



Information for new students 2018

University of Veterinary Medicine, Vienna

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Arrangement of the academic year 2018/19

Winter semester (WS)	
General registration period:	24.08.2018 - 07.10.2018
Grace period (higher tuition fees):	08.10.2018 - 30.11.2018
Start of semester and lectures:	01.10.2018
Christmas holidays:	24.12.2018 - 06.01.2019
Semester holidays:	01.02.2019 - 28.02.2019
Additional course and examination period:	01.02.2019 - 28.02.2019

Summer semester (SS)	
General registration period:	01.02.2019 - 10.03.2019
Grace period (higher tuition fees):	11.03.2019 - 30.04.2019
Start of semester and lectures:	01.03.2019
Easter holidays:	15.04.2019 - 22.04.2019
Whitsun holidays (no lectures or practical sessions):	01.07.2019 - 30.09.2019
Summer holidays:	01.07.2019 - 19.07.2019
Additional course and examination period:	29.07.2019 - 30.09.2019

Examination dates

There is no connection between the date of registration (within the registration period) and the date of examination (within the examination block). Cancellations must take place within the respective registration periods; later cancellations and examination dates that are not utilized will lead to a 10-week suspension on re-taking this examination.

Winter semester general period	Examination block
1.	27.07.2018 - 28.09.2018
2.	19.11.2018 - 21.12.2018
3.	14.01.2019 - 01.02.2019

The VetmedCard – Student ID in cheque card form

Dear Students,

with your registration you receive the VetmedCard, your student ID in cheque card form.

Front:



Back:

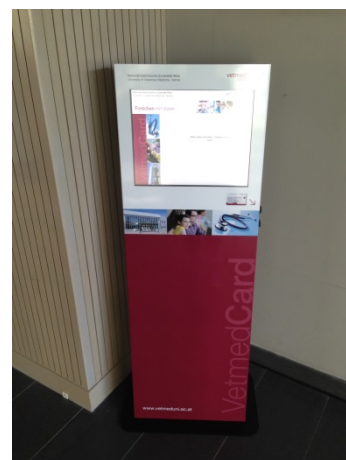
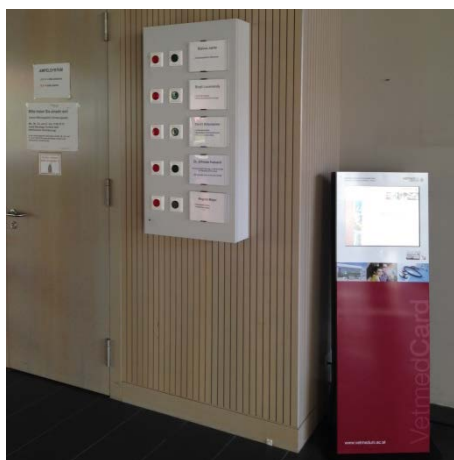


The VetmedCard mainly serves as your student ID.

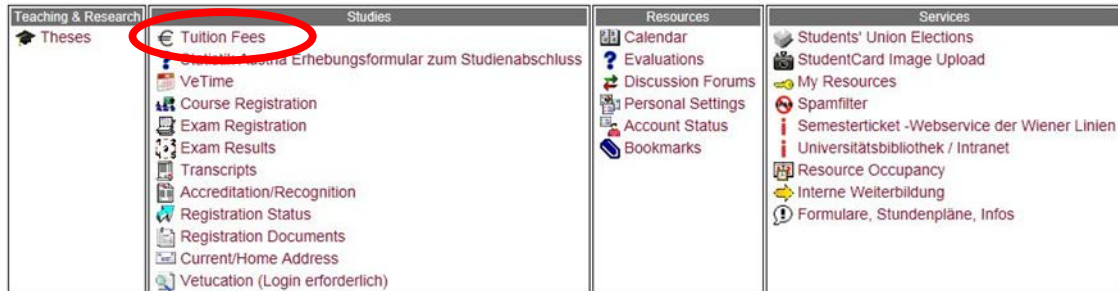
The Card is only valid after:

1. You have paid the ÖH (Austrian National Union of University Students) dues and any applicable tuition fees (please allow 4 working days from the time you make the payment for the funds to post at the University) and
2. it has been validated at the card renewal terminal (the date of expiration will be printed on the card).

The card renewal terminal is located on the ground floor of Building CA (Festsaalgebäude) to the right of the Student Services “traffic light system”.



New students may obtain the payment slip for paying ÖH dues directly from Student Services. In subsequent semesters you may pay the fees easily and conveniently from home. After logging into your personal VetmedOnline businesscard/workplace, you can find current payment information under the “Tuition fees” under topic area “Studies”



There you will find:

- Your current payment information as well as
- at the beginning of each semester, all the information required for payment: payment deadlines, payment amounts, bank transfer information (IBAN, BIC and **your personal customer information number**). Please note that the **customer information changes every semester**. We therefore advise you not to set up standing orders.

The VetmedCard may also be used to check out books from the University library.

Additional features of the card will be developed in cooperation with students and University staff; these will be rolled out in ensuing semesters. Information as to these efforts will be made available in the student newspaper “Rectum”.

Information about tuition fees

On 11 January 2013, the amendment to the Universities Act of 2002 (Universitätsgesetz 2002), which contained new regulations as to tuition fees, was announced. In the following section, you can find a summary of the most important points regarding the regulations applicable to tuition fees.

Notice of continuation

According to §59 subparagraph 2 cit. 2 of the Universities Act of 2002, students are required to notify the university responsible for admission to a course of studies of their intention to re-enrol. Such notice must be given every semester during the general registration period or within the allowable grace period. In order to continue their studies, students must pay the stipulated fees every semester within the registration period.

If you have paid the ÖH dues or any other tuition fees to another Austrian university and you would like to continue your studies at the Vetmeduni Vienna, please send an email to a staff member in the Student Services department. The email should include the following statement:

"I would like to continue my education in the 'xy' course of studies. I have already paid my tuition fees to another university."

Your enrolment will be terminated under the following conditions:

- You do not give notice of your intention to re-enrol within the registration period or allowable grace period.
- Your payment information (IBAN, BIC and customer information) is incorrect. Please note: Your customer information consists of a combination of numbers that changes every semester! (We advise you not to use standing orders! Please always use the payment slip we send you.)
- You do not pay the fees by the deadline.
- You do not make the payment in the proper way.

Payment deadlines, payment information (account number, routing number and customer information) and payment amounts are shown in VetmedOnline under the "Studienbeitragsstatus" [Tuition payment status] tab. You can also track payment progress there.

Amount of tuition fees

Students who have exceeded their tuition-free period or who are required to pay tuition fees based on their citizenship or because they are participating in a non-degree course of studies must pay their tuition fees every semester.

Tuition fees amount to 363.36 euros per semester or 726.72 euros per semester for non-EU students. In addition to tuition fees, the ÖH dues (including insurance) must be paid (19.70 euros per semester for the 2018/19 academic year). This amounts to a **total student contribution of 383.06 euros and 746.42 euros per semester, respectively.**

The ÖH dues remain the same even in the grace period, whereas tuition increases by 10%. This amounts to a total student contribution of 419.40 euros per semester for students who do not pay until the grace period (08 October to 30 November 2018 for the 2018 winter semester and 11 March to 30 April 2019 for the 2019 spring semester). The tuition fees are not increased for:

- Non-degree students
- Students who are required to pay 746.42 euros during the general registration period

Students are required to pay tuition fees if:

- They have exceeded the tuition-free period (minimum amount of time for a course of studies plus two semesters);
- They are required to pay tuition based on their country of citizenship; or
- They are pursuing their studies on a non-degree basis (i.e., they are taking courses without having completed the university entrance eligibility examination).

Tuition waivers based on parity with EU/EEA citizens

EU/EEA citizens who are enrolled in bachelor or master degree programmes are not required to pay tuition within the tuition-free period (minimum amount of time for a course of studies plus two semesters). If you are enrolled in a diploma degree programme, you are not required to pay tuition within the tuition-free period (minimum amount of time for a course of studies plus two semesters).

In order for non-EU/EEA citizens to be given parity with this group of students, they must submit evidence for being granted a tuition waiver. The following students may submit such evidence:

- Students who, based upon an international agreement, must be granted the same right to enter a profession as nationals (e.g., refugees under the provisions of the Geneva Conventions);
- Students with a permanent residency status of "Daueraufenthalt-EU"
- Non-EU/EEA citizens with other residency status (Please note: Parity and thus, a tuition waiver, are not possible with a residency status of "Student"!)
- Students who fall under the ordinance governing admission of certain groups of potential students (Please note: people who are self-insured are not entitled to parity or a tuition waiver!)

Any questions about tuition fees may be directed to studieninfo@vetmeduni.ac.at.

The University Library

The University Library of the University of Veterinary Medicine Vienna offers many services to support you in your studies. Initially the assortment of textbooks will be important for you; while later, for your homework or seminar assignments or thesis, it will be increasingly specialized scientific literature in hardcopy or electronic form. Most of our collections have been captured electronically and are searchable via our search engine vetmed:seeker. You can access vetmed:seeker easily from our homepage (<http://www.vetmeduni.ac.at/en/bibliothek>).

In addition to books, magazines and newspapers, we offer you a place to study and browse, PCs with Internet access, copiers, scanners and much more.

Introduction to the library

So that you can get the most out of our library services, we recommend that you attend our "Introduction to the Library" tour. During the one-hour tour we guide you through the University Library and show you how to find your way through our open-access areas, how and where to find, borrow and renew library materials.

Dates/times: In October, daily at 2 p.m.

Registration: In person at the library or by telephone at +43 1 25077-1414 or by email at bibliothekinfo@vetmeduni.ac.at.

Meeting place: In the entrance area of the library at the checkout desk

Library hours

During the semester, the library is open Monday to Friday from 8:30 a.m. to 10 p.m. Please note that placing holds on books in the stacks, processing interlibrary loan requests and payment of fees are only possible until 5 p.m. Monday through Thursday and until 4 p.m. on Friday. In the evening, books may be checked out at the self-checkout machine and our student colleagues are available to answer your questions. Additional details and further information are posted on the library website at <http://www.vetmeduni.ac.at/en/bibliothek/> under "FAQs".

Library card

Students may use their VetmedCard as a library card in order to be able to borrow library materials immediately. For activating your VetmedCard you have to present it once at library counter.

The library team wishes you a good start to your studies!

Important information about courses

Registering for compulsory courses the “Veterinary Medicine” diploma degree programme

- **Registering for compulsory courses for all curricula:**
Registration is done using VetmedOnline.
In order to register for specific courses, log into your personal VetmedOnline business card/workplace and go to the tabs “Studies” → Course Registration.

Points of contact in the Office of the Vice-Rector for Study Affairs

Staff members working in the Office of the Vice-Rector for Study Affairs (VRL) are at your disposal for all questions and issues pertaining to your studies.
These include:

- The Vice-Rector for Study Affairs
- Student Services
- Assessment and Quality Management
- International Academic Affairs
- Office for Postgraduate Programmes

Student Services

Student Services is responsible for coordinating academic operations and for the administration of student performance (data management). Specifically, for these areas:

- Course schedules
- Administration of registration for required courses
- Formal admission of students
- Administration of classes
- Recognition of examination results and retaking of tests
- Issuance of certificates (report cards, confirmation of successful completion of studies etc.)
- Organization of diploma, bachelor and master degree examinations
- Administration of theses of diploma, bachelor and master programmes
- Administration of performance stipends and scholarships

Staff members in alphabetical order [including areas of responsibility]

David Braunecker

[Equine Sciences, Biomedicine and Biotechnology (bachelor's and master's programmes)]

david.braunecker@vetmeduni.ac.at

Ute Fink

[head of student services, Wildlife Ecology and Wildlife Management master's programme]

ute.fink@vetmeduni.ac.at

Bianca Jakits

[tuition waivers and tuition reduction; co-registration]

bianca.jakits@vetmeduni.ac.at

Birgit Locsmandy

[Veterinary Medicine diploma degree programme]

birgit.locsmandy@vetmeduni.ac.at

Dr. Elfriede Kalusch

[recognition §78 UG, university entrance exam, evaluation, instructors]

elfriede.kalusch@vetmeduni.ac.at

Regine Major

[admission and issuance of certificates for Doctoral programmes and PhD programmes;
Human-Animal Interactions and Comparative Morphology (EUCOMOR) master's programme]

regine.major@vetmeduni.ac.at

Julia Strohmayer, MSc

[class Schedules]

julia.strohmayer@vetmeduni.ac.at

**Assessment and Quality Management
(formerly Centre for Academic Affairs)**

- Quality management in teaching
- Coordination of examination procedures (e.g., online testing, OSCE)

Dr. rer.nat. Ingrid Preusche

[head of the department, Quality management of examination procedures]

ingrid.preusche@vetmeduni.ac.at

Eva Flechl, MSc.

[assistant examination procedures]

eva.flechl@vetmeduni.ac.at

Student Point

If you don't know whom to contact, Student Point is your place to go. Student Point is managed by Vice-Rectorate of Student Affairs.
studentpoint@vetmeduni.ac.at

International Academic Affairs

We are here to help you with all matters pertaining to studying abroad, including making contact, submitting and processing your application, so that your experience abroad is a successful one.

international@vetmeduni.ac.at
<http://www.vetmeduni.ac.at/international>

Office for Postgraduate Programmes

Mag. Michaela Pirker
[Doctoral programmes and PhD programmes (excluding admission and issuance of certificates)]
michaela.pirker@vetmeduni.ac.at

Walk-in hours

Student Services

- When classes are in session:
Monday and Wednesday through Friday from 11 a.m. to 12:15 p.m.
- When classes are not in session:
Monday and Wednesday from 11 a.m. to 12:15 p.m.
- Tuesdays by prior arrangement (please call to make an appointment)
- By telephone: Monday through Friday from about 8 a.m. to 11 a.m. and 1 p.m. to 4 p.m. (excluding holidays)

Student Point

- Personal appointment
(Vice-Rectorate for Student Affairs, opposite of Student Services)

Walk-in hours for International Academic Affairs

- Tuesday and Thursday: 1 p.m. to 3 p.m.
Wednesday and Thursday: 10 a.m. to 12 p.m.
- personal appointment

Walk-in hours for postgraduate Studies

- Tuesday and Thursday: 1 p.m. to 3 p.m.
Wednesday and Thursday: 10 a.m. to 12 p.m.
- personal appointment

Rights and Duties of Students

§ 59. (1) Within the limits of the law, students are entitled to freedom of study. This shall, in particular, include the **right**:

1. to be accepted for other degree programmes both at the university to which they have been admitted and at other universities;
2. within the limits of the range of courses and the curriculum, to choose between teaching staff;
3. beyond a degree programme at the university which has admitted them or at other universities, to take advantage of range of courses for which they fulfil the registration requirements set out in the curricula;
4. to make use of the teaching and research facilities relevant to their subject, and the library at the university which has admitted them in accordance with the regulations pertaining thereto;
5. if they are diploma or master degree programme students, to propose or select from a number of suggestions the topic of their diploma or master's thesis or that of their artistic diploma or master's submission, subject to the university regulations;
6. if they are doctoral students, to propose or select from a number of suggestions the topic of their doctoral thesis, subject to the university regulations.
7. to prepare academic theses in a foreign language, subject to the agreement of their supervisor;
8. if they are degree students, to take examinations in accordance with the university regulations;
9. having met the requirements prescribed by the curriculum, to be awarded a degree;
10. if they are non-degree seeking students, to attend the relevant certificate university programmes for further education and take the examinations prescribed therefore;
11. if they are non-degree seeking students, admitted only for the attendance of individual courses, to attend courses for which they meet the registration requirements specified by the curricula, and to take examinations, subject to the university regulations;
12. to be examined according to an alternative method if they suffer from a permanent disability which makes it impossible for them to take an examination in the pre-scribed manner and the other method does not limit the content and standards of the examination;
13. to make requests regarding the identity of the examiners (such applications shall be acceded to wherever possible); in the case of a second resit, to automatic acceptance of a request for a specific examiner at the university to which they have been admitted and where the examination is to be sat; and

(2) Students have a **duty**:

1. to inform the university which has admitted them of changes of name and address without delay;
2. to notify the university which has admitted them of the continuation of their studies each semester, for the duration of the general admission period or any extension;
3. to deregister from their degree programme in a timely manner in case that it is apparent that they are unlikely to continue their studies;
4. to register for and deregister from examinations within the appointed periods; and
5. to deliver a copy of their academic thesis or artistic submission or a related written component thereof to the university library and a copy of their doctoral thesis or a related written component of their artistic doctoral thesis to the Austrian National Library upon the award of their degree.

(3) Working students and students who are unable to study full time due to child care or similar care commitments and can thus only devote part of their time to their studies shall be entitled to notify the university of the times at which they have special needs in respect of courses and examinations. Wherever possible, universities shall take into account such special needs in their course and examination timetabling, on the basis of the information supplied to them by such students. Applicants shall be entitled to notify such needs when applying for admission.

(4) The students shall be offered, contingent on budgetary considerations, sufficient courses in the same or the following semester at the latest, if the prolongation of a student's duration of studies appears to be imminent, for which the university is solely or mainly responsible, in particular because the university has offered too few courses. The university shall be responsible for a prolonged period of study in particular, if the prolongation is caused, because the student was not given a place in a course s/he wanted to register for.

IT services for students

All students of the University of Veterinary Medicine, Vienna, are automatically given a **Vetmed account**, which lets them use the university's various IT services.

Your Vetmed account

The Vetmed account will be available to you at the earliest 2 days after admission; this will give you access to all IT services for students:

- ☐ Your personal mailbox
- ☐ Login for the Students Computer Centre of the IT Services department
- ☐ Access to the campus WLAN network
- ☐ VetmedOnline: the university's central administration application
- ☐ Vetucation®: the university's e-learning platform

Your login details:

User name = registration number

Standard password = initials and date of birth in the format XxYYYYMMDD (10-digit)

Domain: vmudomain

The password is composed as follows:

1st character: first letter of the surname in upper case

2nd character: first letter of the first name in lower case

then

4 digits the **birth year**

2 digits the **birth month**

2 digits the **birth day**

Special characters are based on the German alphabet.

To ensure a minimum level of security, we urgently recommend that you change this password as soon as possible!

You can change your password either directly on a computer on the university campus (key combination Ctrl + Alt + Del) or in your mailbox (Outlook Web Access).

Vetmed E-Mail

E-Mail address

The e-mail addresses for students have the following format:

[Registration number]@students.vetmeduni.ac.at

Your mailbox

Login to your mailbox through your Vetmed Account, where you can also change your password. It is possible to forward messages to your private email address.

To access your mailbox, go to <http://owa.vetmeduni.ac.at/>.

Detailed information on Outlook Web Access and changing your password can be found on the website of the IT Service department in the section "Services -> Mailbox access". To access the website of the IT Service department, go to <http://www.vetmeduni.ac.at/it>.

VetmedOnline

VetmedOnline is the central administration application of Vetmeduni Vienna. It includes the following information and functions:

- ☐ Descriptions of the various courses
- ☐ Examination registration and queries
- ☐ Printing of certificates
- ☐ Registration for courses and exercises

To access VetmedOnline, go to <http://online.vetmeduni.ac.at>.

To the tutorial on logging in to VetmedOnline:

http://www.vetmeduni.ac.at/fileadmin/v/it/Schulungen_fuer_Erstsemestrigel/login/login.htm

All/further tutorials on VetmedOnline can be found at

<http://www.vetmeduni.ac.at/it/infoservice/fuer-studierende>

Vetucation®

Vetucation® is the learning platform for students at the University of Veterinary Medicine, Vienna. You will find the learning documentation for the individual courses here.

To access Vetucation®, go to <http://vetucation.vetmeduni.ac.at>.

More information can also be found at <http://www.vetmeduni.ac.at/elearning> and in the enclosed information folder on Vetucation®.

Here you can find a tutorial on logging into Vetucation®:

http://www.vetmeduni.ac.at/fileadmin/v/elearning/Tutorials-Allgemein/login/login_logout.htm

All/further tutorials on Vetucation® can be found at

<http://www.vetmeduni.ac.at/elearning/studierende>.

VetMediathek®

The VetMediathek® is the central multimedia database of the Vetmeduni Vienna. It is the platform the institutions and departments use to manage their images, videos, audio files and PDF files. A part of this database has been made available for student use at <http://vetmediathek-students.vetmeduni.ac.at>. You can log in using your VetmedOnline account.

The departments and institutions determine which of the archived images, videos and PDF files are to be made available; they define the appropriate permissions. In order to avoid unintentional copyright violations, we urge you to carefully read the terms of use, which are accessible through the left-hand frame.

Please direct any questions about this system to the IT-Services Helpdesk:

+43 1 25077-1611

it.helpdesk@vetmeduni.ac.at

<http://www.vetmeduni.ac.at/it>

Campus WLAN

In some areas of the campus, you can access the Vetmed WLAN with your private laptop, enabling you to use all web-based information of Vetmeduni Vienna and internet connectivity.

Detailed information on configuration and network coverage can be found on the website of the IT Services department in the section "Services -> WLAN".

To access the website of the IT Service department, go to <http://www.vetmeduni.ac.at/it>.

Tutorials on our information system

After being accepted to a degree programme, your Vetmed account will give you access to our university's information systems. In order to learn about these systems (VetmedOnline, Vetucation®, e-mail) and their use during the degree course, we offer you various tutorials:

- ☐ Tutorial on logging into VetmedOnline:

http://www.vetmeduni.ac.at/fileadmin/v/it/Schulungen_fuer_Erstsemestrige/login/login.htm

- ☐ Tutorial on logging into Vetucation®:

http://www.vetmeduni.ac.at/fileadmin/v/elearning/Tutorials-Allgemein/login/login_logout.htm

All/further tutorials can be found at

<http://www.vetmeduni.ac.at/it/infoservice/fuer-studierende> and at

<http://www.vetmeduni.ac.at/elearning/studierende>.

Further information on the topics "Vetucation®" and "Studying and Organising" can also be found in the section "FAQs for first semester students".

Problems?

If you have any problems, please contact:

- IT Services Helpdesk:

+43 1 25077-1611

it.helpdesk@vetmeduni.ac.at

<http://www.vetmeduni.ac.at/it>

- Vetucation® Helpdesk:

+43 1 25077-4241

elearning@vetmeduni.ac.at

<http://www.vetmeduni.ac.at/elearning>

Information about the rabies vaccination

A properly carried out rabies vaccination is a prerequisite for participating in courses using animals and materials/learning aids of animal origin.

Every year during the winter semester, the Austrian National Union of University Students of the University of Veterinary Medicine Vienna (HVV) organizes a rabies vaccination programme so that students of the Vetmeduni Vienna can be vaccinated free of charge.

The vaccine and services of the doctor performing the vaccination are financed by the AUVA, the Austrian Workers' Compensation Board (Allgemeine Unfallversicherungsanstalt, www.auva.at).

The ÖH Office will announce the dates and times the vaccinations will be offered. Three dates will be offered for every vaccination campaign. Students requiring only a booster shot may choose from any of these three dates. For initial immunization, students must attend all three dates.

It is absolutely essential to make an appointment; this can be done online beginning four weeks prior to the first immunization date.

Use the website of the HVV to make an appointment: www.hvu.vetmeduni.ac.at

Three years after initial immunization, the AUVA offers the first booster vaccination. Subsequently, it is possible to get a booster vaccination free of charge every three years.

The AUVA has posted general information about the rabies vaccination at:
http://www.auva.at/portal27/portal/auvaportal/channel_content/cmsWindow?action=2&p_menuid=59052&p_tabid=3

For questions, please contact the ÖH Office:
Tel.: +43 1 25077-1700
Email: verwaltung@hvu.vetmeduni.ac.at

Useful links and contacts

General Information

Official website of Vetmeduni Vienna

<http://www.vetmeduni.ac.at/en>



<http://www.facebook.com/vetmeduni.vienna>



<http://www.twitter.com/vetmedunivienne> (@VetmeduniVienna)



<http://www.youtube.com/user/vetmedvienna>

Curricula

<http://www.vetmeduni.ac.at/en/studies/degree-programmes/>

or in the University Gazette (Mitteilungsblatt) area „Curricula“

<http://www.vetmeduni.ac.at/de/infoservice/mitteilungsblatt/curricula>

University library of the University of Veterinary Medicine, Vienna

<http://www.vetmeduni.ac.at/bibl>

Students' Union of the University of Veterinary Medicine, Vienna

<http://www.hvu.vetmeduni.ac.at>

Public transport

Discounts for students at „Wiener Linien“:

<http://www.wienerlinien.at>

Confirmation of registration for students who are EEA or Swiss nationals – application

<http://www.wien.gv.at/english/e-government/documents/residence/permanent-leave/confirmation-registration-students.html>

Responsible Office in Vienna:

Magistratsabteilung 35

Referat „EWR“

Arndtstraße 65-67, Stiege 1, 1. Stock

1120 Wien

Tel.: 01/4000 35338

Fax: 01/4000 99 35310

Email: 50-ref@ma35.wien.gv.at

IT Services of Vetmeduni Vienna

IT Services

<http://www.vetmeduni.ac.at/it>

E-Learning (Vetucation®)

<http://www.vetmeduni.ac.at/elearning>

VetmedOnline

<http://online.vetmeduni.ac.at>

Vetucation®

<http://vetucation.vetmeduni.ac.at>

VetMediathek®

<http://vetmediathek-students.vetmeduni.ac.at>

Outlook Web Access (E-Mail)

<http://owa.vetmeduni.ac.at>

Bank branches close to the campus

Banks on Kagraner Platz or Wagramer Straße	Directions	Hours
Raiffeisenbank Branch: Donaufelder Straße 252		Mon–Wed, Fri: 9 a.m.–3 p.m. Thurs.: 9 a.m.–5:30 p.m.
Unicredit Bank Austria Branch: Kagraner Platz 4	Tram 26 in the direction of Hausfeldstraße Station: Kagraner Platz	Mon–Wed, Fri: 8 a.m.–3 p.m. Thurs: 8 a.m.–5:30 p.m.
Volksbank Branch: Wagramer Straße 135		Mon–Wed, Fri: 8 a.m.–12:30 p.m., 1:30 p.m.–3 p.m. Thurs: 8 a.m.–12:30 p.m., 1:30 p.m.–5:30 p.m.

Banks in the Donauzentrum	Directions	Hours
BAWAG PSK Erste Bank	Tram 25 in the direction of Aspern Station: Donauzentrum	
Unicredit Bank Austria	For the exact location of branches, please refer to the detailed map of the site available at the Donauzentrum	All Branches: Mon–Fri: 9 a.m.–6 p.m.

Timely payment of tuition fees

You may pay your tuition fees using online banking or by going to a branch to initiate the transfer. Please note that the transfer may take up to 4 working days to post. When initiating a transfer from a foreign bank, please check if you will incur fees or charges for the transfer. The tuition payment must match the amount specified on the payment slip.

If the payment is not properly done, your enrolment will be terminated once the registration period has expired (winter semester: 30 November, summer semester: 30 April).

Financial information / Support

Fees

More information you find on our website <http://www.vetmeduni.ac.at> in the area “Teaching”.

Vienna Educational Load Office

1100 Wien, Gudrunstraße 179 a

T +43 1 60173-0

<http://www.stipendium.at/stbh/stipendienstellen/wien>

For German citizens and EU citizens resident in Germany

Amt für Ausbildungsförderung
Neuhauser Straße 39, 80331 München
T +49 233 96266, F +49 233 83388
afa.rbs@muenchen.de

Assistance with problems related to your studies

The staff members of the Office of the Vice-Rector for Study Affairs are your go-to people for organizational and administrative issues (see the information sheet titled “Points of Contact in the Office of the Vice-Rector for Study Affairs”). In case your issue cannot be addressed here, other places are available to give you advice or information:

Personalized Advisory Service of the Vetmeduni Vienna

Our Personalized Advisory Service is here to assist you in situations of acute stress or if you need help managing your studies (learning difficulties or problems with concentration), and also to support you in managing and solving conflict situations. In such cases, please contact Dr. Angelika Url (angelika.url@vetmeduni.ac.at).

Representative for the Disabled at the Vetmeduni Vienna

If you have a long-term disability or a chronic illness that causes you difficulty with your studies, the University's Representative for the Disabled, Mag. Michaela Pirker (michaela.pirker@vetmeduni.ac.at), is available to work with you on finding a personalized solution.

Ombudsman for Students

Monday through Friday, 9 a.m. to 4 p.m.
T +43 800/311 650 (toll-free throughout Austria)
info@hochschulombudsmann.at
<http://www.hochschulombudsmann.at>

Psychological Counselling Centre in Vienna of the of the Federal Ministry of Science, Research and Economy (bmfwf)

1080 Vienna, Lederergasse 35/4
T +43 1 4023091
<http://www.studentenberatung.at>

FAQs for new students

Vetucation®

What is Vetucation®?

Vetucation® is the learning platform of the University of Veterinary Medicine, Vienna, and is intended to supplement attendance teaching (lecturers and students in the same place at the same time). You will find the learning documentation for the individual courses here. Applications for a course itself are made via VetmedOnline (<http://online.vetmeduni.ac.at>).

What can Vetucation® be used for?

The Vetucation® learning platform can be used by teaching staff to provide students with learning materials. These could be scripts or PowerPoint slides, as well as multimedia content such as videos or animations. In addition, Vetucation® offers the possibility of asynchronous (e-mail, discussion form) and synchronous (chat, virtual classroom) communication. A series of interactive and collaborative tools such as weblogs and Wikis are also available.

How does the search function work in Vetucation®?

You can view the list of all courses that are available online and register for the relevant ones:

1. Login to Vetucation®
2. Click on the "Courses" tab
3. Search the course catalogue
4. Enter search criteria
5. Click START

When searching for a course, enter either just a part of the course name (e.g. "Biochemistry" for the course "Medical Biochemistry") or the course number in the format xxxxxx.

How do I register for courses?

After performing a course search, you will be shown a list of the courses found. In the column "Course ID", you'll find a small box next to the course ID with a double arrow pointing downwards. Click on this button to register for this course.

Which courses can I register for in Vetucation®, and what does the registration mean?

You can register for (almost) every course in Vetucation®. Registering for a course in Vetucation® has no effect on your registration in VetmedOnline and serves only to obtain access to the learning materials.

Which categories are the courses in the course search allocated to?

Essentially, all courses should be allocated to a field of study and the semester in which they take place (winter semester, summer semester). The degree programme Veterinary Medicine is additionally divided into study sections.

Can all VetmedOnline courses also be found in Vetucation®?

No. Vetucation® only contains those courses for which learning documents have been provided by the lecturers. Should you be unable to find a course, please ask the lecturer whether there is a corresponding course in Vetucation®. Should a course be available, but you are still unable to find it, please contact us by sending an e-mail to elearning@vetmeduni.ac.at.

Does Vetucation® show when a course will be held?

You can find the dates of a course in VetmedOnline (if they have been entered by the lecturer). The link to this can be found in the Vetucation® course under course information.

Some course leaders also publish the dates or postponements in Vetucation®.

Studies and Organization

Courses

What is the difference between free electives and required electives?

Any course not designated as a required course or required elective may be taken as a free elective. Additionally, courses taken in other universities both within and outside of Austria may be credited as free electives.

Required electives must be selected from a predefined pool of courses and must add up to the required numbers of course hours.

Where can I see which required courses I qualify and can register for?

The prerequisites for a course are generally listed in VetmedOnline under the course description (click on the course title). When in doubt, contact the lecturer.

Are students of Veterinary Medicine allowed to take elective courses from the Equine Sciences curriculum?

Students of Veterinary Medicine and Biomedicine and Biotechnology may take and get credit for electives from other curricula. Students of Equine Sciences only get credit for electives listed in the Equine Sciences curriculum.

When can I start taking elective courses?

Elective courses may be taken starting in the first semester.

Where can I find out how many ECTS credits I would get for different courses?

The ECTS credits are listed with the course descriptions in VetmedOnline. Click on the course title and then on the link under "Stellung im Studienplan/ECTS Credits" [Position in the curriculum/ECTS credits].

Examinations

When can I register for an examination?

As soon as you have fulfilled the prerequisites listed in the curriculum, you can register for a subject matter examination. All subject matter examinations are offered in examination blocks at the beginning, middle and end of each semester. Registration is open as soon as the previous examination block is completed. Examination blocks are shown in VetmedOnline and on our website at <http://www.vetmeduni.ac.at/en/studies/arrangement-of-the-academic-year/>

Examination lockout and modalities for deregistering

If you deregister for an examination after the registration deadline has passed, you will be barred from re-registering for this test for 10 weeks. A short-term deregistration without incurring a lockout is only possible in cases of illness (with a doctor's note) or official business. Prior to the registration deadline, you may deregister using VetmedOnline without being locked out.

When are examination results posted online?

Examination results should be entered into the permanent record (report card) as soon as possible. Different testing modalities (written exams, computer exams, multiple choice etc.) result in various lengths of time to correct tests. As soon as a grade is assigned, students receive an automatically generated email.

Class schedules

Where and when can I find class schedules?

Class schedules are shown in your VetmedOnline page under "Formulare, Stundenpläne, Infos" [Forms, Class schedules, Information]. At the latest they are available for the winter semester by the beginning of September and for the summer semester by the middle of February.

Are class schedules made available every semester?

For every semester and every course of studies there is an individual class schedule listing the required courses. The class schedules are posted in VetmedOnline under "Formulare, Stundenpläne, Infos" [Forms, Class schedules, Information].

Curriculum

Where can I find the up-to-date curriculum?

The curriculum is specific to a particular course of studies and lists the progression of courses for that curriculum. The current curriculum is shown under:

<http://www.vetmeduni.ac.at/de/lehre/studienangebot> or in the newsletter under "Curricula":
<http://www.vetmeduni.ac.at/de/infoservice/mitteilungsblatt/curricula>.

Where can I find the examination procedures?

Examination procedures are listed with the respective curriculum.

Other questions

Why does the Vetmeduni Vienna use different systems (Vetucation®/VetmedOnline)?

The different information systems serve different purposes. You can learn more about the exact purposes served by each system in the enclosed data sheet "Education Management Information systems".

Where can I find the campus map?

You can find the campus map at:

<http://www.vetmeduni.ac.at/en/university/general-information/campus-map/>
(Please note: The campus map is being updated during the summer break.)

What does the information under the "Tuition Fees" tab tell me?

Tuition payment status is shown on your personal VetmedOnline business card/workplace under the "Tuition Fees" tab. Here you can see if a tuition payment was posted correctly and if your account is balanced. Several days after you make a payment, you are considered enrolled for the current semester.

What does the information under the “Registration status” tab tell me?

Registration status is shown on your personal VetmedOnline page under the “Registration status” tab. Here you can see that a tuition payment was posted and that you are enrolled for the current semester. A status of “nicht gemeldet” [not enrolled] indicates that your tuition payment has not posted yet. If your tuition payment has not posted by the payment deadline or allowable grace period published on our home page, your enrolment will be terminated.

Information about course evaluations

Summary of the evaluation model

In the framework of a project, the course evaluation model of the Vetmeduni Vienna was completely revised in conformity with the Graz Model for Evaluating Competence Acquisition (GEKo).

In this way, the acquisition of competences by the students can be placed in the foreground in accordance with the Bologna Declaration. Furthermore, the new model (GEKo) makes it possible to focus on the learning outcomes and competences of the students and to query these in relation to the stated teaching objectives of the educators.

Please note the following basic provisions:

The new course evaluation:

- Is student-centred:
The focus is on the learning outcomes of the students: "What did I (the student) gain from this course?" and "What did I learn in this course?"
- Is available on VetmedOnline:
Filling out the questionnaire is anonymous! The time-consuming process of evaluating the results is eliminated; teachers can discuss feedback with students in their courses.
- Uses different styles of questionnaire for different types of courses:
Since different competences are conveyed by the various course types (e.g., in contrast to lectures, classes based on group work teach social competences), there are different questionnaires for each.
- Allows teachers to fill out a questionnaire (in parallel with the student questionnaire).

By doing a side-by-side comparison of student and teacher answers, educators gain valuable information as to whether the desired course objectives were met and where there is room for improvement.

Doing an evaluation using VetmedOnline

1a) Evaluation using an email link

At the start of an evaluation phase, all students registered for a course will automatically receive an email notification; they can participate in the evaluation by following the link given in the email.

1b) Evaluation using your personal VetmedOnline page

In order to evaluate a course, go to the LV-An/Abmeldung [Adding/Dropping courses] tab on your personal VetmedOnline page.

You can call up the questionnaire by clicking on the green “Eval” icon at the bottom of a course description. We assure you that filling out the questionnaire is anonymous despite logging in to VetmedOnline!

Teachers cannot view feedback from individual students. To further protect anonymity, student answers are only displayed once a total population of at least three students has become eligible to evaluate a course. A course may only be evaluated only once by each student registered for that course.

2) Posting of results

Once the results of an evaluation have been released, they may be viewed by all course participants (teachers and students registered for the course). People without VetmedOnline access cannot view evaluation results. The courses to be evaluated will be announced at the beginning of each semester via the Intranet.

Participating gives you the opportunity to maintain and improve the quality of courses!

Improvement is only possible if you give feedback!

In order to actively participate in an evaluation, you must be registered for a particular course prior to the start of the evaluation timeframe!

For further information

- VetmedOnline: <http://online.vetmeduni.ac.at>
- Intranet: <http://intra.vetmeduni.ac.at/verwaltung/lehre>
- Office of the Vice-Rector for Study Affairs
Dr. Elfriede Kalusch
Veterinärplatz 1, 1210 Vienna
evaluierung@vetmeduni.ac.at
T +43 1 25077-1306