



INSTITUT FÜR OFFIZIERSAUSBILDUNG

INSTITUTE FOR BASIC OFFICERS TRAINING

FACHHOCHSCHUL-BACHERLORSTUDIENGANG

MILITÄRISCHE FÜHRUNG

FACHHOCHSCHUL-BACHELOR PROGRAMME MILITARY LEADERSHIP

**Internationale Kooperationen:
Regelung Nr. 26
Handbuch für
internationale Studierende**

**International Cooperation:
Regulation No. 26
Handbook for
International Students**

English Version



Drafter: WO Christian HADEK, MSc

Revised by:

Translation: WO Christian HADEK, MSc

As of: 18th of February 2013

1. Table of Contents

1. Table of Contents	1
2. Welcome to the Theresan Military Academy	2
3. Contact Information	3
4. Facts about your Host Country Austria	4
4.1. The Province Lower Austria	5
4.2. Wiener Neustadt	6
4.3. The Theresan Military Academy	7
4.4. The FH-Bachelor course of studies.....	8
5. Organisational Measures.....	9
5.1. Your Arrival to Wiener Neustadt.....	9
5.2. Accommodation	9
5.3. University Facilities	10
5.4. Possibilities in Sports and Social Matters.....	10
5.5. Need-to-know topics	11
5.6. @ Etiquette	12
5.7. Code of Conduct	13
5.8. Medical Insurance	13
5.9. European Credit Transfer and Accumulation System (ECTS)	13
6. Address and Telephone Numbers	14
6.1. Postal Address of the Academy	14
6.2. Telephone Numbers.....	14
7. Area Overview.....	15

2. Welcome to the Theresan Military Academy



Congratulations on making the decision to study at the Theresan Military Academy!

We, at the International Office, hope that this booklet will help you during the first days after your arrival when everything is still new and unusual.

Just take some time to read this booklet; we are sure it will answer a lot of questions in advance. We are looking forward to welcome you in Austria!

Your International Office

3. Contact Information

For all open questions you can contact us

- from Monday-Friday
- from 07:30am-03:45pm
- at the 3rd floor, Institute 1/International Office
- or at any other time when agreed in advance.

Head of International Office	FH Lecturer & Chief Evaluator for International Cooperation
Col Dr. Harald GELL, MSc, MSD, MBA	Maj Thomas LAMPERSBERGER, MSD
Tel.: +43 50201 20 29139	Tel.: +43 50201 2029138
Mobile: +43 664 622 2161	Mobile: +43 664 622 2157
FAX: +43 50201 20 17250	FAX: +43 50201 20 17250
Mail: harald.gell@bmlvs.gv.at	Mail: milak078@bmlvs.gv.at

Administrator for International Cooperation	Administrator Customs Affairs & ERASMUS Coordinator
ADir Kurt BERGER	WO Christian HADEK, MSc
Tel.: +43 50201 2029136	Tel.: +43 50201 2029137
Mobile: +43 664 622 2139	Mobile: +43 664 622 2158
FAX: +43 50201 20 17250	FAX: +43 50201 20 17250
Mail: kurt.berger@bmlvs.gv.at	Mail: christian.hadek@bmlvs.gv.at

4. Facts about your Host Country Austria



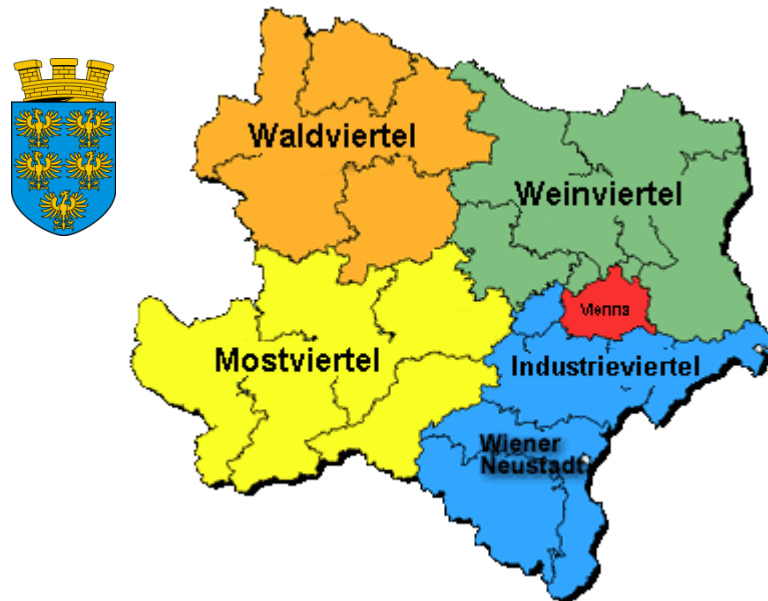
Austria, officially the Republic of Austria, is a landlocked country of roughly 8.47 million people in Central Europe. It is bordered by the Czech Republic and Germany to the north, Hungary and Slovakia to the east, Slovenia and Italy to the south, and Switzerland and Liechtenstein to the west. Austria has 9 provinces, the capital and largest city, with a population exceeding 1.7 million, is Vienna.

The territory of Austria covers 83.855 square kilometres and has a temperate and alpine climate. Austria's terrain is highly mountainous due to the presence of the Alps; only 32% of the country is below 500 metres, and its highest point is 3.798 metres. Temperatures range from -15°C and $+5^{\circ}\text{C}$ in winter and between 20°C and 35°C in summer.

So bring along warm clothing or ski wear for the fall/winter months which last from appr. mid October to end March, and light clothing for the summer months, it can get very hot and humid.

The majority of the population speaks local Austro-Bavarian dialects of German as their native language, and German in its standard form is the country's official language. In some parts Slovenian and Croatian are official languages too.

4.1. The Province Lower Austria



Lower Austria is the largest state in Austria with an area of 19,186.26 square kilometres and about 1.6 million inhabitants.

It is divided in four regions, known as *Viertel* (quarters):

- Weinviertel or Tertiary Lowland,
- Waldviertel or Bohemian Plateau,
- Mostviertel and
- Industrieviertel.

Lower Austria surrounds Vienna, is a province in its own right and stretches up to the Czech border in the north, to the province of Burgenland in the east, and borders on the provinces of Styria and Upper Austria in the south and west of Austria respectively. The capital of Lower Austria is Sankt Pölten.

4.2. Wiener Neustadt



Your host city Wiener Neustadt is located 48 km south of Vienna in the state of Lower Austria, in north-east Austria. It is a self-governed city and the seat of the district administration of Wiener Neustadt-Land.

Wiener Neustadt has a population of about 40.000 and its history dates back to the 11th century. Did you know that a large part of the city was built with ransom money, paid for the release of King Richard 2nd of England (Richard the Lionhearted) who was imprisoned in Austria after a crusade to the Holy Land in 1192?

Today Wiener Neustadt is a lively city near beautiful, partly mountainous countryside, where you can swim, hike, bike and ski.

Wiener Neustadt is an ideal location for travelling:

- Vienna International Airport (Schwechat) - 45 minutes
(World-wide connections-many charter flights available).
- Approximate border travel time by car:
 - Hungary 30 minutes.
 - Slovakia 50 minutes.
 - Czech Republic 4.5 hours.
 - Slovenia 2 hours.
 - Italy 4 hours.
 - Germany 4 hours.

4.3. The Theresan Military Academy



In 1194 the old Babenberger Castle of the Military Academy was founded as a small palace at the same time as Wiener Neustadt was. The transformation to its present was begun in the mid-14th century. The heydays of Wiener Neustadt were in the 15th century. In those days the Castle was the Emperor's residence and the city formed a political, cultural and commercial centre.

In 1752, Empress Maria Theresia founded the Military Academy at the castle of Wiener Neustadt. Hardly any military academy in the world can be traced back to such an early beginning. Unless proved other-wise, we can still maintain to have the world's oldest Military Academy.

In 1998 the Military Academy granted a university status. Studies on Masters Level started. According to the Bologna-Process the studies were transferred to a Bachelor Programme in 2008. Since then graduates have received the academic degree of a "Bachelor of Arts in Military Leadership".

Up to now the study-language is German with a 25-percentage in English. In 2013 the whole study-programme will be offered in English language as a parallel line.

4.4. The FH-Bachelor course of studies

Education at the Academy ranges from High school education at the School Battalion to education on University level with the FH-Bachelor course of studies at the Institute 1 up to the lifelong and attendant further education of officers at the Institute 2 which covers education up to Battalion Staff level.

As the name implies the buzzword for our FH-Bachelor Programme is leadership competence to be imparted upon both military and civilian students. Knowledge and skills are developed to enable the graduate to cope with modern security challenges to include

- the full range of the so-called Petersburg tasks (Humanitarian and rescue; peace-keeping; peace-enforcement),
- combined joint warfare,
- global deployment (excluding the Arctic Region) with inter-cultural awareness and
- Civil-military co-operation (CIMIC).

To this end expert knowledge is gained in military core subjects and in relevant scientific disciplines, like law, political science, national economy and business administration, philosophy, sociology, psychology and educational science.

Between the semesters all military students have to undergo a vocational training up to Platoon leaders' level in the Infantry branch as well as in the chosen special branch (e.g. Artillery, Engineer, Logistics, etc.).

Internationalization is one of the main study-efforts. Our aim is to send 100 percent of the students abroad. To achieve this various programmes are used, such as international semesters, the International Training on the Job or in-depth-studies done at one of our international military partner-institutions.

5. Organisational Measures

5.1. Your Arrival to Wiener Neustadt

You will be picked-up and brought to the Military Academy free of charge by shuttle from Vienna International Airport (Schwechat) or railway station (Wiener Neustadt). If you need other types of transport or other locations please confirm in advance when sending us your Application-Form which you can find on our homepage:

<http://campus.milak.at/campus/iep/application.php>

Once you arrive in Wiener Neustadt the staff of the Military Academy student accommodation or designated buddies will help you to check-in.

5.2. Accommodation

Your home while you are in Austria is the Castle of the Military Academy.

You will be accommodated in furnished multiple rooms, bed linen is provided. Toilettes and Bathrooms are on the corridor including washing machines.

Food will be provided from Monday to Sunday at the Academy according to the bill of fare or to agreements between your Country and Austria. Additionally you have the possibility to use the men's mess and beverage vending machines.

You must in all cases stick to the rules set down within the housing contract that you will sign on moving in. Read this contract thoroughly!

5.3. University Facilities

- Mess Hall,
- Officer Cadets' Club, Cafeteria, Restaurant offering hot and cold meals at reasonable prices,
- beverage vending machines,
- library with many publications in English,
- internet rooms (you will be issued with an account, but you also can be issued with an account for your computer to use our internet access points),
- copy machines,
- smokers-room,
- gym,
- climbing wall,
- athletic ground (soccer-field, obstacle-course, outdoor-pool, etc.) and
- Riding stable.

5.4. Possibilities in Sports and Social Matters

- Sport activities according to the duty roster using the university facilities,
- Club 'Top and Fit' gym,
- Arena Nova indoor swimming pool,
- bike rental,
- skiing/snowboarding at nearby Semmering mountain,
- hiking, jogging, bowling.
- surfing, kiting and sailing is possible at nearby Lake Neusiedl and
- Cinema.

5.5. Need-to-know topics

- Make sure you have some cash with you for payments. In general, you must expect to use more cash in Austria than credit cards, which are not accepted everywhere. Automated teller machines (ATM) are available everywhere, even on the Academy-premises.
- There are several supermarkets nearby the Academy where you can buy groceries, toiletries and hardware. Attention, in Austria most shops close around latest 7.00pm in the evening and are closed all Sunday.
- Public transport in Austria is very good and reliable. The Austrian State Railways (ÖBB) has regular connections to all major cities in Austria and abroad.
- Buses run from outside the main entrance of the Academy regularly.
- Austria is a very safe country; nevertheless, keep an eye on your valuables, suitcase, and personal belongings when you're moving around.
- You have to ask for the bill when you want to pay in a restaurant or coffee shop!
- Alcohol is allowed from the age of 18 on.
- Your mobile telephone (cell-phone) is called a 'Handy'!
- Austrian drivers can be pretty aggressive! They do not stop automatically for pedestrians.
- We separate our waste into; glass, paper, plastic, organic.
- You do not call (elder) people by their first names unless you know them well or they offer you this possibility.
- Most people in Austria speak English, so do not hesitate to ask them in English.

5.6. @ Etiquette

Even if you only write an @ in Austria, you're expected-especially as a student to find out the surname of the person you are contacting and address them with "Dear Mr, Dear Ms". Do not send mails with "hi", "hello" or no name at all. This is considered quite rude. Do not use shortened forms of words or slang.

5.7. Code of Conduct

- Honesty and integrity in dealing with all members of the Academy.
- Responsibility and accountability for personal behaviour.
- Respect for the personal rights, dignity and property of others.
- Upholding the code of conduct by reporting all violations.

5.8. Medical Insurance

If you are from an EU member state, you are to take your “E-Card” (green medical insurance card) with you, which has to be shown when you go to a doctor or to the hospital.

If you are from a Non-EU-Member State, medical insurance agreements have to be made in advance or these agreements are still part of an existing contract. Contact your sending institution before departure to Austria.

5.9. European Credit Transfer and Accumulation System (ECTS)

Those countries which are members of the Bologna-Process calculate the workload of studies in ECTS. In Austria 1 ECTS equals 25 Working Hours (WH).

Names of grading may differ from country to country. The table below compares the Austrian grading with international ones:

Austrian Figure	Verbally in German	Int'l Letter	Expressed verbally	Description
1	Sehr Gut	A	With high distinction	Is the best possible grade
2	Gut	B	With distinction	Is the next highest grade
3	Befriedigend	C	On an average	Indicates average performance
4	Genügend	D	Below average	Is the lowest passing grade
5	Nicht Genügend	F	Not satisfied (failed)	Is the lowest possible grade and the only failing grade

6. Address and Telephone Numbers

6.1. Postal Address of the Academy

Theresan Military Academy

Add here the department you want to address (e.g.: International Office)

Burgplatz 1

2700 WIENER NEUSTADT

AUSTRIA

6.2. Telephone Numbers

Duty Officer of the Academy (available on a 24/7-basis)	+43 50201 201310 or Mobile Phone: +43 664 622 2102
Medical department of the Academy	+43 50201 2025451
Civilian Hospital Wiener Neustadt	+43 2622 321
Ambulance	144
Emergency Doctor	141
Fire Brigade	122
Police	133

7. Area Overview

