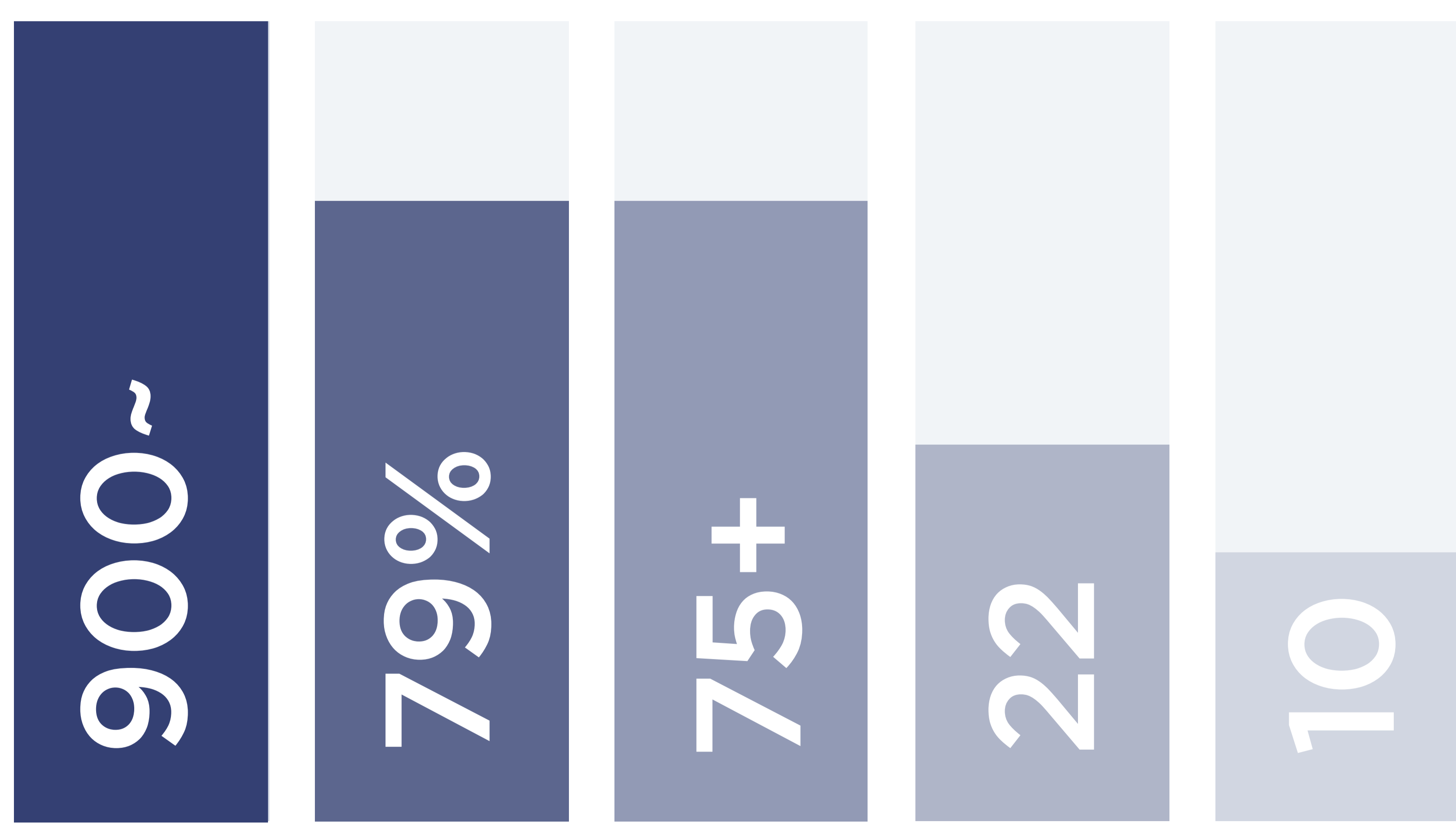**MODUL UNIVERSITY**
PRIVATE UNIVERSITY VIENNA

This Welcome Guide is designed to give you an overview and help you get to know its departments and how they support you.

INSPIRE. EDUCATE. GROW.

WELCOME GUIDE 2025

At Modul University Vienna, we are committed to delivering academically rigorous, industry-relevant education in a student-centred environment. We promote academic excellence and foster a culture of curiosity, collaboration, and entrepreneurship. Our mission is to educate responsible global citizens who are ready to lead, innovate, and make a difference.

We build bridges and communities. MU combines world-class academics with a high quality of life, empowering a globally diverse community to grow personally and professionally. By fostering curiosity, collaboration, and innovation, we shape future leaders who are equipped to create meaningful impact in a complex, fast-changing world.

VIENNA'S LEADING INTERNATIONAL UNIVERSITY

Modul University - an internationally recognized private university in Austria that offers study programs in English to a diverse international student body. All programs are accredited by the Agency for Quality Assurance and Accreditation Austria (AQ Austria), making MU degrees recognized in the whole European Union and granting an excellent reputation globally. The university represents a leading centre of innovation, blending a strong academic foundation with a focus on global contemporary challenges and forward-looking research. With a diverse and global student body, Modul University Vienna offers top-tier programs in international business, tourism, sustainable development, new media technologies, and data science. The university is dedicated to fostering independent research, critical thinking, and preparing its students for leadership roles on the global stage.

Through interdisciplinary learning, personalized mentorship, and an international campus culture, we inspire our students to go beyond their limits - developing the resilience, adaptability, and purpose-driven mindset needed for a sustainable future.

Modul University Vienna's 90% majority owner is Mathias Corvinus Collegium (MCC), 10% is held by the Vienna Chamber of Commerce. Both organizations are committed to collaboratively expanding the international research and educational profile of Modul University Vienna.

900~	79%	75+	22	10
TOTAL STUDENTS	INTERNATIONAL STUDENTS	NATIONALITIES ON CAMPUS	UNDERGRADUATE AVERAGE CLASS SIZE	GRADUATE AVERAGE CLASS SIZE

GETTING TO KNOW THE UNIVERSITY

Just next to the entrance, you'll find the **Student Hub Office** — your go-to place for quick support and answers. Representatives from various departments are available there to assist you with any urgent or general student-related questions throughout your journey at the university.

ACADEMIC OFFICE

The Academic Office (ACO) works closely together with the staff and faculty of Modul University to provide a variety of student-centered services. For matters related to your courses, contact our **program managers** who questions related to the following:

- Academic records
- Course scheduling
- Academic advising services
- MU Tutoring
- MU Language Program
- Learning and applying for exchange programs
- Official documents, e.g., transcripts and enrollment verifications (*Studienblatt* and *Studienbestätigung*), and diplomas.
- Applying for a leave of absence, special consideration, or credit transfers
- Graduation
- Internship services

Study Regulations, Examination Regulations & Student Code of Conduct

It is crucial that all students understand the Study regulations, Examination Regulations and Student Code of Conduct, and the Academic Handbook:

https://www.modul.ac.at/about/about-modul-university/rules-and-regulations

CORE BRAND VALUES

"TOGETHER WE GROW"

"PERSONAL GROWTH, LIFELONG LEARNING"

CURIOSITY THAT MATTERS

"GLOBAL OUTLOOK, LOCAL RELEVANCE"

EXCELLENCE IN THINKING & DOING

Academic Honesty & Plagiarism

At Modul University Vienna, we are committed to creating an environment that fosters academic and professional growth while maintaining the highest standards of academic integrity.

Honesty and integrity are core values of our community. Any action or attempt to gain an unfair advantage in academic work is considered academic misconduct. This includes plagiarism and cheating, both of which are taken very seriously and can result in disciplinary actions, including expulsion from the university.
Please read the Guide to Understanding Plagiarism carefully.

Attendance Policy

Attendance is mandatory in all courses at Modul University, except for interactive lectures and the lecture portion of lecture/seminar and lecture/exercise type courses. If you miss more than 20% of mandatory course sessions, you will obtain a failing grade of 0%. When missing course sessions, the ACO strongly recommends that students complete the Special Consideration Form and submit it to your instructor without delay, as late requests are often not considered. Absences are generally only excused for significant issues beyond a student's control (i.e. medical reasons). Note that overlaps with other courses are not considered valid reasons for missing course sessions.

After the official online course registration closes, changes to course registration are only permitted:
1) if an extended course registration period has been indicated on your course syllabus (for undergraduate, MSc and PhD courses) / up to two weeks prior to the course for blocked courses in the MBA/MSc programs, and
2) if the rules and regulations allow. All requests to change a student's course registration after the official registration period shall be directed to the Academic Office.
A fee applies for each late change. Please view MU's Guidelines on Fees for further information.

Internships

Three- and four- year BBA students, as well as students enrolled in the BSc in International Management with Professional Experience, must complete a mandatory internship as part of their study program. For students enrolled in the BSc Applied Data Science, slightly different regulations apply. Instead of a traditional internship, they are required to complete a professional capstone project amounting to 650 hours. The Academic Office is responsible for the administration of the internship and happily supports you. During your studies you need to complete 900 working hours, domestically or abroad, to be counted towards your internship. These 900 hours can be completed in one part during your internship semester, or in two equal parts of 450 hours duration each. Students will only receive ECTS points for the internship if all steps have been completed on time in the correct sequence. For more information, please contact Yasmin Eder at yasmin.eder@modul.ac.at. All three MSc programs offer the option to do a full-time OR part-time (min. 340 hours) graduate internship instead of two enrichment courses (6 ECTS). The Academic Office is responsible for the administration of the internship program and, together with the SSC, is happy to support you in your search for a great internship.

The internship can be completed either domestically or abroad within the area of study.

International Mobility (Exchange Programs)

MU encourages international and intercultural diversity and study abroad. Any student can apply for an exchange, but students with a good academic record and extracurricular participation have the best chance of acceptance.

To apply, you need to write a motivation letter and fill out an application. You will then be nominated to be one of our international partners and assisted in selecting your classes by one of our internal liaison officers.

More information about study abroad can be found on the university website.

MODUL UNIVERSITY

PRIVATE UNIVERSITY VIENNA

JustIn Mobile App

The **JustInMobile App** grants you access to the campus main door. The app will be configured using the mobile phone number you provided to the university, so check your account to ensure you have shared the correct phone number. Here´s what you need to do to use it:

- Download the JustInMobile app on the mobile phone you provided (if you haven´t done it already).
- Open the app and confirm your phone number.
- You'll receive a verification code — enter it into the app.
- Once confirmed, the app will grant you access to a Modul University digital key.

How to open the door:
- Make sure Bluetooth is enabled on your phone.
- Open the app and press the green unlock button.
- Hold your phone close to the lock — the door will unlock automatically.

This will allow you to enter the building directly using your phone, with no physical keys needed. For any issues or questions regarding the JustInMobile app, please reach out to our campus receptionist.

MU Tutoring

We currently offer group tutoring sessions for students who feel additional support in certain subjects would be beneficial. Tutoring sessions are delivered by our very own students who have been recommended by the faculty and who have shown outstanding commitment to their own studies.

To find out more about joining group tutoring, please contact academicoffice@modul.ac.at.

STUDENT ACCOUNTING

The Student Accounting department handles all student-related payments, including tuition fees, ÖH contributions, and other university-related charges.

Payment deadlines

- **July 15th**
- **December 15th**
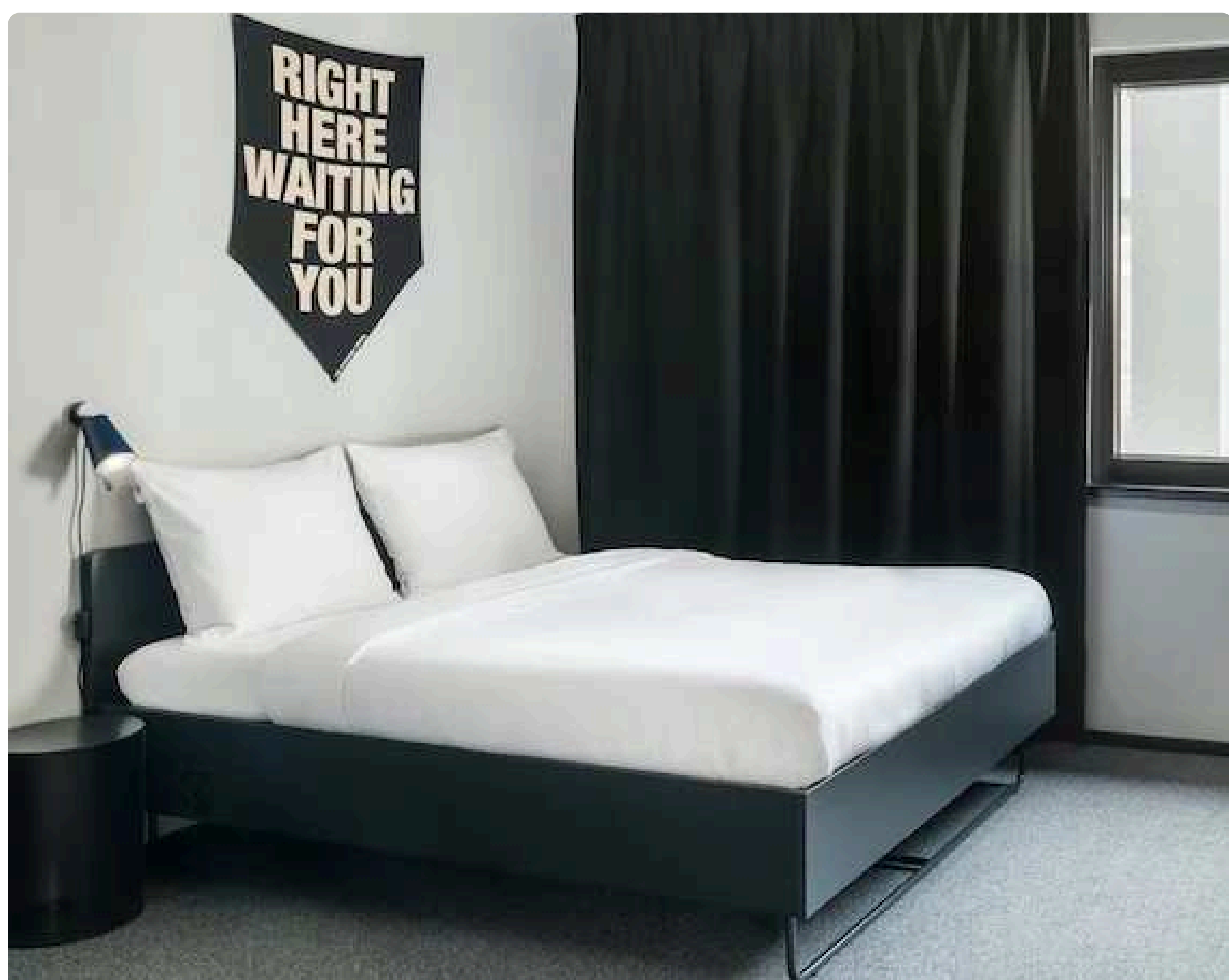
Payments should be made to the following account:

Account Holder: MODUL University Vienna GmbH
Bank name: Erste Bank Austria
Bank address: Am Belvedere 1, 1100 Vienna, Austria
IBAN: AT55 2011 1852 4628 2000
BIC: GIBAATWWXXX

Please write your invoice number in the transaction purpose (*Zahlungszweck*) field.

Scholarships and Grants

Students are eligible for a variety of funding from MU and outside organizations. As a current student, keep in mind the following opportunities, particularly the MCC Scholarship and the Alumni Grant.

For a complete list of scholarships, see https://www.modul.ac.at/study-at-mu/tuition-fees/scholarships-and-grants

Visa support

Upon arrival in Austria, it is important to register with the local authorities within 3 days of arrival. The *Meldezettel* (registration form) which must also be signed by your host (e.g.: student dorm, landlord if you are renting privately) on the bottom left, is the form they are requesting you to bring in. If you are staying in a student dorm, they will (most likely) have the signed form prepared for you upon arrival. In case you have not received it, please contact them.

The completed registration form needs to be taken to the magistrate's office (Magistratisches Bezirksamt) in your district. You will then receive a computer printout which is your *Meldezettel* that is used for official purposes (for instance your student visa). Please be sure to scan the document and keep it in a safe place

If you need any support with your visa or residency permit, please contact visa@modul.ac.at

Housing information

Austrian universities typically do not have their own student housing. Instead, students in Vienna have a variety of excellent housing providers located throughout the city.

You can have a look at different student accommodation options on our website https://www.modul.ac.at/study-at-mu/student-experience-academic-support/student-accommodation or by reaching out to housing@modul.ac.at.

IT SYSTEMS AND SUPPORT

The **IT Office** is the tech hub of the university. Contact the IT Office for:

- Accessing software programs needed for your courses
- Seeking support with your online profile, university email
- Questions related to Moodle other online services

Moodle

Moodle is MU's e-learning platform. Here you will find course descriptions and reading material.

Check it regularly at: moodle.modul.ac.at.

VPN

In order to access MU library's electronic resources from off-campus, you must install a VPN-client on your device. Contact IT for VPN technical issues.

The Student Portal

The Student Portal offers tools and useful information to students. Here you can check the semester course schedule, register for your courses, access your student account and payment information, and access documents and information important for your studies at MU.

If you have any technical issues, please contact support@modul.ac.at

LIBRARY

The **library** is your resource and study area on campus and online, and offers a vast collection of books, e-books, journals, and databases to fuel your research and learning.

The library is here for:

- Consulting or checking out print books
- Accessing the library's e-resources
- Providing a quiet study area
- Printing, scanning, and making photocopies

Please find more information about on campus and electronic resources at https://www.modul.ac.at/study-at-mu/library or contact library@modul.ac.at.

STUDENT SERVICE CENTER

The **Student Service Center (SSC)** is dedicated to enhancing the student experience by offering a wide range of support services in a warm, welcoming environment. We're here for all current students and alumni, making sure you feel supported, connected, and empowered throughout your journey and beyond.

Social Events

SSC organizes various events throughout the academic year to help students connect, relax, and enjoy university life outside the classroom. These gatherings are a great opportunity to meet new people, build friendships, and make lasting memories.

Student Clubs

Modul's student clubs are at the heart of campus life. Whether you're into entrepreneurship, hospitality, sustainability, or the arts, there's a space for you to share your interests, organize events, and develop leadership skills. SSC supports all clubs with resources, guidance, and promotion.

Find an updated list of Student Clubs at https://www.modul.ac.at/study-at-mu/student-experience-academic-support/student-clubs

Career Services

Planning for your future starts here. Our Career Services offer tailored support including CV reviews, job interview preparation, career workshops, and Career Day, our signature networking event with top companies.

JobTeaser × Modul University Vienna

Access exclusive Modul University Vienna content specially designed for you and discover your next career opportunity. Create a personal account to discover the latest job and internship offers, as well as career events and news.

Find more about the Career Center at https://www.modul.ac.at/study-at-mu/student-experience-academic-support/career-development or contact us at career@modul.ac.at.

Buddy Program

Starting life at a new university can be overwhelming - that's where our Buddy Program comes in. We match incoming students with experienced MU peers who help them settle in, navigate campus life, and feel at home from day one.

The Buddy Program does not end with Orientation Week! Feel free to request a Buddy at any point of the academic year by filling out this form.

Feel free to reach out to the Student Service Center at ssc@modul.ac.at.

STUDENT UNION (ÖH)

The student union (ÖH) is the voice of fellow students on important university decisions.

- WhatsApp: https://chat.whatsapp.com/LEkMqBYPHp01KEqqI2L3VT
- Instagram: oeh_modul
- E-mail: oeh@modul.ac.at

Elections are held in the spring semester every two years, and you are encouraged to participate in the selection of your student representatives. You can also turn to the ÖH for questions, assistance with problems, and suggestions for improvement.

WELLBEING & MENTAL HEALTH SUPPORT

Student life is an exciting new chapter - whether you are studying in your hometown or halfway across the world. While this journey is filled with opportunities, it can also come with challenges. Whatever you are facing, we are here for you.

At Modul University, our comprehensive mentoring services ensure you always have someone to turn to for guidance, support, and advice.

OPEN OFFICE

The Open Office provides guidance and support for various requests, including academic performance challenges, accommodating special needs, issues resolution with lecturers or thesis supervision, academic and work life balance as well as stress resistance.

All discussions with Open Office mentors are **strictly confidential** to ensure your privacy and comfort.

Contacts

Sabine Sedlacek – sabine.sedlacek@modul.ac.at
Bozana Zekan – bozana.zekan@modul.ac.at
Daniel Dan – daniel.dan@modul.ac.at

PROFESSIONAL COUNSELING

If you're feeling unwell, overwhelmed, or simply need to talk, our **in-house counselor** is here to help. Seeking professional support is a sign of strength - don't hesitate to reach out.

Contacts

Katja Adlbrecht – katja.adlbrecht@modul.ac.at

INCLUSION & DIVERSITY COMMITTEE (IDC)

For assistance with special needs, mental health, learning) disabilities, identity or discrimination, our Inclusion & Diversity Committee is available to help.

Contacts

IDC Members – idc@modul.ac.at

USEFUL INFORMATION

HEALTH INSURANCE

We highly recommend having adequate health and accident insurance. If you are a student from **EU or EEA countries** as well as from Switzerland, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia, Turkey, you can prove your health insurance by showing your European Health Insurance Card (EHIC) or an eligibility from an agreement country.

If you are a **non-EEA Students**, you are required to hold valid health insurance that covers the entire duration of your study period and must cover all kinds of medical requirements.

In this case you can get insured through:

1. **Österreichische Gesundheitskasse (ÖGK)**, the public health provider. More information at Selbstversicherung für Studierende (https://www.gesundheitskasse.at/cdscontent/?contentid=10007.868713&portal=oegkportal)
2. **Feel Safe by Uniqua** (private insurance, also accepted by MA35). More information at Modul - FeelSafe (https://www.feelsafe.at/modul/)

AUSTRIAN PUBLIC HOLIDAYS (FALL SEMESTER 2025)

On the following dates, campus will be closed, and no classes will be held. Keep in mind that many businesses such as banks, pharmacies, and even most grocery stores are closed on public holidays as well.

2025

Sunday, 26 October - National Day

Saturday, 1 November - All Saints' Day

Monday, 8 December - Immaculate Conception

Thursday, 25 December - Christmas Day

Friday, 26 December - St Stephen's Day

Thursday, 1 January - New Year's Day

Tuesday, 6 January – Epiphany

CONTACT LIST

In case of emergencies please refer to the following phone numbers:

Emergency number (pan-European) 112

Police (*Polizei*) 133

Medical emergency (*Rettung*) 144

Fire brigade (*Feuerwehr*) 122

Crisis hotline 24h (*Telefonseelsorge*) 142

LIFE IN VIENNA

Vienna is a great place to discover, full of culture, events, and with one of the highest qualities of life in the world.
Here are some useful tips and links to make the most of it. Viel Spaß!

LIFESTYLE

Vienna Würstelstand - The ultimate guide to help visitors and locals of Vienna to make the most out of the city (English).

Spotted By Locals - Experience Vienna through the eyes of true locals (English).

WienXtra Jugendinfo - Cheap concert and event tickets, culture and life info and counseling for youth (German).

SERVICES

Mobile and Internet options

- **Magenta:** https://www.magenta.at/handytarife
- **A1:** https://www.a1.net/handys-tarife/handytarife
- **Drei:** https://www.drei.at/n/telefonie/tarife/tarife-mit-handy

Stores

- **DM**, a chain of retail stores offering cosmetics, healthcare items, household products, and health food and drinks.
- **BILLA/SPAR**, general grocery stores.
- **IKEA**, a chain offering affordable and ready-to-assemble furniture and household goods.

MODUL
UNIVERSITY
PRIVATE UNIVERSITY VIENNA

Connect with your Student Services Team for insights on student life

BITA REZVANFAR
Student & Scholarship
Services Coordinator

FRANCESCA BUCCIONE
Student and Alumni
Services Coordinator

BOTOND CZAGANY
Connectivity and
Development Officer

Transport

- **Wiener Linien**, public transportation. As a student, you are entitled to a student discount on the semester ticket. To get your ticket, you must go to one of the Wiener Linien offices, e.g., Westbahnhof, Spittelau, and provide your ID/Passport and confirmation of enrollment to Modul. More info here https://www.wienerlinien.at/web/wl-en/tickets-for-students.
- **Bolt/Uber**, affordable taxi services (mobile app).

ADDITIONAL INFORMATION ABOUT MODUL

Please note that the cafeteria is closed on weekends (Saturday and Sunday).

Additionally, bus line 38A, which connects Kahlenberg to U4 Heiligenstadt, runs on a limited schedule during weekends. We recommend using the Wiener Linien app to check routes and timetables in real time.