Welcome to the University for Continuing Education Krems!

Dear staff and visitors,

This brief guide shall help you have a smooth start into your time at the University for Continuing Education Krems (Danube University Krems). Our university is an institution with a strong focus on internationalization and, as of June 2022, upholds 15 Memoranda of Understanding with higher education institutions from 10 countries worldwide and respectively 20 Erasmus+ Inter-institutional Agreements with higher education institutions from 13 countries worldwide. These partnerships form the basis for mobility of students, staff and researchers, who all contribute to a fruitful exchange of knowledge and experience.

Your international experience at the University for Continuing Education Krems does not only benefit you, but also forms a crucial contribution to the internationalization of our institution. Therefore, we want to offer you the best possible assistance during the preparation and time of your stay.

The following guide provides you with helpful general information related to your stay in Krems. Our Service Center for International Relations will assist you with potential individual issues, so please do not hesitate to contact us. Our office welcomes you on demand upon request. Please contact international@donau-uni.ac.at or +43 2732 893-2165.

The team of the Service Center for International Relations

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Arriving in Austria

**STAFF AND VISITORS AT THE UNIVERSITY FOR CONTINUING EDUCATION KREMS**

As a public (state) university focusing on continuing education, the University of Continuing Education Krems works with its expertise in teaching and research to overcome societal challenges. The University combines ongoing innovation in research and teaching with the highest standards at three faculties: Health and Medicine, Business and Globalization, and Education, Arts and Architecture.

Note: The university does not (yet) offer courses at Bachelor level. The Master level courses lead to a Master in continuing education.

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**Information for staff**

The Recruitment and HR development unit ([www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/recruitment-and-hr-development](http://www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/recruitment-and-hr-development)) supports, among other things, the recruitment, onboarding, and development processes. As staff, please address all your inquiries in these regards to them.

The HR management unit ([www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/hr-management](http://www.donau-uni.ac.at/en/university/organization/university-administration/division-of-finance-human-resources-and-legal-affairs/hr-management)) supports the university with human resources administration and payroll, and is responsible for legal information and advice concerning service law, salaries, labour law, tax law, social security issue for the entire university staff. As staff, please address all your inquiries in these regards to them.

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**Information for guests**

Note: You are a guest if

1. You do not have a work contract with the University for Continuing Education Krems, nor are you an enrolled Erasmus+ incoming exchange student/trainee
2. Are not on the university’s payroll
3. You visit the university to teach/train/perform research temporarily and under supervision
4. You visit the university based on a trilateral agreement (between the home university, host university and you) or in the context of a mobility programme (i.e. bilateral so-called “Aktionen” with Slovakia, Czech Republic, Hungary) with a stipend.

The Service Center for International Relations offers Welcome Center support and administers most (junior) incoming visitors. Before you apply as an incoming fellow or scholarship holder at our university, make sure that your field suits one or more of our departments ([www.donau-uni.ac.at/en/university/faculties](http://www.donau-uni.ac.at/en/university/faculties)) and identify a willing supervisor, ideally a professor and/or senior academic staff.
Whom should I contact if …

**I am a …**

**degree student**
- you will need to fulfill the requirements for admission and perhaps need a visa.
- start the process at least 4 months ahead of studies
- find an appropriate field of studies and contact the Service Center for International Relations

**exchange student**
- with Erasmus+ funding and coming for a study exchange, apply until 15.06 for winter and 01.12 for summer term
- contact the Service Center for International Relations regarding your Learning Agreement, see deadlines above

**researcher/teacher/trainee/intern …**
- with Erasmus+ funding and coming for a traineeship exchange at labs/archives/documentation center, etc., apply until 6 weeks
- coming as staff (with a labour contract with the university and/or on the payroll of the university)
- coming temporarily and as a visitor (with a stipend requiring a trilateral agreement or with a mobility programme)
- find a supervisor at one of our faculties and contact the Service Center for International Relations regarding your traineeship/mobility/stipend agreement at the latest 6 weeks before your stay
- contact the Recruitment and HR Development Unit for questions regarding recruitment and/or the HR Management Unit for questions regarding salary, labour law, tax law, social security, immigration law
- find a supervisor at one of our faculties and contact the Service Center for International Relations regarding your traineeship/mobility/stipend agreement at the latest 6 weeks before your stay
PASSPORT AND VISA REQUIREMENTS

OeAD, Austria’s Agency for Education and Internationalisation, has set up a website, which can help you determine what you need: www.oead.at/en/to-austria/entry-and-residence/third-countries. You will have to submit your application at the competent Austrian representative authority in your country of residence and await the decision there.

Please note that the general information above may not replace the need for detailed advice in individual cases. Despite all care in its research, we do not assume any liability for its accuracy, completeness, and topicality. Finally, when linking to other websites, we do not assume any liability for their contents. To assure a trouble-free application process, we strongly advise you to contact the competent Austrian representative authority in your home country for individual counselling.

REGISTRATION AS A RESIDENT

In Austria, every person has to register his or her place of residence. Should you be staying at a hotel, then you are automatically registered. In case you are staying in Austria for a longer period of time, which requires you to secure private accommodation, you will have to fill out a registration form (Meldezettel) and hand it in in person at the respective authority (in case of Krems, it is Bürgerservicestelle Krems, at Obere Landstraße 4, 3500 Krems) while showing your passport. This needs to be done within three days after moving in. Do not forget to deregister within the last three days before or after moving out.
INSURANCE

If you are employed with University for Continuing Education Krems, there will be automatic health insurance coverage. Spouses and partners can be included into this insurance by paying a top-up. Children are included without any extra charges.

Visitors from EU and EEA countries as well as from countries that uphold a social security agreement with Austria do not need extra insurance. They just have to carry form A1 from their home insurance company. Social security agreements are upheld with Bosnia and Herzegovina, Northern Macedonia, Montenegro, Serbia and Turkey.

Visitors from non-EU/EEA countries not employed with the University for Continuing Education Krems need to secure adequate health, accident, and liability insurance for the whole time of their stay in Austria before arrival.

TAXATION AND SOCIAL SECURITY INFORMATION FOR VISITORS

Euraxess Austria provides a researcher’s guide to Austria as well as a taxation guide for Austria beyond other relevant information for international incoming temporary visitors: www.euraxess.at/austria/austria-network/downloads.

ARRIVING AT THE UNIVERSITY

Should you need help with IT or other services and/or facilities (laboratories, library, archives, documentation centres, etc.), please contact your supervisor and/or the respective administrative assistant in your supervisor’s department. The University for Continuing Education Krems offers eduroam access.
CAMPUS SERVICES

Our campus offers a rich variety of activities. You will not stay hungry as there are a cafeteria, several restaurants and cafés in immediate vicinity or even on campus such as:

- 2STEIN – http://www.2stein.at
- Café.virginier/Cafeteria – http://www.mensen.at
- MOYOme CIMBA – http://moyo.moyome.com/

Restaurants in Krems serve traditional but also international dishes and leave almost nothing to be desired.

Our university offers its own sports service called “Campus Sports”. It provides a diverse program of sports courses and workshops on nutrition. More information can be found on our website: https://www.donau-uni.ac.at/sports.

Furthermore, University for Continuing Education Krems regards art and culture not simply as decorative padding, but as an indispensable contribution to the everyday university life of teaching, learning and research. The campus’ culture program is therefore intended to bring together the university and persons from the region who are interested in art: https://www.donau-uni.ac.at/campusculture.
Life in Austria and Krems

AUSTRIA

Austria lies at the very heart of Central Europe bordered by eight countries, which are Germany, the Czech Republic, Slovakia, Hungary, Slovenia, Italy, Liechtenstein, and Switzerland. The official language is German but you will soon find that the majority of its nearly 9 million inhabitants speaks local dialects. Austria consists of nine federal states: Burgenland, Carinthia, Lower Austria (to which Krems belongs to), Salzburg, Styria, Upper Austria, Vienna (simultaneously the largest city and the country’s capital), Tyrol and Vorarlberg. Beyond Vienna, the major urban areas of Austria are Graz, Linz, Innsbruck, and Salzburg, which are all just a short train ride from Krems. In 1995, the country joined the European Union, signed the Schengen Agreement, and adopted the Euro as its official currency in 1999.

Austria’s landscape varies considerably. Around two thirds of the country are covered by the Alps, which make for a beautiful scenery full of picturesque lakes and great hiking routes through beautiful nature. To the East, Austria is rather flat and fertile. Eastern Austrian regions, including Krems, are especially famous for their wine. Europe’s only major river flowing eastwards, the Danube, also passes through the country. The country’s north is shaped by the Bohemian Forest, resulting in a hilly and forested landscape. Austria lies in the Central European transitional climatic zone, resulting in warm summers and snowy winters.

KREMS

Krems an der Donau (Krems upon the Danube) is the fifth-largest city of Lower Austria, located around 60 kilometers west of Vienna and home to approximately 25,000 inhabitants. In Krems, the rivers Danube and Krems meet at the eastern end of the idyllic Wachau valley, formed by the Danube River and listed on the UNESCO List of World Heritage Sites.

The abundance of historic buildings and architecture from the middle ages in the center of Krems tells of its meaningful past. The community, already mentioned in the year 995 as “urbs chremisa”, was once the center of salt and wine trading and is one of the oldest towns in the country. You can still feel a medieval touch when hiking through the Wachau valley, which is framed by many fortresses and ruins. Its connection with its history and its vicinity to breathtaking nature combined with its lively atmosphere resulting from many cafés, restaurants and shops around the city offer the perfect place for your studies.
ACCOMMODATION

As a touristic hotspot, Krems offers a variety of hotels and guesthouses. The options closest to our campus are:

- Kolping Campus Krems
- Arte Hotel Krems
- Steigenberger Hotel and Spa


In case you need assistance finding suitable accommodation, our Service Center for International Relations will be happy to help.
PUBLIC TRANSPORT

Krems is accessible by train and car. There are direct train connections to Vienna, where you will find the nearest airport, and to Lower Austria’s capital St. Pölten. When arriving by train from Vienna, a shuttle bus will take you directly to campus.

For railway information such as prices, reductions and timetables, you can contact the Service Center for International Relations or consult the Austrian Federal railways’ homepage: [www.oebb.at/en](http://www.oebb.at/en).

When arriving to Austria by plane, the best way to get to Krems is to take a train from Vienna International Airport to St. Pölten and then switch to the train to Krems. The best public transport connections, not only from the airport, including all sorts of transportation means can be looked up under the following link: [fahrplan.oebb.at/bin/query.exe/en](http://www.fahrplan.oebb.at/bin/query.exe/en).

In case you are arriving in Krems by car and should encounter any problems like damage, a flat tire or a breakdown, you can check whether your insurance or motorist club has an agreement with any of the following two companies and call them for help:

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
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<tr>
<td>ÖAMTC</td>
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<tr>
<td>ARBÖ</td>
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Krems also offers a variety of taxi companies:

- Taxi Fries, Schrebergasse 8, 3500 Krems – 02732/85883
- Taxi Simhandl, Langenloiserstrasse 7, 3500 Krems – 02732/72121
- Rafy’s Taxi GmbH, Muthergasse 8/9, 3500 Krems – 02732/77661
- Rittner Taxi, Wachaustrasse 13, 3500 Krems – 02732/208
- Shägy Taxi, Rehberger Hauptstrasse 63, 3500 Krems – 02732/83083
- Easy Taxi, Bahnhofsplatz 9 – 02732/77100
- Taxi Adler Krems, Weinzierl 120/5 – 0664/1540604
- Taxi 4You Krems – 0676/9434749
**BANKS**

In Austria, practically every bank branch has an ATM machine accessible 24/7 where you can take out money. The machines usually accept any foreign Maestro Cards, MasterCards, Visa, American Express, and Diners Cards and also Cirrus and VisaPlus Cards that belong to the mentioned payment systems. Many but not all hotels, restaurants, gas stations, and shops accept credit cards. You should be aware that most purchases in Austria are still paid in cash. You will need a confirmation of residential registration for opening an Austrian bank account, no matter if at a local bank or an online bank. We strongly recommend all people studying and living in Austria to open a SEPA (Single Europe Payments Area) bank account in order to avoid transaction fees.

**MEDICAL ATTENTION (INCLUDING COVID-19 INFORMATION)**

In case you get sick or injured during your time in Krems, there are plenty of doctors and a hospital you can turn to. In case you need assistance finding a physician, the Service Center for International Relations will be happy to help. If you need to buy medication outside of the regular shop opening hours you can consult the following homepage to check which pharmacies in Krems work night and emergency shifts that day: apo24.at/apotheken/nachtdienste/niederoesterreich.

Shifts rotate and each night, another pharmacy will be open.

In case you need a doctor during the weekend or during the night or if you feel too weak and sick to go outside to consult with one in person, you can call the emergency number 141 and a doctor will see you at your home. Should you find yourself in more severe medical trouble, you can seek medical help at the hospital in Krems or call an ambulance by dialing 144.

The most **important emergency numbers** in Austria are:

- Fire Department: 122
- Police: 133
- Ambulance: 144
- International European Emergency number: 112
COVID-19
In case you have any questions related to COVID-19, the EU green pass, COVID vaccinations etc. you can check the AGES website: www.ages.at/en/human/disease/public-health-services/coronavirus-services.

The COVID-19 rules are subject to change at any time. The Austrian government publishes updated rules in German here: www.sozialministerium.at/Informationen-zum-Coronavirus/Coronavirus---Aktuelle-Maßnahmen.

MOBILE PHONES
When arriving in a foreign country, one of the first questions that comes up is what to do with your mobile phone. In Austria you will have two options. First you will need to make sure your phone is unlocked. If that is not the case you can have it unlocked in a phone store which will cost around € 20. Then you can either get yourself a phone contract or you can organize yourself a pre-paid card (Wertkarte). In most cases, when signing a contract you are dealing with a minimum commitment of 12 months. This option can be relevant for you if you are planning to stay in Austria for longer than 12 months and to use your phone very frequently. If you are staying in Austria for a shorter period of time, a pre-paid SIM card is probably the better option for you. You can buy credit vouchers of usually € 10, € 20 or € 50 and upload the credit to your phone. You can activate your card by entering the code on the voucher into your phone. Once the credit is used up, you can reload your phone by purchasing new vouchers that are being sold at your phone company’s stores, most electronic stores, post offices, kiosks, supermarkets, and gas stations.

GERMAN COURSES
There are several organizations in Krems offering German language courses. The most popular are:


Volkshochschule Krems: www.vhs-krems.at/english
SHOPPING

Shop opening hours in Austria might significantly differ from the ones you are used to from your home country.

On Saturdays, shops usually close around noon. Grocery stores form an exception and usually open earlier and stay open longer, resulting in average opening hours from 7:30–19:30. These times can slightly vary depending on the store. On Sundays and public holidays, shops in Austria are closed.

Public Holidays in Austria are:

- 1st January – New Year
- 6th January – Epiphany
- Easter Monday
- 1st May – Labor Day
- Ascension Day
- Whitmonday
- Corpus Christi
- 15th August – Assumption Day
- 26th October – Austrian National Holiday
- 1st November – All Saints’ Day
- 8th December – Feast of the Immaculate Conception (most but not all stores stay open that day)
- 25th December – Christmas Day
- 26th December – St. Stephen’s Day/Boxing Day

An exact holiday calendar for Austria you find here, comprising legal (§) and other holidays for all Austria as well as for distinct federal states (whereas NÖ = Lower Austria): www.feiertage-oesterreich.at/en/2022.
BARS AND RESTAURANTS

In Krems, there are many good restaurants, authentic “Heurige” (wine taverns serving snacks), cozy cafés, and lively bars. You will neither have to stay hungry on campus. There are a cafeteria and several restaurants and cafés in immediate vicinity or even on campus grounds like:

- 2STEIN – www.2stein.at
- The Filmbar – www.filmbar.at
- Café.virginier/Cafeteria – www.mensen.at

Restaurants serve traditional but also international dishes and leave almost nothing to be desired. A restaurant guide can be found on the city’s homepage: www.krems.info/en/enjoyment.
Strolling through its medieval alleyways, tasting wine in closed-down monasteries, relaxing in a café by the street, and amusedly smiling in the museum of caricatures: art and culture can be experienced and lived in Krems. The folk music festival “Glatt & Verkehrt”, the Donaufestival, and the exhibitions at the internationally renowned Art Center Krems are the highlights of the town’s annual event calendar. Upcoming events can be found under the following link: events.krems.at.

Krems is a traditional educational town - with more than 25 schools and high schools attended by nearly 20,000 students. The environment of Krems is richly furnished with restaurants, hotels, guest-houses and students’ hostels, as well as leisure-time and cultural facilities. The environment of the Wachau, its exquisite wines and brandies and numerous sports facilities contribute in significant measure to the quality of life of students at the University for Continuing Education Krems. The university also offers its own sports service called “USI Krems”. It offers a diverse program of sports courses and workshops on nutrition. More information about it can be found on our website: www.donau-uni.ac.at/sports.

Furthermore, the University for Continuing Education Krems is an ideal starting point for jogging, cycling, playing squash and tennis, or simply for taking a walk through the vineyards. Oarsmen and swimmers can pursue their hobbies in the nearby Danube river or in the public pool: www.badearena.at.

During winter time, you have the opportunity to take advantage of the outdoor ice skating rink while you can enjoy the city’s beach volleyball courts, soccer fields and tennis courts during summer. At night you can hang out in one of the town’s bars or go to one of the two movie theatres:

- Cinemaplexx Krems – www.cinemaplexx.at
- Kino im Kesselhaus – www.kinoimkesselhaus.at

Nearby attractions and sights include:

- Benediktinerstift Göttweig – www.stiftgoettweig.at
- Melk Abbey – www.stiftmelk.at/en
- Dürnstein – www.duernstein.at/en
- Castle Ruins Aggstein – www.ruineaggstein.at/en
- Castle Schallaburg – www.schallaburg.at
Additionally, do not miss stopping at a so-called “Heuriger” in order to enjoy budget-friendly local wine and food culture. There are many of these traditional localities in and around Krems.

From Krems, it is only a short train ride to Austria’s capital Vienna. Seize a free afternoon for exploring this cultural and lively metropolis in the heart of Europe. Stroll through the parks of Schönbrunn Castle, marvel at the architecture of the Hundertwasser buildings, take a walk along the famous ring street or simply enjoy a traditional “Sachertorte” and a Viennese coffee in one of its plenty coffee houses.

CULTURE

Krems offers a rich historical and cultural landscape. The Kunstmeile Krems (art mile), comprising the Kremser Kunsthalle (art gallery) which is Austria’s only museum of cartoon and caricature, pictorial satire and critical graphics, attracts visitors from all over the world. The University for Continuing Education Krems is part of the Kunstmeile and is a regional cultural meeting point due to its own range of public art. It wants to promote the confluence of art and science as well as to build a bridge between different cultures. When our campus was built, several publicly funded art projects were included in its design. One aspect of Campus Culture (www.donau-uni.ac.at/en/university/service/campus-culture) is the Campus Choir called “CHORyphäen” that is open to everybody in order to bring together members of University for Continuing Education Krems with people from the region. Furthermore, Krems offers a rich program in theatre productions and music concerts.
University for Continuing Education Krems

In 1995, the University for Continuing Education Krems, which had been founded one year previously, moved into the premises of an old tobacco factory, a characteristic industrial building dating back to the start of the 20th century.

Since October 2005, the University for Continuing Education Krems has been a campus university. Spanning an area of 34,000 square meters, the campus is utilized jointly by University for Continuing Education Krems, IMC University of Applied Sciences Krems and Karl Landsteiner University of Health Sciences. It is equipped with state of the art teaching and research facilities, comfortable accommodations, a varied range of food services, and an arthouse cinema. It offers the ideal environment for learning, research, and living.

In August 2008, the campus was further extended via the service center “Campus West”. It complements the existing services for students and university staff in an optimal way by providing a hotel, restaurants, a fashion house, a hairdresser, a wellness and fitness center, office and training spaces and a car park. The modern adaptation of the old tobacco factory and the new premises at “Campus Krems” offer students and teachers an open and motivating environment that promotes innovation. Next to the already mentioned modern teaching and research spaces, the facilities also include a library, an auditorium, a cinema, and a variety of restaurants.

In 2021, around 700 staff members and over 7,700 students from more than 80 countries worked, studied and did research at the University for Continuing Education Krems. The University for Continuing Education Krems combines ongoing innovation in research and teaching with the highest standards and holds the seal of quality of the Agency for Quality Assurance and Accreditation Austria (AQ Austria).
FACTS AND FIGURES

To give you an idea about our university:

Students during the winter term 2021/22

- Total number of students: 7,455
- From 83 countries
- Average age: 39 years
- Female students: 54%
- Students from foreign countries: 26%
- Total number of alumni: ca. 30,000

Financing

- Total budget: EUR 53 million
- Self-financing ratio: 59%
- Financial support from the Federal Government and the State of Lower Austria: 41%

FACULTIES AND DEPARTMENTS

Faculty of Health and Medicine
Department for Biomedical Research
Department for Evidence-Based Medicine and Evaluation
Department for Health Sciences, Medicine and Research
Department for Clinical Neurosciences and Preventive Medicine
Department for Psychosomatic Medicine and Psychotherapy
Department for Economy and Health

Faculty of Business and Globalization
Department for E-Governance and Administration
Department for European Policy and the Study of Democracy
Department for Migration and Globalisation
Department for Legal Studies and International Relations
Danube Business School – Department for Management and Economics
Department for Knowledge and Communication Management

Faculty of Education, Arts and Architecture
Department for Building and Environment
Department for Higher Education Research
Department for Integrated Sensor Systems
Department for Arts and Cultural Science
Department for Continuing Education Research and Educational Technologies
ACADEMIC CALENDAR

**Winter term**
starts at the beginning of October, ends at the end of February

**Summer term**
starts at the beginning of March, ends at the end of June

The current academic-year planning you find here: [www.donau-uni.ac.at/en/studies/study-organisation/term-dates](http://www.donau-uni.ac.at/en/studies/study-organisation/term-dates)

The mentioned dates are general term dates. Please always ask your specific study program coordinator about the exact dates.
Contact

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**Infopoint**
Phone: +43 (0)2732 893-6000  
Email: scs@donau-uni.ac.at  
Address: University for Continuing Education Krems  
Wing K, Ground Floor  
www.donau-uni.ac.at/en/infopoint

**Recruitment and HR Development**
Phone: +43 2732 893-5314  
E-Mail: katarina.roder@donau-uni.ac.at  

**Human Resources**
Phone: +43 2732 893-2200  
Email: elvira.aurtherith@donau-uni.ac.at  

**Research Service**
Phone: +43 2732 893-2226  
Email: science@donau-uni.ac.at  
www.donau-uni.ac.at/en/research/research-service.html

**Grant Acquisition**
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