

Double Degree EUS – Guide for Incoming Students

Welcome to Salzburg!

Home to roughly 20.000 students throughout the state and at least three major universities in the city, Salzburg is much more than a tourist destination. And yes, just like “New York, New York”, there’s “Salzburg, Salzburg” – the federal state and the city share the same name!

Since we’ve already started some Salzburg trivia, did you know that...

...Salzburg was once a part of Bavaria? It later became an independent principality and was annexed by the Austrian Empire in 1816.

...if you’re not familiar with “Sound of Music”, you’re not the only one? In fact, you’ve already got something in common with the locals. Congratulations!

...Mozart was effectively banished from Salzburg because of a conflict with the Arch Bishop? A popular theory holds that his music was simply too far ahead of its time.

...Salzburg is home to the largest beer hall in Austria? “Augustiner Bräu” was founded 400 years ago when Bavarian monks started to brew beer in Salzburg. You’re welcome to bring your own food, as is tradition in beer halls, as long as you enjoy their drinks.

To start you off into your journey through the coming semester(s), we have prepared this guide to help you out with useful information.

We hope you enjoy your stay in Salzburg and wish you a great experience!

Your EUS-team



Why study EUS in Salzburg?

at the SCEUS you will become a comprehensively trained EU-Expert! Gain profound theoretical and practical knowledge of European institutions, policies, decision-making procedures, economics and law in a unique Master Programme - qualifications, which are increasingly relevant in today's labour market, as European decision-making is highly influential.

Emphasizing an interdisciplinary approach, the programme combines courses in multiple scientific fields. In study trips and specialized seminars, you get direct insights and intensive experience of EU institutions and meet experts and practitioners. You will put your knowledge into practice in simulations and moot courts, taking over the roles of relevant actors in the EU and engage in negotiating current issues together with your colleagues, supervised by teams of teachers from different fields as well as experts from outside the University.

Being English-taught, the programme furthermore allows for an international educational environment and enhances your international qualifications and language competences.

Additionally Salzburg is a great city to study and live in - try it!

Your Road to Success

Congratulations on deciding to do a Double Degree at the SCEUS!

You will have a great time here and will be able to graduate in an additional programme: **MA in European Union Studies at Salzburg University**

To make the best of your studies, this document will guide you through the organizational matters. Please stick to it and in case you have any additional questions, please ask Miriam Krög miriam.kroeg@plus.ac.at.

NOTE: For students coming from abroad, we have collected all the info you need in our Survival Guide. It contains everything new students need to know to find their way through studying in Salzburg.

➤ [SCEUS Survival Guide](#)



First steps

After you were selected for a study place in the DD, you will start applying for an **Erasmus-scholarship** at the International Office of your home University. Make sure to do that early enough as the application deadlines are set quite early in the semester.

You will receive *info via email*, including a *table of courses* you need to complete in Salzburg - this will be the basis for filling your learning agreement.

The learning agreement has to be signed by your home university and yourself and then sent to Salzburg (via mail is fine), where our Erasmus-Coordinator has to confirm it.

Please send it to the EUS office: Miriam Krög miriam.kroeg@plus.ac.at or sceus@plus.ac.at who will take care of it.

In addition, the **International Office** will contact you with some Info and Tips. The International Office administrates all exchange programmes and provides active support in international and Erasmus-agenda.

➤ [International Office](#)

Enrolling at Salzburg University

Please note, that as a Double Degree student, you have a different status than “normal” Erasmus-students, as they are mostly just exchange students, but you will be a degree-seeking student, meaning you will follow a slightly different process of enrolment at the University.

To obtain a Double Degree you need to be enrolled as a **regular student** at Salzburg University!

NOTE: EUS usually demands a special application process at the SCEUS– this is NOT true for Double Degree-Students, as they are exempted from it.

Contact the Office of Admissions in time (the enrolment period for the Winter Semester starts in the beginning of July) and initiate your enrolment by scheduling a date for your personal enrolment. More info and the link for scheduling the meeting can be found here:

➤ [Application procedure](#)

The **Office of Admissions** is there for you concerning all questions regarding your enrolment at the University of Salzburg as well as related administrative questions, e.g. your student ID etc.

Check the Academic Calendar to find out when the semester starts, which days are holidays etc.

➤ [Academic Calendar University of Salzburg](#)

Courses

Your list of courses (which you also need for your learning agreement) tells you the courses, you have to attend and pass while you are in Salzburg.

You need to check the course list, find the matching courses and register for them. This happens via PLUSonline, the online management system of Salzburg University. In our Survival Guide you find detailed info on how to search for and enroll in courses and how other features in PLUSonline work, e.g. checking your grades, paying the ÖH fee and more.

We also highly recommend you to take a German course. It will not only help you to make living in Salzburg easier, but also enhances your international qualifications. Additionally you can have language courses (done at the University) recognized as elective course in your curriculum.

The University of Salzburg offers different German courses on varying levels at different departments. Make sure to enroll early, which means before the semester starts, as all the courses are full very fast. The details about the enrolment are explained on the respective websites:

- [German as a Foreign Language - Courses offered by the Department of German Studies](#)
- [German as a Foreign Language - Courses offered by the University Language Centre](#)

Completing the programme

You need to stay enrolled until you finish the Master EUS. That means you have to pay the small **ÖH fee every semester**. Keep an eye on this, the University will provide the info about the payment in PLUSonline, but does not remind you. You have several weeks' time to do the payment, but if you miss the deadline, you are exmatriculated! Also you can only enroll for courses as soon as the University has received your payment. See the Survival Guide for detailed Info.

When you are reaching the end of your study programme, you need to follow a several-step process to do the **recognitions** of your courses and to **finish the master programme**.

For both processes there is detailed guide on our website.

Please note: it is advised to graduate at your home University first and then manage the graduation in Salzburg.

- [Guides on how to do course recognitions and how to finish the MA EUS](#)