find the room.



D9

How often and at what time are courses held?

A course may be held at different times of the day and either on a weekly basis for the whole semester, or 'blocked' as all-day sessions on one or more days. There may be quite long gaps between classes on any one day. You can find the dates and location in the course description in TU-GRAZonline or in your calendar (if you have already registered for the course).

When people talk about a "two-hour lecture" they usually mean a lecture of two 45-minute units per week for the whole semester – i.e. for 15 weeks. If this lecture is 'blocked', it could be completed in one week taking up the whole morning from Monday to Friday, that is, in 5 blocks of 6 units each. However, it is rare to compress a course into a single week like this. No classes are held on Sundays, but Saturdays can be used for examinations and in exceptional cases, course units can also be held on Saturdays. No classes are held on public holidays and during holiday season and semester breaks: Christmas, spring break, Easter and summer vacations, Sundays and bank holidays. But it can be used for courses in exceptional circumstances, for example when extra repeats of laboratory exercises are offered in summer due to limited laboratory capacity.

Do I have to attend courses?

D10

You must attend courses with continual assessment, unless the lecturers excuse you from attending.

Normally attendance is documented by signing a list. There is no attendance requirement for lectures.

What language are courses held in?

D11

The general language of instruction in a bachelor's degree programme is German. A few courses are given in English.

You can check the language of instruction in the course description in TUGRAZonline. If you take an examination in English, the assessment is not based on your language competence but on your understanding of the subject matter.

D12

How are the ECTS credits related to the amount of work needed for a course?

You are awarded ECTS credits when you complete courses successfully. The bachelor's degree programmes are structured so that the standard full-time work rate is 60 ECTS credits for an academic year. One ECTS credit corresponds to a workload of about 25 hours for a student – including class time, autonomous study time, preparation and follow-up work.

This estimated workload should be true as an average of what students need to do in order to reach the learning goals of their courses. If you are of the opinion that a course involves too many or too few ECTS credits, you can report this to your students' representatives.

Example: For a lecture course with 3 semester hours (i.e. 3 units of 45 minutes each, every week for 15 weeks) and 5 ECTS credits, you should expect to put in more than one day of work per week throughout the semester. If you attend the lectures, that is only about 2 hours per week. If you then spend 5 hours a day over the last 3 weeks of the semester preparing for the examination, that will feel like a large workload. But in reality, averaged over the semester, it is close to the effort described by 5 ECTS.

The example shows how the degree programmes at TU Graz are designed for full-time students. 60 ECTS for an academic year corresponds to an average workload of about 32 hours per week – assuming you continue studying on holidays and semester breaks.

What is the STEOP?

D13

The Orientation Period (STEOP) is a set of required courses that you must take at the beginning of your bachelor's degree programme. They are designed to provide you with an overview of your degree programme. The STEOP must be completed before you complete any other courses and examinations.

The curriculum states which courses belong to the STEOP. The curriculum may also specify that other courses may be taken before finally completing the STEOP, up to a maximum of 22 ECTS credits.

If a student fails the last repeat of a STEOP examination, their enrolment in the degree programme expires (they are exmatriculated).

TIP: If you have taken courses at other universities before enrolling at TU Graz, which you wish to have accredited, you should apply to have them recognized only after completing the STEOP. Recognized courses from other institutions count as part of the 22 ECTS allowance of courses that you can take before completing the STEOP. The same applies to any examinations that you have taken at TU Graz prior to entering your current degree programme.

Courses

D14 Where can I find information on individual courses?

General information on individual courses and documents related to the courses are available

- > In the course description in TUGRAZonline,
- > In person from the teachers in classes (especially at the first class of a course),
- > In the course in the TU Graz TeachCenter (this is usually only accessible after you have registered for the course in TUGRAZonline), or
- > On the website of the relevant institute.

D15 How should I behave in class?

Teachers want students to show an interest in the course, participate actively and ask questions. It is in your own interest to take notes. You will make the most of a course if you are well prepared and listen carefully. Talking with your classmates, eating or other disruptive behaviour during class will not be tolerated.

What types and methods of examinations are there?

E1

Examinations are the most important means of verifying whether you have acquired the knowledge and achieved the learning goals that are defined in your degree programme. At the beginning of your studies you will sit most examinations in large lecture halls along with hundreds of other students, which will be a change from school.

The assessment of your performance in courses can be done by using written, oral or combined written and oral examinations. Oral examinations are examinations in which the examination questions must be answered orally. Written examinations are examinations in which the examination questions must be answered in writing.

In courses with continual assessment, your final grades can come from a wide variety of activities: participation in group work, home exercises, interim tests, etc. In these courses you are graded on several different aspects of your work, not just one examination.

You will be told at the beginning of the course how the assessment will be done. In the case of group work, your grade may depend on the contribution of the other group members – so if you are allowed to form your own team, choose thoughtful who to work with.

E2 | How do I register for examinations?

You have to register on TUGRAZonline for lecture examinations. The application “my exams” for registering and deregistering for examinations is available on your TUGRAZonline dashboard.

Examinations for courses with continual assessment may or may not need you to register in TUGRAZonline – your course teacher will tell you.

If the registration function offers you a place on the waiting list, you should definitely assume that you will get a place in the examination. Many places only become available 48 hours before the examination. If you don't get a place then, you have the right to sit the examination within 2 months. Don't worry that the studying won't pay off.



Can I cancel an examination?

E3

You can cancel your registration for a lecture examination in TUGRAZonline up to 48 hours before the examination. You do not have to state a reason. Please note that if you fail to show up for an examination without cancelling, the examiner can block you from taking the examination for eight weeks or at the next examination date. If you can provide a credible important reason for missing the examination (e.g. a doctor's letter), this block will be lifted.

When you register for examinations, please think of your fellow students: many examinations have a limited number of places. If you register and then cancel on short notice, you may prevent someone else from taking the examination. Please cancel your registration as soon as you decide not to attend, in order to ensure that everyone who wants to take the examination has the chance of doing so.



E4

How often do examinations take place and when?

The Universities Act requires examinations for ordinary lecture courses to be held three times per semester: at the beginning, in the middle and at the end of the semester.

Think carefully about when to take the examination. It doesn't always have to be at the end of the semester.

Some courses with continual assessment (UE, KU, VU etc.) are held every semester; others only once in each academic year. STEOP courses with continual assessment are held in both winter and summer semesters.

Pay attention to the fact that examinations and deadlines for submitting work are often not well coordinated, so that there are times – especially towards the end of the semester – when a lot of examinations are concentrated in a very short period. The times of different examinations may even clash. If a clash affects a large number of students and you bring this to the attention of the course instructor soon enough, it may be possible to change the date of an examination or a deadline for a piece of work. Please ask the course instructor at the end of a class. You can also ask your students' representatives for help with scheduling problems.

Examinations

How should I prepare for examinations?

E5

Prepare for every examination seriously:

Start studying in good time and even earlier if there is a lot of material to be covered. Use all the documents and learning materials that are provided in the TU Graz TeachCenter course > tc.tugraz.at You can often improve your motivation by studying with friends. Get active, make contacts and find people to study with.

TIP: In some courses the teachers offer question-and-answer sessions before the examination. Make use of this opportunity.

Are there places where I can go to study?

E6

All three campuses of TU Graz have learning centres, libraries and drawing studios where you can study and prepare for examinations.

Also, studying with friends can be productive and helpful. Here are some links to more information on these spaces:

- > Computer study rooms and learning centres
> tu4u.tugraz.at/go/computer-work-spaces
- > Libraries > tugraz.at/go/library
- > Drawing studios > tugraz.at/go/drawing-studios

E7

What's the best way to approach written examinations?

Most of your examinations will be written, with some variation between degree programmes. Here are some tips that should be useful for any written examinations in any subject:

- > If you do not answer the examination examples, you will get zero marks for it, which will put you on the road to failing the examination (Grade 5, 'unsatisfactory'). Always try to give at least part of the answer even if you cannot solve the whole problem.
- > Examinations rarely require only the final result; most of the time, the examiners expect you to show your reasoning. Always provide a concise explanation of how you arrived at the result. That helps the examiners to assess whether you have understood the principle of the exercise correctly, which is especially relevant if your final result is wrong because of a mistake in your calculations.
- > If the question asks for a short answer, don't give a long one. If you spend too long on an answer, you risk running out of time before you have finished all the questions.
- > If you are allowed to consult documents (e.g. a handout) in an examination (this is quite common for example in mathematics), it may be the case that all the marks are dependent on getting a correct answer. If there is time, double-check your calculations.
- > Express yourself clearly in your answers and write legibly.
- > Read the questions carefully. Especially if you have prepared by doing sample questions, you should not assume that the question in front of you is exactly the same as the ones you have practiced. Be on the lookout for differences. Show that you have not just learned all the questions and answers off by heart. If you are nervous, you can easily overlook

Examinations

some detail of the question. Try to read every question very carefully and, if possible, several times. It might help to mark key words in the question to help yourself understand it correctly.

- > Make sure to follow the formal requirements of each examination. Use the right paper, write in the right colour, mark each page with the correct information (e.g. your name and matriculation number) and make sure what aids you are allowed to use in the examination.
- > You have the right to inspect the assessment documents up to six months after the examination. Use it! This way you can find out what mistakes you made, and learn from them.
- > If it is an option, choose an oral examination instead of a written one. An oral examination often gives you a better chance to show that you understand the material than a written one, in which a small mistake in calculations can cost you a lot of marks. In a written examination, the examiner is not able to prompt you to think again.

What grades does the university use?

E8

The passing grades of examinations and courses are 'excellent' (1), 'good' (2), 'satisfactory' (3) and 'sufficient' (4). The failing grade is 'unsatisfactory' (5). Instead of these number grades, some courses (e.g. excursions) are graded as either 'successfully completed' or 'unsuccessfully completed'.

Examinations

E9

Can I repeat examinations?

Failed examinations can be repeated a total of four times (three times in teacher training programmes). In other words you can sit an examination a total of five times. Students of teacher training programmes in education can sit an examination a maximum of four times.

You should take every examination seriously and prepare yourself well. If you fail the last repeat of the examination for a compulsory course, your enrolment in the degree programme expires (you will be exmatriculated). It is also possible to repeat examinations that you have already passed – for up to 12 months or until the end of the degree programme or the stage of the programme. The important thing to know is that the grade from the latest repeat counts, whether it is better or worse than before.

E10

Are there consequences for cheating in examinations, for example when using unauthorized aids?

Copying from other examination candidates is absolutely unacceptable behaviour at university.

If you are found to be cheating in an examination, your examination papers will be taken away immediately and you will be given the grade 'unsatisfactory' (5). The same applies for bringing in notes, using smartphones, smartwatches or any other form of cheating.

Examinations

What are ‘examinations before a committee’?

E11

An examination before a committee is an examination assessed by a committee of at least three examiners.

In lecture examinations, the fourth and fifth times you sit the examination you must be examined by committee. Students can also request a committee examination for the third time they sit the examination.

The format of the examination (oral, written or oral and written combined) remains the same unless the course instructor decides to use a different format for committee examinations; this must be announced in the course description in TUGRAZonline and in the first class of the course.

How should I handle examination nerves?

E12

A certain level of nervous excitement before or during examinations is normal and can even help you to do your best. However, if you experience nervousness to the point where it impairs your ability to function, you should consult the **Psychological Counselling Centres for Students** > studierendenberatung.at/en The counselling team can help you manage your nervousness around exams. If you wish, you can obtain free, confidential psychological help and advice with personal and academic problems.

Examinations

E13

Can examination results from school count in my degree programme?

Your students' representatives are the best people to ask whether any of your school examinations can be counted and replace university exams. The possibilities for recognizing examination results you already have will be explained in detail in your introductory lectures. Recognition of examinations is the responsibility of your dean of studies. You can find the dean of studies for your degree programme on the website of your degree programme:

> www.tugraz.at/go/degree-programmes



The work environment at the university

What principles of conduct are especially important at TU Graz?

F1

Students and teachers at TU Graz give their ideas of what makes for excellent teaching and a good working environment in this video

> tugraz.at/go/exzellente-lehre-video

At TU Graz, we want students and staff to treat each other and people from outside the university in a way that is polite, trustworthy, sincere, fair and respectful. Every person should be respected in their individuality. The work environment should be free from intimidation, force, harassment and discrimination. Please do what you can to make this reality.

All members of TU Graz are required to obey the principles of good scientific practice and to refrain from scientific misconduct such as the use of forbidden aids, plagiarism and ghostwriting (Guidelines on Safeguarding Good Scientific Practice):

> tu4u.tugraz.at/go/good-scientific-practice-policy

F2

What do teachers at TU Graz expect from new students?

Teachers expect students to take responsibility and initiative in their work, for example:

- > Asking questions is welcome – provided you have looked in the course description on TUGRAZonline and in the course documents (or in any relevant newsgroup) and not found an answer.
- > You should come properly prepared to every class of a course with continual assessment (exercises, seminars, laboratory exercises). Depending on the course, the necessary preparation is different – it might be doing homework, or reading a chapter in the lecture notes, or studying for a test.
- > Teachers expect you to prepare thoroughly for examinations, that is, that you have studied the material for the examination sufficiently. Test how well prepared you are by solving past examination questions, sample examination papers or exercises from the lecture notes while using only the aids that are allowed in the examination.
- > Come to examinations you have registered for. Teachers expect you to attend examinations or to cancel in good time.

The work environment at the university

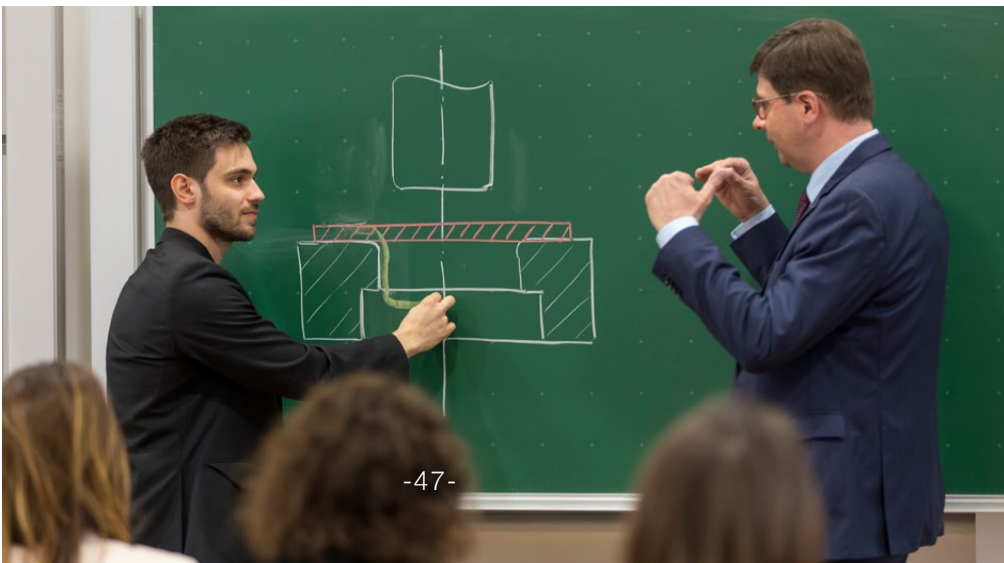
How can I contact my teachers at the university?

F3

Teachers usually tell you the best way to get in touch with them at the beginning of the course – for example if you can contact them by e-mail or how you should use their office hour.

What all of them have in common is that they want you to communicate with them in a respectful tone. Some teachers will be available to talk to students at the end of classes. But it's best to ask your questions in class, so that your fellow students can benefit from them.

TIP: Check the information in the course description in TUGRAZonline first, and ask fellow students, before contacting teachers with questions.



F4

How can I give effective feedback on courses?

You can give feedback on many courses in TUGRAZonline (course evaluation). The system uses anonymous questionnaires for this purpose.

Anonymity is meant to ensure that students give honest feedback and that teachers accept constructive criticism from students without being able to link it to performance in examinations. It is important to use this opportunity and to give feedback with a sense of responsibility for the quality of teaching. If only a few students give feedback, the results will not be representative. A good culture of feedback is essential for the further development of teaching at TU Graz.

- > Use the opportunity to give feedback and help to assure and improve the quality of teaching!
- > Do not only give feedback if you have a strongly positive or negative opinion but also if your overall evaluation is somewhere in the middle.
- > If teachers have not provided an evaluation period for their courses, remind them and ask them to do it.

The evaluation results are used, for example, as one of the criteria for the prize for excellence in teaching:

> tugraz.at/go/teaching-excellence

If a certain number of students give negative evaluations and provide specific criticism of a course in their comments, there is also a well-defined process with meetings with the course instructor and to work out corrective actions for problems. The dean of studies and the students' representative are also involved in this process.

The work environment at the university

How can I give constructive feedback?

F5

Teaching at TU Graz depends on a good culture of feedback. Ideally, you should use the opportunity to give feedback whenever it is possible.

You give a fair evaluation of the course and name the things that impressed you positively and negatively. Only on this basis can the course evaluation be a useful basis for improvements.

It is very important to express yourself constructively. Don't abuse the anonymity of the course evaluation to vent your frustration in accusations or abusive language. Keep your criticisms specific and put them in a form that will help improve aspects of the course. Everyone benefits when the communication is respectful.



G

What rights and obligations do students have?

Your rights and obligations as a student are defined in the Universities Act, the part of the TU Graz Statute on Legal Regulations for Academic Affairs and the curriculum of your degree programme.

You can get advice on legal questions from your students' representatives and the students' union HTU Graz.

As a student you have the following rights in particular:

- > You have the right to attend courses and to take examinations.
- > You can request a different format of examination.
- > You can request to have your examination carried out by different examiners.
- > You have the right to have your written examination corrected without delay and within four weeks at most.
- > You can inspect the assessment documents, make copies of them and request a written justification for a negative examination result.
- > You can repeat examinations four times or in education degree programmes, three times.
- > If you have registered for any examination, have been put on the waiting list and are not given a place in the examination session, you have the right to a place for the next examination date or to be examined within the next two months at most.

Students' rights and obligations

As a student you have the following duties in particular:

- > Inform TU Graz of any changes of your name or address by updating the data in your TUGRAZonline dashboard.
- > Give TU Graz notice of the continuation of your studies each semester by paying your students' union fee and if applicable, your tuition fees.
- > Register and cancel your registrations for examinations within the deadlines.
- > Observe the principles of good scientific practice and do not engage in scientific or academic misconduct such as the use of unauthorized aids, copying other students' work, plagiarism or ghostwriting. Guidelines on Safeguarding Good Scientific Practice:
> tu4u.tugraz.at/go/good-scientific-practice-policy

H1

Where can I live?

In Graz, there are a number of student halls of residence. You can find them and look for free places at:

> studium.at/studentenheime/steiermark/graz (in German)

Living in a hall of residence at the beginning of your studies has the advantage of bringing you into contact with other students.

Sharing apartments is another possibility; the Austrian Students' Union has published an information brochure covering topics such as tenants' rights, repairs and maintenance costs, and on how to find an apartment:

> oeh.ac.at/content/studieren-und-wohnen (in German)

TIP: If you live close to the university, you can get to your classes more easily.



Do I need a laptop for my studies?

H2

It is certainly recommended to have a laptop, but how powerful it should be depends on the degree programme. Many students use a laptop for taking notes in lectures. However, a paper notebook can also be used.

TIP: Laptops can be bought at reduced prices twice a year at the beginning of the semester through the u:book scheme: > u:book.tugraz.at (in German)

How can I pay for my studies at TU Graz?

H3

You can find information on topics such as tuition fees, students' union fees, grants, benefits and insurance on the following pages:
> tugraz.at/go/financial-matters

H4

Where can I find student restaurants?

There are 'Mensa' student restaurants at the Neue Technik and at the Inffeldgasse campus.

TIP: Get a Mensa stamp on your TUGraz card at the welfare office of the students' union HTU in order to qualify for discounts at the Mensa restaurants. For information see:

> soziales.htu.tugraz.at/beihilfen/mensabeihilfe (in German)

H5

What about public transport in Graz?

Students (up to the age of 26) are eligible for a discount for Graz public transport in the form of a semester ticket (Studienkarte). If you meet certain conditions, you can apply for a mobility voucher which gives you an additional discount on the ticket. Details here:

> holding-graz.at/graz-linien/tickets/studienkarte

Besides public transport, the network of cycling routes in Graz is well developed.

TIP: Cycling is the most efficient way of getting around between the TU Graz locations.

What can I do besides studying?

H6

TIP: Don't forget to broaden your horizons while studying. You can gather valuable experience in the following activities:

- > Working on placement in a company,
- > Working as a student assistant at an institute of TU Graz,
- > Getting involved in your students' representative committee or in the HTU htu.tugraz.at/your-htu
- > Studying abroad for a semester tugraz.at/go/study-abroad
- > Joining a TU Graz student team tugraz.at/go/student-teams
- > Taking a language course tugraz.at/go/learning-languages
- > Taking sports courses at USI sportinstitut.uni-graz.at (in German), or
- > Exploring FabLab fablab.tugraz.at, E-Lab e-lab.at (in German), Phi-Lab philab.physikgraz.at (in German) or the HTU Makerspace makerspace.htu.tugraz.at (in German).

All of these things can give you experiences and soft skills that will be useful in your future professional life, as valuable abilities that you have developed at your own initiative.

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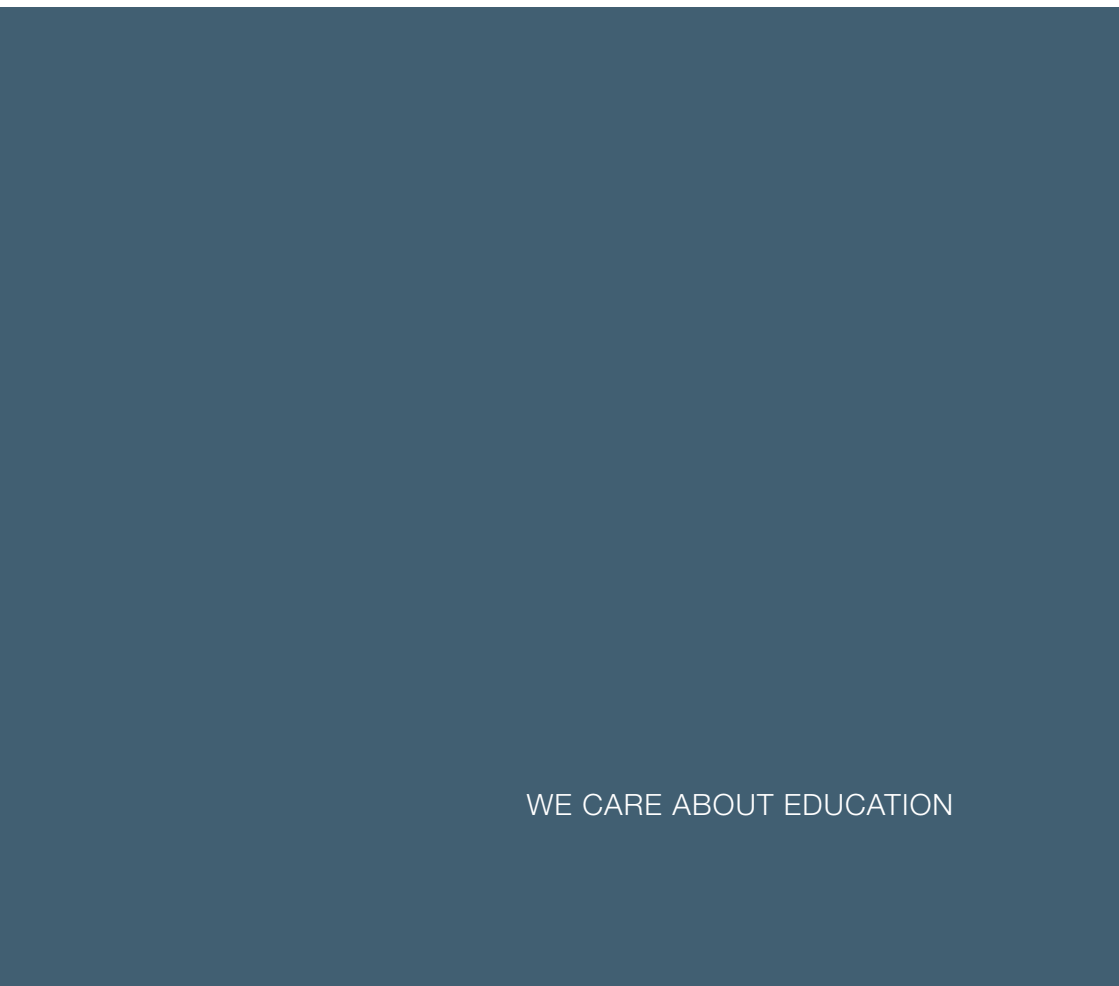
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