

# STUDENT GUIDELINES

Discover  
fh kufstein  
UNIVERSITY OF APPLIED SCIENCES



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## Appendix:

Application for Recognition of Documented Previous Knowledge

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These guidelines are based on the following documents: the University of Applied Sciences Study Act (FHStG), the student-FH study contract as well as the policies and regulations of the FH Kufstein Tirol, in particular the general study regulations, the general examination regulations and the program-specific study regulations (<https://www.fh-kufstein.ac.at/eng/Teaching/Satzung-der-FH-Kufstein-Tirol>). The guidelines serve as a source of information only; legally-binding information can be found in the original documents.

The current version of the Student Guidelines is available on the website of the FH Kufstein Tirol. The most recent published version is applicable.

Version effective from February 27, 2018



# 1. General Information

## 1.1. Address

FH Kufstein Tirol                      Telephone: +43 5372 71819 0  
Andreas Hofer-Str. 7                Fax: +43 5372 71819 104  
6330 Kufstein                        E-mail: [info@fh-kufstein.ac.at](mailto:info@fh-kufstein.ac.at)  
Website: [www.fh-kufstein.ac.at](http://www.fh-kufstein.ac.at)

In the FH Kufstein Tirol building the house rules must be observed all times. These can be found at [www.fh-kufstein.ac.at/hausordnung](http://www.fh-kufstein.ac.at/hausordnung).

## 1.2. Infopoint

The Infopoint located in the entrance area of the main building is your **first point of contact** and a central source of information for all matters concerning your studies. This is where you can obtain your student card. Lost property can be handed in and collected from the Infopoint. No liability is assumed for delivered objects.  
Telephone: +43 5372 71819 100

### Opening hours for Infopoint during the winter and summer semesters

Monday through Thursday	8:00 am to 4:30 pm
Friday	8:00 am to 7:00 pm
Saturday	8:00 am to 4:30 pm

### Opening hours for Infopoint during vacations

Monday through Friday	8:00 am to 4:30 pm
Saturday	closed

## 1.3. Organizational Assistance

The organizational assistants will be happy to help you with all matters specifically related to your degree program. The office is located on the 1<sup>st</sup> floor.

## 1.4. Opening Times for the FH Kufstein Tirol Building

Monday through Friday	7:45 am to 9:30 pm
Saturday	7:45 am to 6:00 pm

During vacations, the building has the same opening hours as the Infopoint.

The **entrance door at the city park** is controlled by a timer. If the entrance door is already locked, it can be opened from the inside by pressing the red button that is located below the door handle. As soon as the door is closed, it is automatically locked. This means that you can leave the building after opening hours.

## 1.5. Lecture Rooms and Floor Plans

The FH Kufstein Tirol has 43 lecture rooms, an assembly hall and a banquet hall, which can be used as a gym. To find out where your lecture takes place, check the info boards located in the entrance areas. Alternatively, you can check online using the following link: <https://checkin.fh-kufstein.ac.at/infoboard>. All lecture rooms are equipped with a whiteboard and a video projector.

**Additional equipment needed** for project presentations, etc. **must be reserved** at least one week in advance by contacting the respective organizational assistant.

### The following equipment is available:

audio speakers	notebook	interactive whiteboard
digital projector	pinboard	flip chart
digital video camera	analogue video camera	CD player
tripod	digital camera	presentation kit

Please note that **eating and drinking are not permitted in the lecture rooms**. We would kindly ask our students to handle all FH Kufstein Tirol property with care, whether it be the rooms, furnishings or technical equipment.

You can find a diaper changing table on the ground floor (next to lecture room e.12).

Vacant rooms, that can be used by students are displayed on the info boards on the ground floor under the title "Studieren und Projektarbeit".

## 1.6. Fh.checkin – Information Portal for Students



The FH Kufstein Tirol has built an information portal "Fh.checkin" to allow all students access to personal information and documents. Access is possible via <http://www.fh-kufstein.ac.at> Menu Quicklinks → Fh.checkin or directly: <https://checkin.fh-kufstein.ac.at>

Login requires your personal identification number and your password (see chapter 9 - Login – Network for Students).

In Fh.Checkin you will find: A List of personal courses, syllabi and grades; master file data access; Infoboard access (floor plan for lectures); confirmation of enrolment, payment documents and certificates for personal printout use; parking information; direct access to your storage space provided by the FH Kufstein Tirol as well as the means to contact our Service Departments (Cafeteria, Facility Services, IT-Services, Library, Qualification Center Michelangelo, Quality Management, Infopoint) directly.

## 1.7. In-house Information Points

The FH Kufstein Tirol features information centers for students:

- **Inclusion@FH Kufstein** Tirol: information about studying with physical / mental limitations; Contact: [christine.haage@fh-kufstein.ac.at](mailto:christine.haage@fh-kufstein.ac.at)
- **Gender Mainstreaming & Diversity Management:** Information on the subjects of equality, discrimination-free university, integration and accompanying training/events; Contact: [christine.haage@fh-kufstein.ac.at](mailto:christine.haage@fh-kufstein.ac.at)
- **Studying with Family:** information on family-friendly university and accompanying services for students with caring responsibilities; Contact: the respective Organizational Assistant or Director of Studies of degree program
- **Privacy protection:** information and questions regarding your privacy protection can be directed to [datenschutz@fh-kufstein.ac.at](mailto:datenschutz@fh-kufstein.ac.at)
- **Grants:** [www.fh-kufstein.ac.at/eng/Apply/Grants](http://www.fh-kufstein.ac.at/eng/Apply/Grants)

## 1.8. Library

The library, which is located on the first floor above the Cafeteria, offers services relating to books, journals and databases. The library staff offers assistance in all matters regarding scientific literature. The collection comprises of print media (books, journals, newspapers, and standards) as well as electronic media (E-books, E-journals and databases). Students are able to remotely access almost all electronic media off-campus. The library premises are open 68 hours a week and offer a tranquil, low-threshold place for studying. For this purpose, single workplaces as well as group study areas with appropriate technical equipment are provided.

During the semester, the library is open as follows:

Monday through Friday	9:00 am to 9:00 pm
Saturday	9:00 am to 6:00 pm

## 1.9. Cafeteria

The cafeteria is located on the ground floor. The opening hours are as follows (changes are posted):

Monday through Thursday	8:00 am to 4:00 pm
Friday	8:00 am to 6:00 pm
Saturday	8:00 am to 3:30 pm

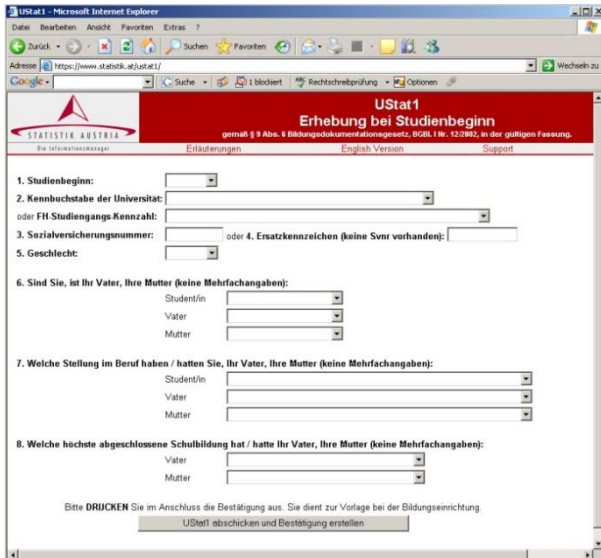
From 11:30 am to 2:00 pm we offer a daily changing lunch meal in addition to our regular range of food and beverages.

Vending machines for snacks, drinks and coffee can be found on the ground floor. If you have any problems with a vending machine, please inform the staff at the cafeteria. **There is a complete smoking ban in the entire building including the cafeteria!**

## 1.10. Statistics

The collection of statistical information in the education sector is regulated by law and mandatory for all students. Each first-semester student is required to complete the higher education statistics form UStat1 **online at the**

**start of the first semester.** Students who are not Austrian citizens need a substitute code to complete the statistics form. This substitute code is included in the welcome folder that you receive at the beginning of your studies or can be obtained from the Infopoint. After you have sent the form, you will receive a PDF file confirming that you completed and sent the form. This **confirmation has to include the surname and the degree program, needs to be signed and must be handed in to the Infopoint no later than on October 25** of the respective year.



Please use the following link to access the UStat1 form:  
<https://www.statistik.at/ustat1/>

Please refer to the following table for your degree program code:

Code	Degree program	Type
0337	European Energy Business	BA
0338	European Energy Business	MA
0339	Sports, Culture & Event Management	BA
0340	Sports, Culture & Events Management	MA
0341	International Business Studies	BA
0342	International Business Studies	MA
0345	Facility & Real Estate Management	BA
0346	Facility & Real Estate Management	MA
0349	ERP Systems & Business Process Management	MA
0350	Corporate Restructuring	MA
0382	Business Management	BA
0641	Marketing & Communication Management	BA
0642	Industrial Engineering & Management	BA

0653	Web-Business & Technology	BA
0737	Digital Marketing	MA
0738	Web Communication & Information Systems	MA
0809	Smart Products & Solutions	MA

### 1.11. *First Aid and Fire Safety*

Please pay attention to the signs instructing you on how to behave in case of fires (*Verhalten im Brandfall*) and accidents (*Verhalten bei Unfällen*) which can be found throughout the building. Emergency exit signs point the way towards the escape and rescue routes in the building. Emergency plans that point you towards the fastest possible escape route and indicate the location of the nearest fire extinguisher and fire alarm button can be found on the walls in all hallways throughout the building. Qualified first aid attendants are available to you in all of our service departments. Please use the first aid kits (located near the staircases on all floors) and the defibrillator (located in the Infopoint on the ground floor) only in emergency situations!

In the case of a **fire alarm**, please leave the building **immediately** in a calm and orderly manner, gather in the city park and let the persons responsible know that you are safe.

If you have any questions, please contact:

**DI (FH) Bernhard Eidherr**

Telephone: +43 5372 71819 123; [bernhard.eidherr@fh-kufstein.ac.at](mailto:bernhard.eidherr@fh-kufstein.ac.at)

### 1.12. *Parking in Kufstein*

**Kufstein Galerien Underground Car Park**, Feldgasse 1: First hour: free; every further ½ hour: € 1

**Inntalcenter Underground Car Park**, Gewerbehof 1: First hour: free; every further ½ hour: € 1

**Car park on Fischergries** (near playing field; a ten-minute walk from the FH)

You can buy exit cards for € 2 each at our Infopoint.

**Park+Ride: P+R Park & Ride, Ladestraße** (close to central station)

**Car park Krankenhausgasse** (next to Fachhochschule): daily fee € 3

**Parking spaces at the FH Kufstein Tirol** (at the entrance on Andreas Hofer-Straße)

During the semester, 24 free parking spaces are available for students who have obtained a parking permit. Parking permits can be printed by students themselves via the information portal (<https://checkin.fh-kufstein.ac.at/students>). Please enter your car vehicle registration number (e.g. KU123IL or RO123RO) and print out the permit.

It must be prominently displayed behind the windscreen. **Long-term parking is not allowed** and will be penalized accordingly.

**Underground parking spaces for students of the FH Kufstein Tirol:**

	From - to	Fee per started hour
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Monday - Thursday	7:30 am - 8:00 pm	€ 0,80
	After 8:00 pm	€ 2
Friday	7:30 am - 10:00 pm	€ 0,80
	After 10:00 pm	€ 2
Saturday	7:30 am - 6:00 pm	€ 0,80
	After 6:00 pm	€ 2
Sunday/Feast Day		€ 2

Maximum fee (lost ticket)	€ 8
Maximum fee per night (lost ticket)	€ 20

Free parking can be found at side roads or in Maximilianstraße and Pienzenauerstraße (maximum parking time: 3 h). There is also a free car park (old Kaiserlift) at the top of Pienzenauerstraße.

*(For detailed information, please contact the car park operators directly.)*

## 2. Deposit

For practical reasons only a limited number of students can be admitted to each degree program. In order to prevent people from irresponsibly accepting a place at the FH Kufstein Tirol, and subsequently not starting their program or discontinuing it without giving sufficient reasons, a deposit amounting to € 363.36 is collected from each student.

If you do not start your degree program at the FH Kufstein Tirol or discontinue it during the first semester, your deposit will be forfeited. Otherwise the deposit is used to pay the tuition fee for the second semester.

## 3. Tuition Fee

### ***3.1. Payment Deadline for Tuition Fee***

In accordance with the University of Applied Sciences Studies Act the provider is authorized to charge the students a tuition fee for each semester. The amount charged is based on the provisions set forth in the University of Applied Sciences Studies Act. The **tuition fee currently amounts to € 363.36 per semester**. However, there are regulations for nationals of third countries (<https://www.fh-kufstein.ac.at/eng/Apply/Tuition-fee>).

Payment periods are appointed in the study agreement. The tuition fee must be paid for each semester including semesters spent abroad or completing internships.

Students are only properly enrolled after they have paid the tuition fee.

If you fail to pay the tuition fee within the agreed time limit, you will be granted an extension in the winter as well as the summer semester (please refer to the study agreement). If the tuition fee is paid after the appointed payment period but within the extension period, the tuition fee will be increased by 10 %. If the **tuition fee has not been paid** by the end of the extension period, proceedings will be initiated to **terminate the study agreement**.

The tuition fee does not have to be paid for semesters during which you have to interrupt your studies, provided you have obtained written consent from the director of your degree program or the rector of the FH Kufstein Tirol.

If your degree program takes longer to complete because your bachelor paper/master thesis or bachelor examination/master examination were failed, you must pay the tuition fee for the additional semester. Proper enrollment is a necessary precondition for admission to the bachelor/master examination.

### ***3.2. Reimbursement of the Tuition Fee***

In case of illness, students can apply for reimbursement of the tuition fee after they have paid it. The application can be submitted via the **social affairs office of the ÖH Kufstein** (Austrian Student Union). The federal representation of students decides whether or not the tuition fee will be reimbursed.

Form: <https://www.oeh.ac.at/file/320/download?token=xxWPEnkW>

## **4. ÖH Fee**

In addition, the provider is obliged to collect the applicable ÖH fee for each semester, which is subsequently transferred to the Austrian National Union of Students. Students who are exempt from paying the tuition fee must still pay the ÖH fee. The ÖH fee is collected together with the tuition fee.

If your degree program takes longer to complete because your bachelor paper/master thesis or bachelor examination/master examination were graded negatively, you must pay the ÖH fee for the additional semester.

The ÖH reimburses the fee under certain circumstances. For further information, please refer to: <https://www.oeh.ac.at/service/%C3%B6h-beitrag>

By paying the ÖH fee, you benefit from general accident and liability insurance coverage with the Generali Versicherungs AG. For details about the insurance, please refer to: <https://www.oeh.ac.at/service/versicherung>

If you have any questions concerning insurance coverage, the specific ÖH information hotline of Generali Versicherungs AG is available to you free of charge from Monday through Friday (9:00 am to 6:00 pm) at the telephone number 0800 204 4400.

## 5. Studies

The rules and regulations regarding your studies are based on the University of Applied Sciences Studies Act (§ 11 to 21), the FH Kufstein Tirol general study regulations, general examination regulations and program-specific study regulations (<https://www.fh-kufstein.ac.at/eng/Teaching/Satzung-der-FH-Kufstein-Tirol>). The following summary of the content of those documents should serve as a source of information only.

### ***5.1. Beginning of Studies***

The beginning of your study program only comes into force if you provide by 31 October at the latest all the documents necessary to be admitted to the study program. If you want to begin a master's degree program, you must, for example, provide evidence that you have completed a bachelor or diploma degree.

### ***5.2. Recognition of Documented Previous Knowledge***

Recognition of documented previous knowledge is carried out on a lecture by lecture basis, in accordance with the provisions in the University of Applied Sciences Studies Act (§ 12/section 1.4) and the general study and examination regulations (see attachment for the application form which is available from the Infopoint). If the application for crediting of previous studies is approved by the director of the degree program, the student is exempt from attending the respective course and performance evaluation. Please discuss the finer details with the director of your degree program. The application together with the documentary evidence must be submitted not less than 7 days after the start of the respective lecture or course to the organizational assistant responsible.

### ***5.3. Recognition of Courses for Repeaters***

If you previously dropped out of a degree program for some reason and your application for repetition has been approved, lectures you have already completed in your previous degree program will be recognized in accordance with the provisions in section 1.5 of the general study and examination regulations.

Even if all the lectures completed in a semester you have repeated are recognized, you will still be registered as a student for the semester in question and therefore have to pay the ÖH fee and tuition fee.

### ***5.4. Obligation to Attend & Exemption***

**Attendance is compulsory for all courses!**

20 % of the course hours per week for any one course may be missed without consequences (e.g. 6 units of 45 minutes each for a course that has two course hours per week). If you have missed more than 20 % of the course, the lecturer will contact the organizational assistant to clarify whether you were exempted and excused from participation in individual units by the director of studies (illness, special professional or family circumstances, degree program-related or institutional obligations). If attendance is below 80 %, the reasons given for absence will be thoroughly scrutinized. A maximum of 20 % of the course may be missed without

verifiable reasons for absence (e.g. medical evidence). If the 20 % are exceeded, the course is failed – and this counts as the first attempt at passing the course.

The director of studies may, in **individual cases** and for important reasons, **grant exemption from attendance for individual days or hours**. The application must be submitted to the organizational assistant. To this end, please contact the director of studies as early as possible. The required application form can be obtained from the Infopoint.

An application for exemption from attendance for professional reasons can only be accepted together with a **statement from your employer**. It may be handed in to the Infopoint.

In the case of illness or accident the Infopoint must be informed without delay, i.e. on the same day the event occurred. **Absence due to illness** is only excused if a **doctor's certificate** is submitted to the FH Kufstein Tirol within 3 days. In case of frequent absence due to illness, the director of studies will decide on the type and extent of work to be done to compensate for time lost.

**Absence from exams** is excused only in cases that are out of the student's control (e.g. illness). Here again, a doctor's certificate must be submitted to the FH Kufstein Tirol within 3 days and the Infopoint must be informed about the absence in advance by e-mail or phone.

The provisions stated above also apply to students who have care responsibilities for children or other dependent persons if they must be absent because of proven illness of a child or dependent person or other urgent and non-delayable responsibilities arising from the care responsibility.

## ***5.5. Ranking of Grades – Allocation of Places of Study Abroad***

For all degree programs which have studies abroad in their curriculum, the places at our partner universities are allocated based on an automatic ranking of grades. All exams are included in this ranking, i.e. also negative overall grades and repeat exams.

In a preliminary procedure involving the directors of studies and the international relations office, a number of places are allocated to the individual degree programs with a compulsory semester abroad. The directors of studies distribute this list to their students. In good time before the allocation process, the students can hand in a list indicating their five favorite institutions for their studies abroad. The allocation of places within each degree program is based on the ranking of grades, while also taking the students' priorities into account.

For questions concerning your studies abroad, please contact your director of studies or the international relations office.

## ***5.6. Internship***

While pursuing their bachelor degree program at the FH Kufstein Tirol, the students are required to gain practical experience by completing an internship. This compulsory component of their studies gives students the opportunity to test the knowledge gained and to put it into practice.

For further information concerning this topic, please refer to the "Guide for Internships" which can be accessed on our website in the "Weblearn" section under "Semester Abroad and Internship". Please contact your director of studies and "Alumni & Career Services" (room 2.36) if you require any further information. In addition, "Alumni & Career Services" hosts a career platform with internship offerings. The platform can be accessed on our website: <https://www.fh-kufstein.ac.at/eng/Study/Services/Graduates-Career-Services/Career-Platform>.

## ***5.7. Complaints about Decisions Made by the Director of Studies***

Students may appeal against decisions made by their director of studies by lodging a complaint with the FH council. Details can be found in section 1.7 of the general study and examination regulations.

## ***5.8. Audio recording/Shooting***

Shooting and audio recording during courses is only allowed if all attendees give their consent. Any commercial use or publication of appropriate data is forbidden.

For commercial shooting and audio recording at the campus and in the buildings of the FH Kufstein Tirol you need the permission of the department Corporate Communication and Marketing.

# **6. Examinations**

The general study and examination regulations contain detailed provisions on the following topics:

- assessment and organization of examination performance
- examination dates
- repetition of examinations
- time period for performance evaluation
- issue of certificates
- cheating, fraud, breaches of conduct and invalidation of examinations
- missing and withdrawing from examinations
- means of legal recourse.

## ***6.1. Levels of Appeal for Complaints about Shortcomings in the Conduct of Examinations***

In accordance with § 21 FHStG, examination results may not be appealed. Students may, however, lodge a complaint in writing with the director of studies about **shortcomings in the manner** in which an examination resulting in a negative assessment was conducted. The complaint must be made in writing within two weeks after the examination, detailing the reasons.



The director of studies or the examination committee, in the case of an examination before a committee, is required to investigate the manner in which the examination was conducted with regard to the reasons stated in the complaint and, where possible, to submit their views in writing to the student within two weeks. If the complaint is substantiated, the examination is annulled and then repeated.

If the complaint is not substantiated, the student will be informed that another complaint may be submitted to the Faculty Council (via the Rector's Office: [rektorat@fh-kufstein.ac.at](mailto:rektorat@fh-kufstein.ac.at)). This complaint must also be made in writing, detailing the reasons. It must be made within two weeks after receiving the rejection of the first complaint.

The Faculty Council reviews the examination procedure and may speak to those involved before making a decision regarding the complaint. If the complaint is substantiated, the examination is annulled and then repeated.

If legal protection is sought for an examination performed by the director of studies, the complaint must be submitted directly to the Faculty Council (via the Rector's Office: [rektorat@fh-kufstein.ac.at](mailto:rektorat@fh-kufstein.ac.at)).

The student can continue to attend courses and take examinations until a decision about the complaint has been made.

## ***6.2. Supplementary Examinations***

Candidates who completed a 3-year vocational school at a secondary level, an education in a dual system or have entrance qualifications for a German university of applied sciences in a relevant discipline can study at the FH Kufstein Tirol by taking **supplementary examinations in German, English and mathematics**. Candidates who have entrance qualifications for a German university of applied sciences only have to take the supplementary examinations in those of the three subjects that were graded "deficient" or lower.

Within the framework of the Qualification Center Michelangelo, every year the FH Kufstein Tirol offers preparation courses for the supplementary examinations and three examination dates. All supplementary examinations must be successfully completed before entering the third semester. Please note that the supplementary examination in German is only offered in the summer semester and the preparation course must be attended. If the supplementary examinations are not taken or passed within the specified time limit, the study agreement is cancelled.

## ***6.3. Access to and Photocopying of Assessment Documents***

Since March 2012, § 13 (6) of the University of Applied Sciences Studies Act (*Fachhochschulstudiengesetz*) grants students the right to make photocopies of assessment documents and examination records until 6 months after the examination result was announced. The individual degree programs of the FH Kufstein Tirol have put exam access procedures in place to enable students to take photographs and subsequently produce photocopies. This includes photographs and photocopies of multiple choice questions and answers.

Please note that the publication of assessment documents constitutes a violation of the provisions of the copyright law. The photocopies or photographs are only intended for personal use. Non-compliance can lead to action under civil and/or criminal law.

## 7. International Relations Office

The International Relations Office (IRO) serves as information and service facility in the field of internationalization and international relations for incoming and outgoing students.

### **Service for students of the FH Kufstein Tirol**

- tuition-free study stay at one of our partner universities all over the world
- support and advice regarding scholarship opportunities
- organization of various information events (study stay abroad, partner universities, scholarship and funding, etc.)

### **Service for students of the partner universities (incoming students)**

- support regarding all administrative issues at FH Kufstein (academic support, search for an accommodation, language courses, etc.)
- organization of diverse events (orientation days, excursions, etc.)
- administration of the "International Program" (English study program, especially designed for incoming students of the FH Kufstein)

## 8. Michelangelo – The Qualification Center

Michelangelo is an internal continuing education platform for students, staff and alumni of the FH Kufstein Tirol. We offer foreign language courses, social skills and preparation courses for the supplementary examinations. The first priority is the wishes and needs of the course participants. In order to be as flexible as possible we regularly conduct surveys and use the results of these surveys as the basis for designing the courses. The FH Kufstein Tirol generously subsidizes the continuing education activities so that the supplementary courses can be offered at a reasonable price. These courses are a perfect addition to the regular course offering. Your suggestions and feedback are always welcome.

For further information, please refer to: <https://www.fh-kufstein.ac.at/eng/Study/Services/Michelangelo-Program>

## 9. Career Services – Career Platform of the FH Kufstein Tirol

The Kufstein University of Applied Sciences relies on a comprehensive network of partners to best support its students and graduates in advancing their career.

The University maintains close contact with regional and international businesses, in order to be always up-to-date with economic developments and able to identify needs and to train future experts to a sufficiently high standard through its comprehensive degree programs.

### Services offered:

- Career Platform for viewing and disseminating job advertisements
- Annual career fair *Meet & Match* with around 50 exhibiting businesses and 600 visitors from our degree programs
- Career training in cooperation with our Qualification Center - Michelangelo
- Quarterly newsletter *Improve* with current working-life topics

For detailed information about all areas of the Career Services, please visit the FH Kufstein Tirol website on [www.fh-kufstein.ac.at/eng/Study/Services/Graduates-Services](http://www.fh-kufstein.ac.at/eng/Study/Services/Graduates-Services) or send an e-mail to [career@fh-kufstein.ac.at](mailto:career@fh-kufstein.ac.at).

## 10. Login – Network for Students of the FH Kufstein Tirol

**User name:** personal identification number

**Password:** At the time of the first login, please enter the following password: 12345. Subsequently, you can choose your own password.

Your username and password can be used to access all on-campus systems in the FH Kufstein Tirol, except access to Office 365.

### **10.1. Storage Space**

Files that are saved to the local "C:" drive are deleted at regular intervals and CANNOT be restored!

As part of the FH Kufstein Tirol's Office 365 package (Pos. 9.6.), students have access to 1 TB storage space in Microsoft's OneDrive cloud. During a transition phase students also have access to personal storage space in a data storage facility provided by the FH Kufstein Tirol. Students will be informed before this data storage facility is removed.

## 10.2. FH Kufstein Tirol E-Mail Address for Students

The format of your e-mail address is as follows: [personalidentificationnumber@stud.fh-kufstein.ac.at](mailto:personalidentificationnumber@stud.fh-kufstein.ac.at)

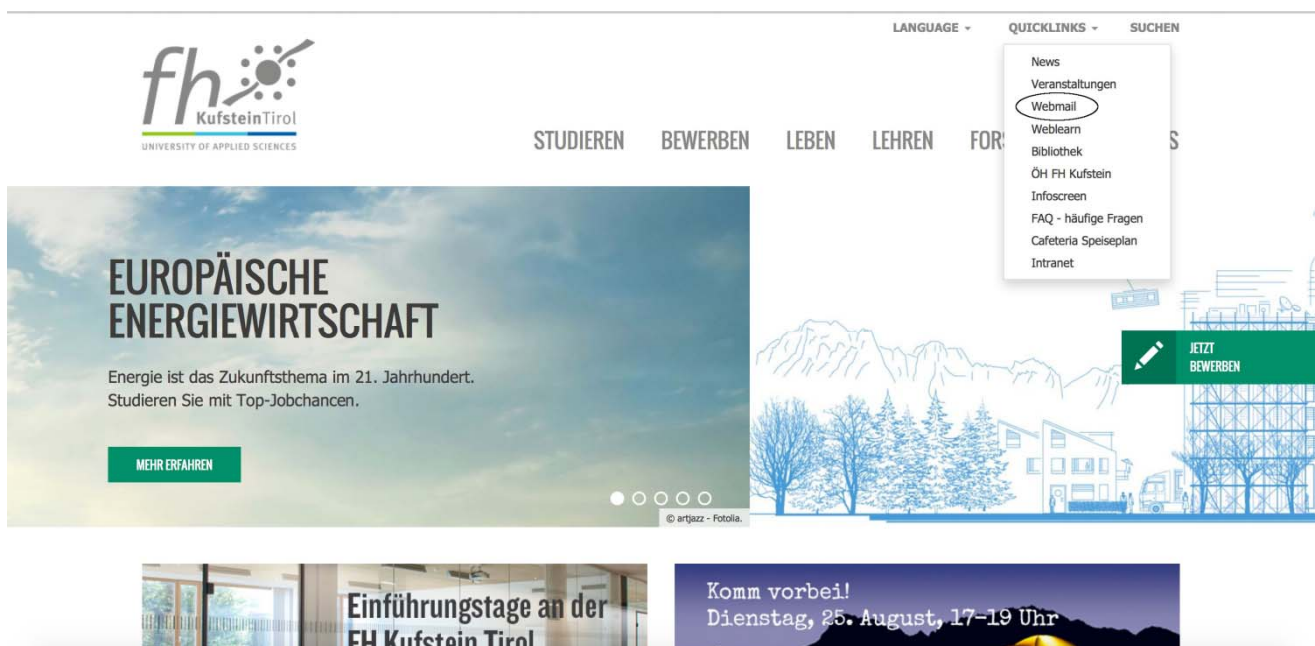
## 10.3. Accessing Your Mailbox via POP3/IMAP

If you wish to access your FH Kufstein Tirol e-mail account from an off-campus computer or mobile device, please contact our IT team for the necessary settings or you will find instructions on the student portal.

For security reasons, sending e-mails via SMTP is only allowed inside the campus.

## 10.4. Accessing Your E-Mails via Webmail

Using a web browser, open the homepage of the FH Kufstein Tirol: [www.fh-kufstein.ac.at](http://www.fh-kufstein.ac.at)



Using a web browser, please surf to <http://checkin.fh-kufstein.ac.at/students>, click on the item Quicklinks and then on Webmail.

**Note:** The maximum storage space for your e-mail account is 50 GB. When your mailbox is almost full, you will receive a system-generated warning and when you have reached 50 MB, you will no longer be able to send or receive e-mails.

Please log in as follows:

User name: [personalidentificationnumber@stud.fh-kufstein.ac.at](mailto:personalidentificationnumber@stud.fh-kufstein.ac.at)

Password: your personal password

## 10.5. Forwarding your mail to a personal email account

If you wish to have mail from your FH Kufstein Tirol e-mail account automatically forwarded to a personal e-mail account, please refer to the How-To at <http://checkin.fh-kufstein.ac.at/students> Quicklinks/Information.

## **10.6. Office 365 for Students**

Via the link <https://login.microsoftonline.com> you can use Office 365 Pro Plus free of charge for the duration of your study program at the FH Kufstein Tirol. Use your FH Kufstein Tirol e-mail address when registering. More information is available at the student portal.

## **10.7. Contact Persons in the IT Department**

If you have any questions, please contact the IT staff in room 2.51/2.52 on the 2nd floor. Alternatively, you can contact a member of IT staff using the feedback management system in the student portal.

# **11. IT Workroom for Students – “Brown Study”**

The “Brown Study” (room e.25) is located on the ground floor of the building. The room contains 10 PC workstations that can be used by the students. There are two Minolta C458 document stations which students can use for color printing, copying and scanning. If you want to connect your notebook to the FH Kufstein Tirol network, you need a standard RJ45 network cable (not a cross-over cable). Connection via wireless LAN is even more convenient. You can simply log on using your FH account.

## **11.1. Opening Times for the “Brown Study”**

Monday through Friday	7:45 am to 9:30 pm
Saturday	7:45 am to 6:00 pm

The “Brown Study” is closed on Sundays and bank holidays. It is also closed during vacations.

## **11.2. Wireless LAN**

Wireless LAN is available in the entire FH Kufstein Tirol building. Instructions on **how to connect to the WLAN** are available from the Infopoint of the FH Kufstein Tirol or to find on the student portal.

## **11.3. eduroam**

Since FH Kufstein Tirol is a member of the AConet federation eduroam, wireless LAN is available to all our students. You can use the same instructions on how to connect to the eduroam WLAN as for our regular wireless LAN. The username is [personalidentificationnumber@stud.fh-kufstein.ac.at](mailto:personalidentificationnumber@stud.fh-kufstein.ac.at) with your regular password.

## **11.4. Printing and Copying**

Your student card enables you to use the printing and copying systems that are equipped with print terminals. The “Brown Study” (room e.25) contains two Minolta document stations.

Hold the student card against the terminal until you hear an acoustic signal and the touch screen is activated. You can now print out your job.



After holding your student card against the terminal, you can also use the **Minolta C458 document station in the "Brown Study"** for **scanning**. The scans will be automatically sent to your e-mail address as PDF files.

**Instructions on how to scan can be found in the "Brown Study" next to the document stations.**

You can credit your print account using the cashomat. The cashomat is located in the "Brown Study". Hold your student card to the display and wait for the acoustic signal. Then your current credit will be displayed. Now you can load your card. The cashomat accepts 5, 10, 20 and 50 euro notes. Make sure to use your credit before you leave the FH Kufstein Tirol and your student account is deleted. Credit will not be refunded.

Printing and copying prices per page:

A4 black and white	€ 0.05
A4 color	€ 0.15
A3 black and white	€ 0.10
A3 color	€ 0.30
Double-sided A4/A3 black and white	€ 0.10 / 0.20
Double-sided A4/A3 color	€ 0.30 / 0.60

## 12. Student Card

### ***12.1. Information about the Student Card***

All active students at the FH Kufstein Tirol receive a student card, provided they have paid their tuition fee and ÖH fee. The student card is created and issued by the Infopoint.

Besides the details printed on the student card, the chip on the card contains data from the FH database (first name, last name, date of birth, academic title, date of issue, personal identification number, validity).

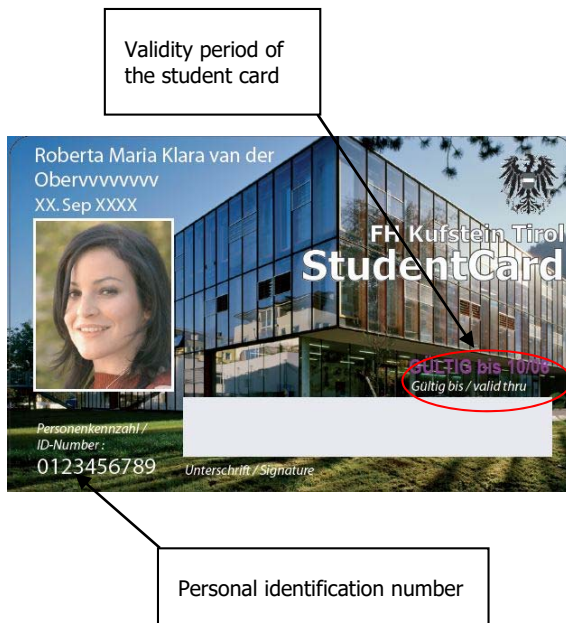
### ***12.2. Duplicate of the Student Card***

Under the following conditions, you can apply to have a duplicate of the student card issued: loss, theft or defect of the student card and change of name (e.g. after marriage).

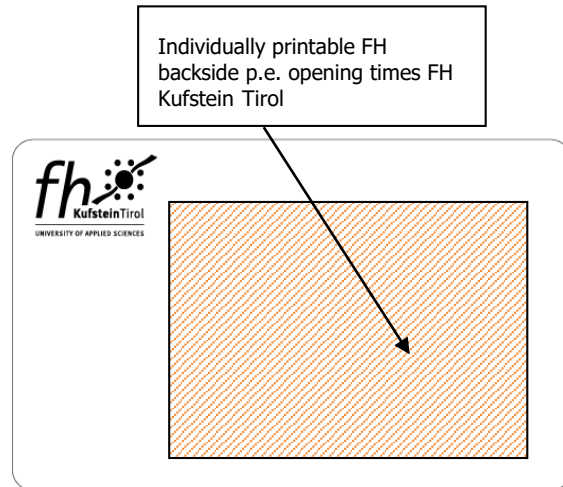
The Infopoint charges **€ 18.00** for the duplicate student card in order to cover the expenses incurred. An application form for a duplicate student card can be obtained from the Infopoint.

## 12.3. Design of the Student Card

### Front



### Back



## 12.4. What Functions Does the Student Card Support?

- Student card
- Library card: The student card also serves as your library card.
- Can be used for the underground parking spaces of the FH Kufstein Tirol.
- The student card can be loaded at the cashomat located in the "Brown Study".
- Copying, printing (also in color), scanning (refer to the information about the cashomat in the "Brown Study"); starting print jobs at the terminals; follow-me printing on all devices in the FH; scanning to e-mail with automatic debiting.

## 12.5. International Student Identity Card

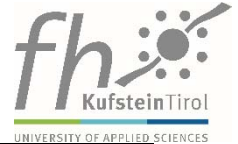


This card identifies the holder as an active student and enables him to benefit from reductions (museum visits, public transport, etc.) from various institutions abroad.

For further information about the international student identity card, please refer to: [www.isic.at](http://www.isic.at)

**We wish you every success in your studies!**

# APPLICATION FOR RECOGNITION OF DOCUMENTED PREVIOUS KNOWLEDGE



<b>First name</b>		<b>Last name</b>	
<b>Personal identification number</b>		<b>Degree program</b>	

<b>I hereby apply for recognition of documented previous knowledge for the following course ..... for the ..... semester.</b>
<b>Reasons:</b>
<b>Documented by:</b>

<b>Approved by the lecturer: _____</b>	
<b>Recognition of documented previous knowledge:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Note: If the documented previous knowledge is recognized, the student is automatically exempt from attendance and examinations.

<b>Approved by the director of studies: _____</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Grade after credit transfer: _____	
Grade after credit transfer in %: _____	

**Reasons (if rejected):** \_\_\_\_\_

**Signature – director of studies:** \_\_\_\_\_

To

FH Kufstein Tirol

Director of the ..... degree program

Andreas Hofer-Straße 7

A-6330 Kufstein

Fax: +43 (0)5372 /71819-104

## **EXEMPTION from ATTENDANCE**

I hereby confirm that I .....

have ☐ private ☐ professional ☐ other commitments

(.....)

☐ was ill

on ..... . Therefore, I would kindly ask to be exempt from attendance of the course (medical evidence is attached).

A written examination/assessment/presentation takes place on this/these day(s):

☐ yes in ..... ☐ no

Date: .....

Signature of student: .....

Attachment (if applicable): .....

Approved by the director of studies: .....

# Application for a Duplicate Student Card



Personal identification number

Last name, first name(s)

**I hereby apply for issue of a duplicate student card.**

Student Card

Proof of payment of € 18.00 to cover the expenses incurred must be enclosed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

-----  
*(For office use only. Please do not complete.)*

***Confirmation of receipt***

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*