

A...kademie der bildenden Künste Wien

# Welcome Guide Study Information for new Students

Academic year 2024/25

English

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## Imprint

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## Welcome at the Academy of Fine Arts Vienna!

This guide provides an overview of the services for students offered by the Academy of Fine Arts Vienna.

Since many offers and information are frequently changed or adapted, you'll find the latest and detailed information under the QR codes which refer to our website.

## Academic Calendar

### Winter Semester 2024/25:

2 September until 31 October 2024:  
continuing student registration

16 September 2024:  
beginning of course registration  
note staggered course registrations

1 October 2024:  
beginning of the semester

21 December 2024 until 5 January 2025:  
Christmas holidays

1 February until 28 February 2025:  
semester holidays

28 February 2025:  
end of the winter semester



Link to:  
*Academic Calendar*

### Summer Semester 2025:

10 February until 31 March 2025:  
continuing student registration

1 March 2025:  
beginning of the semester

12 April until 26 April 2025:  
Easter holidays

7 June until 10 June 2025:  
Pentecostal holidays

27 June 2025:  
Academic titles and awards given

1 July 2025:  
beginning of summer holidays

30 September 2025:  
end of the summer semester

## Online Pre-registration

After successfully passing the admission exam an online pre-registration in our CampusOnline system is required from September on. A pre-registration is possible from every device. Follow this link for the on-line pre-registration: [campus.akbild.ac.at](https://campus.akbild.ac.at)



Please, find a step-by-step guide to the pre-registration/enrolment on the Academy website:

## Enrolment to Study

After pre-registration, including the provision of statistical data, please upload the required documents and then transfer the tuition fee/ÖH fee with your reference number.



To find out more about enrolment, tuition fees, German courses and IT services for students please consult the pages of the *general study information*.

## Tuition Fees

For admission to study, the correct amount must be paid by the end of the registration period, otherwise you risk to not being enrolled or being deregistered!

The regulations regarding the amount and possible exemptions from tuition fees depend on a range of different requirements. Under certain circumstances a fee waiver or refund of the fees can be granted. Please find more information on our website (see link *general study information*).

The students' union fee (ÖH-Beitrag) is not part of the tuition fees and must be paid each semester by all students without exception.

## German Language Courses for Students

The Academy of Fine Arts Vienna offers German language classes for students in the Fine Arts and Scenography programs to reach the level B1. If places are still available, students from other programs (e.g. PhD) may participate in the German courses (see link *general study information*).

If you cannot attend the German courses organized by the Academy, you will need to attend external courses to reach the required German level before entering the third semester.

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## IT Service for Students

Once completed the enrolment at the Registrar's Office, you will receive your login data for *CampusOnline*.



With your PIN code and your matriculation number you can activate your student account and use many services:

- Course catalogue
- Registration for courses and exams
- Course certificates, study confirmations and study records
- Webmail address for students



Link to:  
*Webmail account for students*

WIFI: Students of the Academy have free access to the wifi network Eduroam (at the academy as well as other universities).

*Academy PrintCard*: students of the Academy receive a print card at their institute. Credits can be bought at the office of your institute or in the library. Printing, copying and scanning is possible from all printers at the Academy.



Link to: *IT-Services*  
For technical questions, please contact our IT support: *support@akbild.ac.at* or by phone: *+43 1 58816 1717*.

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## Orientation Program

At the beginning of the semester, we organize an orientation program for our new students with a number of introduction and welcome events for a good start at the Academy. Take the opportunity to get to know our services as well as other students!

Thursday, 3 October 2024, from 9:30 am.:  
Welcome meeting of the Student Welcome Center

Further dates:

- Kick off meetings in your study program
- Guided tours: Library, Paintings Gallery, Academy Sites etc.
- and many more ...



Detailed information about the program is available on the website, the social media channels of the Academy and at your institute.

The curriculum is an important document and provides information about the contents of the degree program, the types of classes (courses, lectures, etc.) and the amount of credits you need in order to complete your studies.



The curriculum for your degree program can be found in your personal *CampusOnline* account as well as on our website. Please consult the respective degree program.

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### Course Registration

The course catalogue of the Academy of Fine Arts Vienna is available in our information system *CampusOnline*. Please register here for all mandatory and elective courses: [campus.akbild.ac.at](http://campus.akbild.ac.at)

The following types of courses are available:

KE	Studio practice
VO	Lecture
VU	Lecture and practice
SE	Seminar
UE	Exercise
EX	Excursion
SU	Seminar with exercise
PT, PJ	Project
BV	Project lecture bachelor
PS	Proseminar
KU	Studio course
GU	Foundations in art, design, communication
PV	Research seminar for PhD candidates
PR	Practical course
WS	Workshop

The Academy offers several scholarships and financial aids for students. Other institutions or programs also offer scholarships or financial support for students in various situations and with different requirements.



Please consult our website for more information about deadlines and to see which scholarships you could be eligible for.

Scholarships of the Academy of Fine Arts Vienna:

Merit Scholarship	Second Year Scholarship
Advancement Scholarship	Temporary Financial Aid
Work Scholarship	Student Assistance Fund
Project Financing	Mental Health Fund
Social Stipend	

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### Study Abroad

Students of the Academy have the opportunity to apply for and spend a semester, a year, an internship or a short stay abroad at one of the partner universities. Please contact the *International Office* for further information.



Link to:  
*International*

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### University Library

The university library of the Academy of Fine Arts Vienna is open to all students, staff and the public. It also hosts a wide range of cultural events.



More information on services and opening hours are available on the website of the library.

## International Students

The Student Welcome Center provides information and support especially for regular international students regarding all study-related issues, for example:

- questions concerning visas and residence permits
- insurance for students
- working and looking for accommodation
- practical information on living and studying in Vienna
- mandatory residence registration in Austria



Link to:  
*Visas and Residency*

After arriving in Austria, please check the following requirements:

### Mandatory Residence Registration

By law all people living in Austria have to register their place of residence at the registration office. All information, contacts of the registration service centres, online reservation for appointments, application form and required documents are available on the website of the city of Vienna. You'll get a residence registration certificate which is required in several cases such as opening a bank account, for voting rights or similar.

The residence registration is not connected to any visa or residence permit!



Link to:  
*Registration*

### Registration Certificate for EU and EEA nationals

All EU and EEA citizens residing in Austria longer than 3 months need to apply for the registration certificate at the competent authority, the Municipal Department 35 (MA35). Please consult the website of the city of Vienna for further information about contacts, online reservation for appointments and application forms.

### Residence permit for non-EU and non-EEA nationals

You have to apply for a residence permit either in advance at an Austrian authority abroad, or after arriving in Vienna at the Municipal Department 35 (MA35). Please consult the website of the city of Vienna for further information about contacts, online reservation for appointments and application forms.



Link to:  
*Information of the city of Vienna on residence permits*

## Accessible Studies

Christina Fasching  
Student Welcome Center  
Ground floor, room E7a  
Schillerplatz 3, 1010 Wien

*studentwelcome@akbild.ac.at*  
*+43 1 58816 1205*

For questions related to the accessibility of studying at the Academy, please contact the responsible person in the *Student Welcome Center* (see info box).

The Academy of Fine Arts Vienna offers the following counselling and service for students with impairments, disabilities or illnesses:

- Advice and mediation in course matters, for example changes of modes of assessment and teaching.
- Counselling and support in organization of technical equipment, e.g. assistive hearing devices for students with hearing impairment.
- Individual support in the organization of a personal assistance or a sign language interpreter.
- Support in all matters of the accessibility of the Academy buildings.
- Counselling in all matters of digital accessibility.
- Counselling on financial support.
- Information on rights of students with impairments, disabilities or illnesses, e.g. sabbatical semester, waiver of tuition fees.



Important and recent information is available on our website:

- Contact persons
- Legal rights
- Accessible teaching and changes of modes of assessment
- Organizational and financial support

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Psychological counselling  
for students

The Academy of Fine Arts Vienna offers its students psychological counselling and support with:

- Problems, crises, and conflicts, both in creative-artistic work as well as private life
- Difficulties in working together with study colleagues and teachers
- Uncertainties and fears, also in view of planning for the future
- Emotional conditions that are difficult to deal with when alone

Counselling, crisis intervention, short-term psychotherapies, as well as referrals to other professionals are offered. Counselling is offered free of charge and is of course confidential; by request also anonymous.



Link to:  
*Psychological Counselling for Students*

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trans. inter\*. non-binary

The Academy of Fine Arts Vienna tries to support the diversity of their students. Different origins, diverse experiences and situations in life are considered an enrichment: We would like to contribute to shaping teaching and learning spaces at the Academy in a gender-reflective, discrimination-critical and respectful way.

The Academy wants to support all students in the best possible way.

We work in the following fields:

- establishing non-binary university structures
- change of name and personal status



Link to:  
*trans. inter\*. non-binary*

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Equal Treatment and  
Anti-discrimination

In cases of discrimination, which includes verbal discouragement and sexual harassment, the Equal Opportunities Team (AfG) offers general information, confidential counselling and support to students, administrative employees, research and teaching staff as well as applicants. If the involved person agrees, the members of the Equal Opportunities Team support and guide them, either by arranging mediation talks or initiating an internal complaint procedure. For further information see:



Link to:  
*Equal Opportunities Team*

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Austrian Students' Union

The Students' Union at the Academy of Fine Arts Vienna is established by law and offers information and support on various questions concerning studying and student life to all students and applicants.



Please find important contacts and detailed information on the website of the Students' Union.

Sites of the Academy  
of Fine Arts Vienna

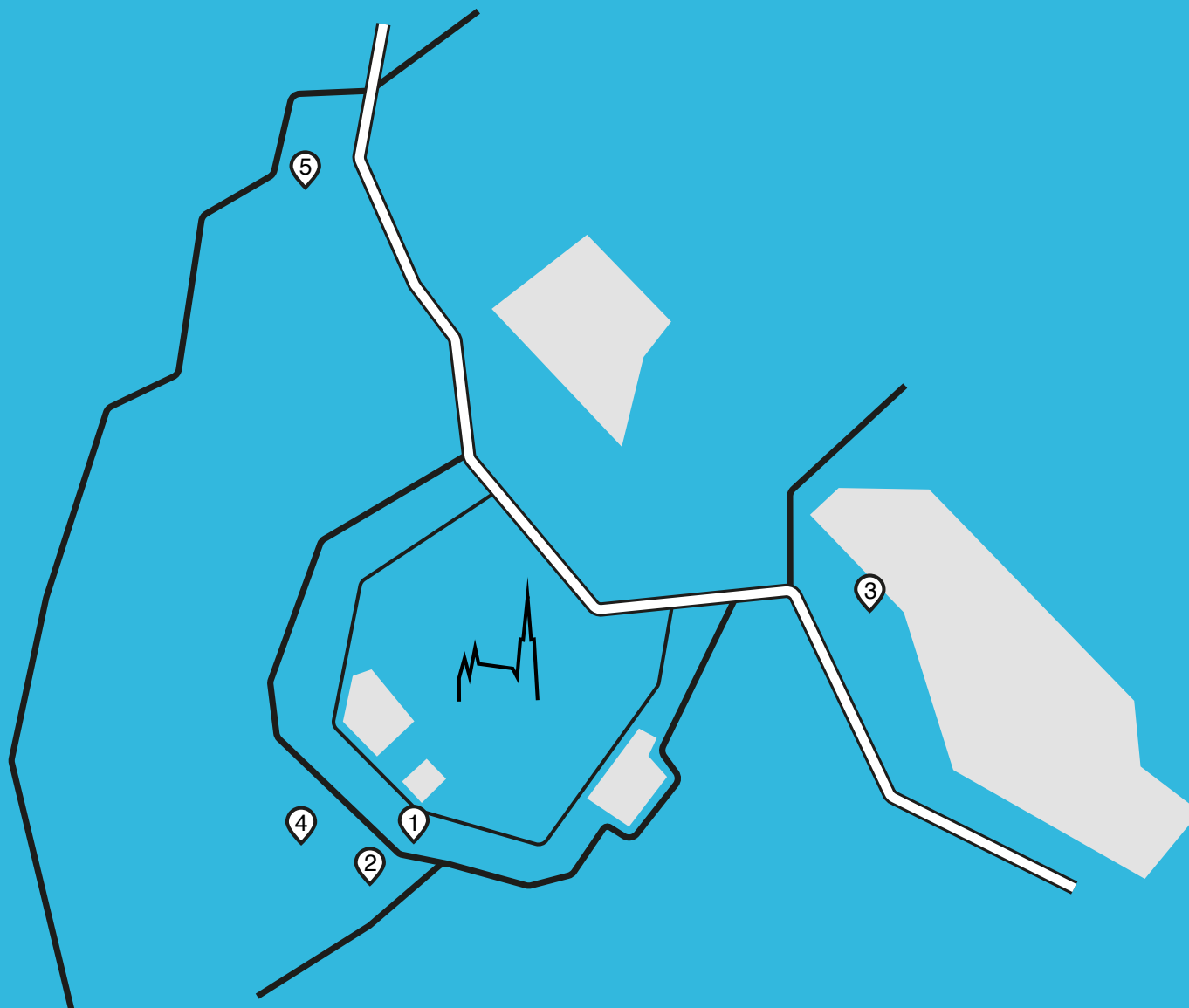
1  
Schillerplatz  
1010 Vienna, Schillerplatz 3  
T +43 (1) 588 16-1818  
*Metro Karlsplatz (U1, U4)*

2  
Studio Building  
1060 Vienna, Lehárgasse 8  
T +43 (1) 588 16-1817  
*Metro Karlsplatz (U1, U4)*  
*Metro Neubaugasse (U3)*

3  
Sculpture Studios  
1020 Vienna, Kurzbauergasse 9  
*Metro Praterstern (U1, U2)*

4  
Karl-Schweighofer-Gasse  
1070 Vienna,  
Karl-Schweighofer-Gasse 3  
*Metro Volkstheater (U3)*

5  
Augasse  
1090 Vienna, Augasse 2–6  
*Metro U4, U6, S40 (Spittelau)*  
*Tram D (Liechtenwerderplatz)*  
*Busses 35A, 37A (Spittelau)*



Link to:  
*Access to Academy  
Buildings*