



PARIS  
LODRON  
UNIVERSITÄT  
SALZBURG

Salzburg Centre of  
European Union Studies



Lifelong  
Learning  
Programme



# SURVIVAL GUIDE

Master of  
European Union Studies



SCAN ME



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# Welcome

## to the Master Programme in European Union Studies!



This SCEUS manual for new EUS students will be your “survival guide” and first reference point, containing all the info you need to find your way through student life in Salzburg and especially the Master Programme EUS! If you read it thoroughly you will certainly be well equipped to enjoy student life in Salzburg and successfully finish your study programme!

Please make sure you also consult the online version of this guide for added link functionality.

- [plus.ac.at](https://plus.ac.at) > The PLUS > Focus Areas > SCEUS > Teaching > Master Programme > Important Information and Guides

Also check our SCEUS Study Guide containing specific info on the curriculum. It is available online and as printed version at the SCEUS.



## Congratulations on coming to Salzburg!

### Did you know?

- Ø Salzburg used to be an independent country but was annexed by the Austrian Empire in 1816.
- Ø Salzburg is home to the largest beer hall in Austria. At "Augustiner Bräu" monks have brewed beer for nearly 400 years. You can enjoy the beer, bring your own food and relax in the vaulted hall and beneath chestnut trees. They are very effective in repelling mosquitos and wasps.
- Ø Salzburg is famous for special sweets – "Mozartkugeln". They are chocolates made with layers of nougat and pistachio marzipan filling. You will find them everywhere and you can't leave town without eating one (or two, or 100).
- Ø Are you familiar with "Sound of Music"? No? Well, congratulations, that is something you've got in common with the locals.
- Ø Salzburg is a city that stirs emotions. Love and hate for this city are deeply felt and tend to find quite colourful expression. Thomas Bernhard vividly illustrates this in his famous quote: "The Salzburgers were always as horrible as their climate, and nowadays everything is even more horrible". Others take it from quite a different angle: "Salzburg is the heart of Europe. In the middle of Europe there is no place more beautiful- and right here, Mozart had to be born!" (Hugo von Hofmannsthal).
- Ø While it might be true that Salzburg has London's weather and Paris' unfriendly waiters, it also has Vienna's charms and the miniature version of Rome's architecture. And nature. Lots of beautiful nature. Whether you want to go hiking or just spend a lazy day at one of the green oases within the confines of this town, Salzburg offers it all at virtually no cost.



## Studying in Salzburg – first steps

For an overview of studying in Salzburg, e.g. which study programmes the university offers, check the general info page.

- [plus.ac.at > Studies](#)

For all students coming from abroad, please refer to the International Office's info portal for incoming students. You will find many important pages and links that are crucial both prior to enrollment as well as during your studies.

- [plus.ac.at > The PLUS > Administration and services > International Relations > International Relations Office](#)

For all new EUS students, we have compiled a list of important to-dos, from formal admission to residency permits, to start EUS right!

- [plus.ac.at > Salzburg Centre of European Union Studies > STUDIES and MORE > Master Programme > Important Information and Guides](#)



### **How to apply as an international student for a degree programme at the University of Salzburg?**

- [plus.ac.at > Studies > Aspiring students > Admission/Registration](#)

If you are not already enrolled in EUS, please consult our guidelines for the application procedure:

- [plus.ac.at > The PLUS > Focus Areas > SCEUS > Teaching > Master Programmer> Admission](#)

Please note: Although many official websites are only in German, you can always write emails and make phone calls in English. We warmly advise you to do so if you have any questions!

Please make sure you also consult the Welcome Guides of the International Office. While some information given is only relevant for Erasmus/Exchange-students, **there is important information that is relevant for all students coming from abroad:**

- [plus.ac.at > The PLUS > Administration and services > International Relations > International Relations Office > Service for Students > In Salzburg > Study placements > Study Abroad Exchange Students](#)

### **Important information:**

- Residence registration
  - Accident and liability insurance, health insurance
  - Accommodation
  - Everyday living costs
  - Student computer labs, printing, scanning
  - University campus map
  - Health insurance
  - Accommodation
  - After arrival (Student Service Centre, payment of Austrian Student Union (ÖH) fees, registration via PLUSonline, validation of student ID card, civil registration, transport, telephone & internet providers, finances etc.)
- [plus.ac.at > The PLUS > Administration and services > International Relations > International Relations Office > International Life](#)

# 1) UNIVERSITY

## Important Contacts at the University

- **Admissions Department (*Studienabteilung*)**

For all questions regarding your enrolment at the University of Salzburg as well as administrative questions, e.g. concerning admission or your student ID card, please contact the Admissions Department (Student Service Centre).

➤ [plus.ac.at > The PLUS > Administration and services > Admissions Department](#)

- **Examination Office (*Prüfungsreferat*)**

The examination office is responsible for processing all your grades as well as formalities at the end of your studies. Contact them for submission of your master's thesis and all other required documents (Topic, scientific content and administration of your thesis will be handled exclusively by your supervisor). If there are any external courses (i.e. from previous studies or other programmes) you might want to have recognized, please get into contact with the SCEUS office first.

- **Student Representation (*Studierendenvertretung – StV*)**

The student representation is responsible for all student-related issues in connection with the EUS curriculum as well as questions and problems you might encounter during a course or with a lecturer. Also, they organize info-days or social events on a regular basis. Feel free to contact them any time.

➤ [oeh-salzburg.at > studienvertretungen > StV European Union Studies](#)

➤ [stv.eus@oeh-salzburg.at](#)

➤ [+43 662 80446041](#)



- **ÖH Office (Austrian National Union of Students)**

The Austrian National Union of Students is the legal representation of all students to the competent ministries. Students in Austria are represented at three different levels at which representatives advocate for their interests. The ÖH also offers special services for foreign students, helping you with visa problems, admission to studies, acquiring German knowledge, questions regarding tuition fees and any other difficulties.

➤ [oeh-salzburg.at > Referate > Referat für Internationales](#)

- **International Office**

The International Office administers all exchange programmes and provides active support in international agendas for students and staff.

The International Office is the first stop for exchange and international incoming students as well as Austrian students interested in an exchange programme or an internship abroad.

➤ [plus.ac.at > The PLUS > Administration and services > International Relations > International Relations Office](#)

➤ [plus.ac.at > The PLUS > Administration and services > International Relations > International Relations Office > CONTACT & Office Hours](#)

- **Psychological Consulting Center (*Psychologische Studentenberatung*)**

The Psychological Counselling Centers help you choose and start your university studies, assist you in your personal development and provide guidance for academic and personal challenges. Feel free to contact them if you experience psychological pressure or other personal problems.

When you first come to one of the Counseling Centers, you will start with an in-depth conversation with one of the counselors. Together, you will decide which kind of support will be the best choice to help you reach your goal. All services are free of charge and, if desired, anonymous.

➤ <https://www.studierendenberatung.at/en/>

## Essentials to Studying



Important personal information	
<b>Matrikelnummer</b> (enrollment/matriculation/student NR)	This number can be found on your ID card. We highly recommend that you memorize it and always carry your card on you.
<b>User number</b> ("s0000000")	This number enables access to online services such as PLUOnline, Blackboard (e-learning) and your email account.
<b>E-Mail</b>	Please check your account regularly (i.e. at least in the morning and evening). Changes to course schedules, cancellations and other important information will be sent to you via email. Sometimes you will receive automatically generated mails – do not ignore them!
<b>Password</b>	This password is for all logins. For your first login, you will receive an automatically generated password. You can change it afterwards.
<b>Identification card</b>	You will be asked to present your ID or provide your "Matrikelnummer" regularly. The card's validity also needs to be updated every semester at the devices found in most university buildings.

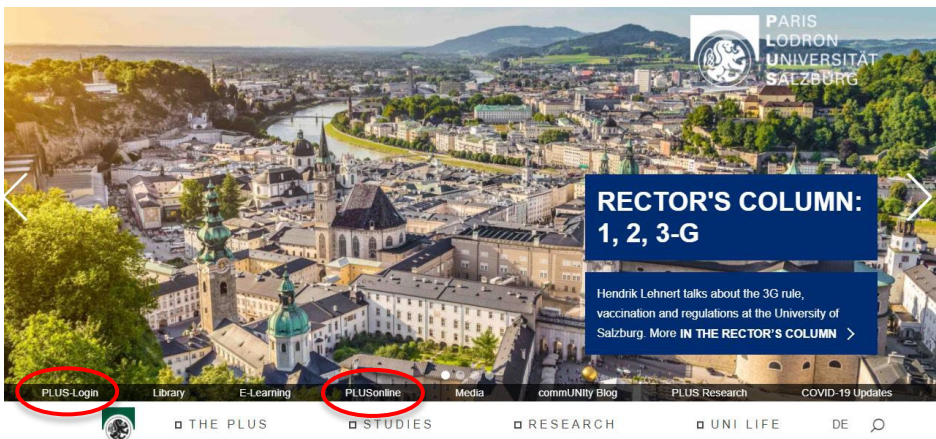
- **PLUS-Login and PLUSonline**

PLUS-Login (Paris Lodron Universität Salzburg Login) is a single-sign-on (SSO) portal for all online services, apps and other resources provided by the university. You can use it to access your email account, apps such as Blackboard (the university's e-learning app), to set up your WiFi connection with Eduroam, and many more!

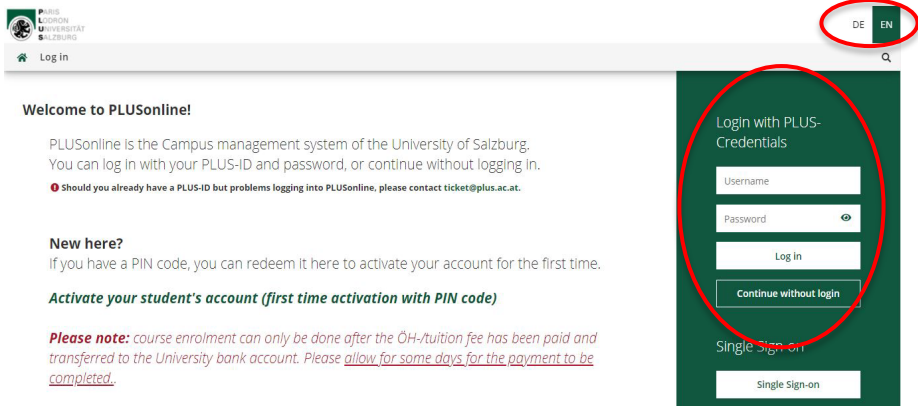
➤ <https://login.sbg.ac.at/>

PLUSonline is another app you can access through PLUS-Login. It is the internal online system of the university for students and staff. There you register for courses, look up rooms, your grades and pay your fee. You can find a link to PLUSonline on the top left corner on the website of the university. You can access PLUSonline by either logging into PLUS-Login and choosing PLUSonline or logging into PLUSonline directly.

➤ [login.sbg.ac.at](https://login.sbg.ac.at/) > **PLUSonline**

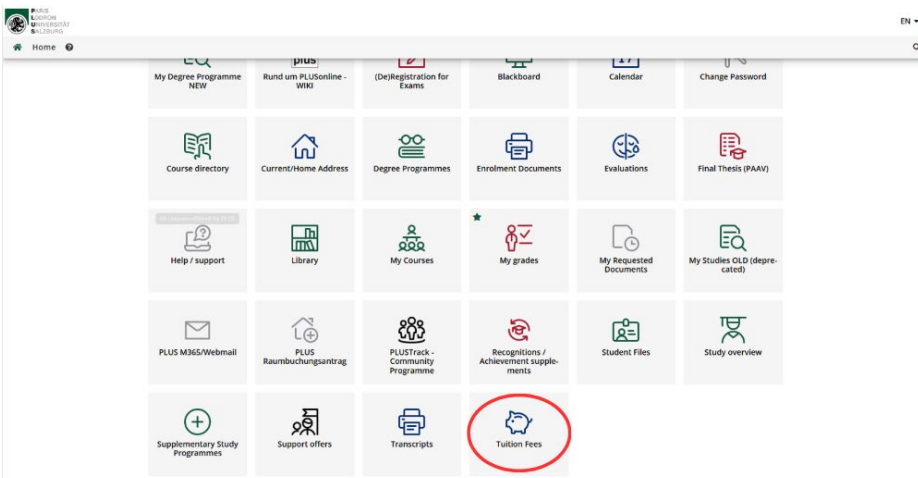


To log into SSO or any of the apps – such as PLUSonline – you will need your account number. This is not your “Matrikelnummer” but a separate number (s0000000) you receive once you have registered for your studies (see “Important personal information”). Additionally, you also need the password you received when you registered. If you wish to change the language, you can do so at the top right corner of the page.



## ● Payment of tuition fees

To pay your fees, log into PLUsonline, click on the button “Tuition Fees” and follow the instructions.

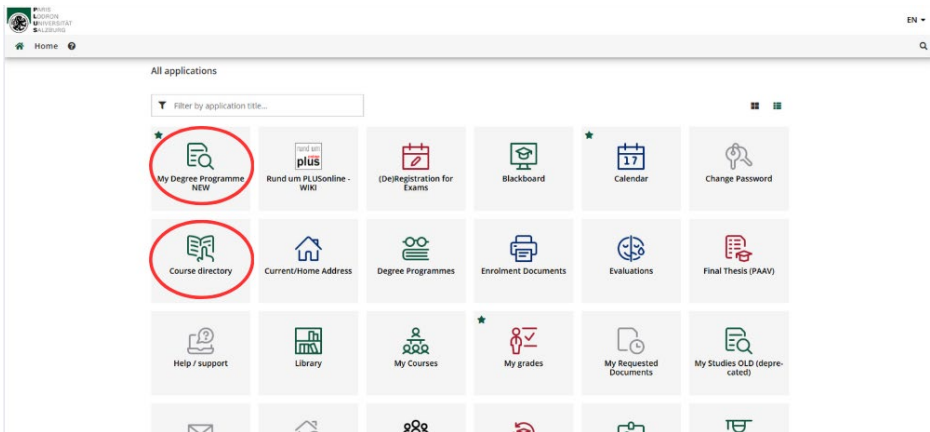




**Important:** Once you are logged in, you can pay your tuition fee. Please stay on top of your fee since the university will only remind you once. It must be paid in time every semester, otherwise a small compensation fee is added to the bill. (Check the deadlines on PLUSOnline!) If you do not pay your fee, you will be exmatriculated! Ideally, you should pay a week early to make sure you do not miss the registration dates for courses. You can only register for courses after the university has received your payment.

- **Course registration**

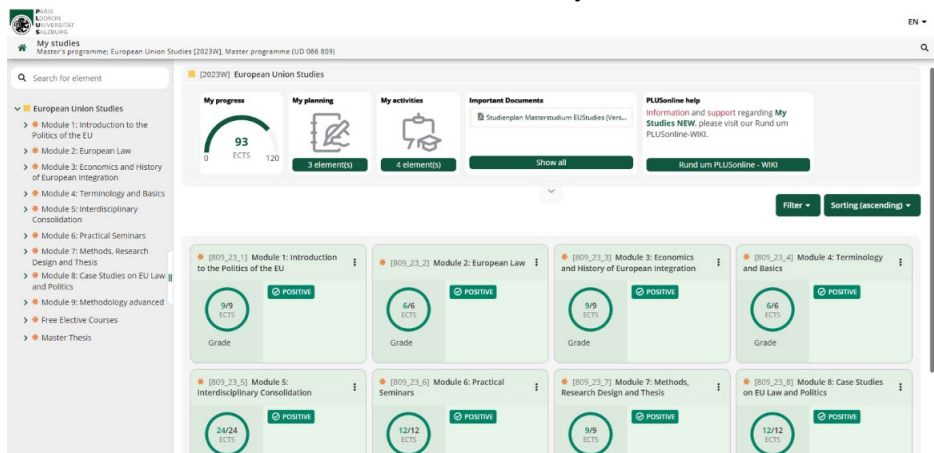
After checking the curriculum – take a look at the EUS Study Guide! – you need to find the matching courses and register for them. First, log in to your PLUSOnline account. Next, look for the buttons pictured in the following screenshot.



“Course Directory” will lead you to a search page for all courses offered at the university. It is recommended that you search by course number, as it will give you the best result. You can also search by course title, name of teaching staff and other filters.

“My Degree Programme” provides an overview of your current state of studies. It includes a lot of useful information. The most important features are explained below, but there are other interesting ones not included here, so just explore the tools and play around a little. On the starting page, you can see:

- At first sight:
  - Your current ECTS count
  - Grades and ECTS for already passed courses
  - Module plan (find more on this below)
- My planning
  - Find more on this below
- My activities
  - Course and exam registrations
  - Bookmarked Courses for the next semester
- Important Documents
  - The official version of the Study Plan



The module plan on the left shows you the courses that are part of each module. To show more information on a specific course, just select the module and course, as we did in the example below for the lecture ‘Introduction to the Politics of the European Union’. Once you select the course, it shows the current options for this course, including information on the semester the course is offered in, the dates and registration details. Click on the course you want to take to see more info on the content,

expected prerequisites and objectives of the course. Although this is already useful, we recommend using the 'My planning' tool to plan your courses, as explained below.

The screenshot shows the 'My studies' page for the 'Master's programme: European Union Studies [2023W], Master programme (UD 066 899)'. The left sidebar lists modules, with 'Introduction to the Politics of the European Union (VO)' highlighted. The main content area shows two lecture courses. The first course, 'Introduction to the Politics of the European Union I' (300.811), is taught by Michael Blauberger and has 3 ECTS. The second course, 'Introduction to the Politics of the European Union II' (809.006), is taught by Ariadna Ripoll Servernt and has 2 ECTS. Both courses have a 'View course registration details' button. The second course is marked as '2025 W' (Winter semester 2025). A red circle highlights the 'View course registration details' button for the second course. Another red circle highlights the '2025 W' indicator.

To have a better overview, which courses you need to take when, you can use the 'My Planning' tool. Just select the option 'Semester plan'. This leads you to a module plan that is structured along semesters. The rest works basically the same as in the module plan.

The screenshot shows the 'My planning' tool. The top navigation bar includes 'My progress' (93 ECTS), 'My planning' (3 element(s)), 'My activities' (4 element(s)), 'Important Documents', and 'PLUOnline help'. The 'My planning' section is active, and the 'Semester plan' option is selected. Below this, a list of modules is shown, including 'Module 1: Introduction to the Politics of the EU', 'Module 2: European Law', 'Module 3: Economics and History of European Integration', and 'Module 4: Terminology and Basics'. The '1st semester' plan is displayed, showing a list of modules and their ECTS values. A red circle highlights the 'Semester plan' option in the navigation bar. Another red circle highlights the '1st semester' tab in the semester plan view.

This feature also has the advantage that it shows you whether you fulfil the prerequisites of a course. This is especially relevant in later semesters. Note: you are allowed to register also for courses if you do not fulfil the prerequisites at the start of the semester. But you need to fulfil them until March/October 15<sup>th</sup> (please see the Study Guide for more details on the curriculum).

Information

1st semester

**2nd semester**

3rd semester

4th semester

no semester recommended

2nd semester

Information The area shows all modules in the 2. semester.

36 ECTS

^ Collapse all

^ [...] / Module 5: Interdisciplinary Consolidation

Grade

ECTS credits

✓ EU Politics in depth 6/6 ECTS Requirements met

✓ European Law in depth 6/6 ECTS Requirements met

If you would like to register for the class, just click the course and then on the button “Go to course registration” on the left and follow the instructions on the following page. **Please keep in mind that you can only register once you’ve paid your fees!**

< Back

**Overview**

Description

Dates and Groups

Exam Information

Overview

Title English for EUS ☆

Number 809.008

Persons involved Lecturer (Assistant) Hughes, Tim

Type language course (SE)



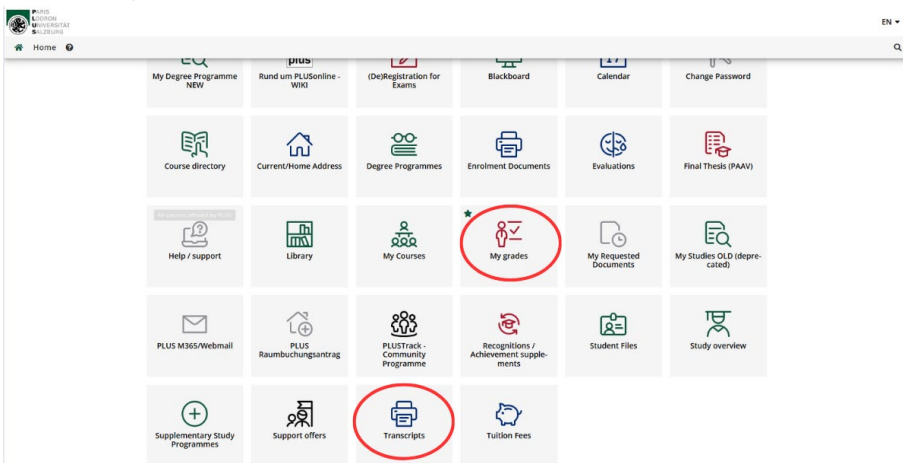
**Pay close attention to the ECTS. In general, they give you a good indication of the workload that is expected of you. If you are not sure about the workload you are taking this semester, add up the total ECTS and divide them by the weeks in a semester. If you get more than 40 hours a week, you should rethink your strategy. Most study programmes, including EUS, will give you quite detailed advice on which courses to pick and when to complete them.**



- **Grades and transcripts**

To check your grades, log in to your PLUSonline account and click on “My grades” in the category “Achievements and Examinations”. If you need a transcript (e.g. for insurance and visa purposes), click the button “Transcripts” under “Study Support”. You can print a report/certificate for each individual course in “My grades” or cumulative transcripts in “Transcripts”.

If you need help finding the right kind of transcript or other documents for your purpose, do not hesitate to ask for help from your student assistants, student representatives or the International Office.



- **Email**

## Receiving mail

You need to check your email account regularly. On this account you will receive notifications about your courses, messages from your professors, news from the university and other information concerning your studies such as grades for courses. Do not ignore emails from PLUSonline! Rooms can be changed, and course times rescheduled, so pay attention closely!

➤ <https://www.plus.ac.at/email/?lang=en>

## Sending mail

When you write emails, please write them cordially and respectfully. Also include an appropriate greeting. Your email may look like this, for example:

*“Dear Prof./ Ms./ Mr. Mustermann,*

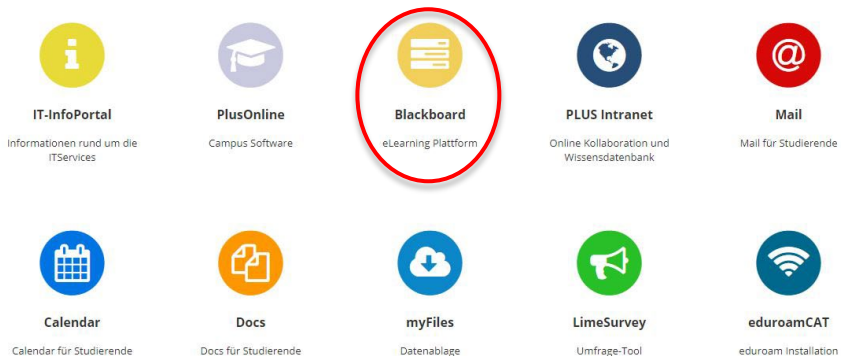
*I would like to schedule a consultation concerning my upcoming master thesis. Can you offer me an appointment?*

*Best Regards/Kind Regards,*

*John Doe”*

- **Blackboard**

Blackboard (or eLearning) is the platform which most of your course materials will be uploaded to. Lecturers may also use it to provide support to their students. You can access Blackboard through the website of the university or through the PLUS-Login SSO portal (see “PLUS-Login and PLUSonline”).



You must enter your user number (s0000000) and your password to log onto Blackboard. If a Blackboard course has been set up for the course you registered for in PLUSonline (which will be the case for most, but not all), you will be automatically registered for the course on Blackboard (or will be by the next day at the latest)

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## Courses

Search your courses  Terms  Filter  25 items per page

21 results

**Favorites**

- 700024\_643500  
24W90024: Methods in Political Science I Standardgruppe  
Open | [Julian Ehrhard](#) | [More info](#)
- 703117\_650916  
24W90003: EU Migration in Action Standardgruppe  
Open | [Multiple instructors](#) | [More info](#)
- 650996\_642126  
24W90053: Italienisch Grundstufe III  
Open | [Multiple instructors](#) | [More info](#)

**Sommersemester 2024**

- 666978\_619169  
24S89013: EU Law before the Court of justice Standardgruppe  
Open | [Multiple instructors](#) | [More info](#)
- 648635\_597557  
24S89023: Transdisciplinary Methodology Standardgruppe  
Open | [Multiple instructors](#) | [More info](#)

Blackboard offers many functions, and we advise you to familiarise yourself with the system. If you are registered for a course, you can access it by clicking on it. Among other things, on Blackboard you can...

- ...upload assignments.
- ...use and download learning materials, literature provided by the lecturer (this can be found in the individual courses).
- ...communicate with other students over a specifically created forum within each course ("Discussions").
- ...receive important announcements/messages („Activity“; „Messages“).

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## Herzlich willkommen!

Für Lehrende: Anleitungen & Informationen zur Lernplattform  
Infos zu den eTutorinnen  
News & Updates zur Lernplattform  
Für Studierende: FAQs zum Thema Lernplattform  
Kontakt & Ansprechpersonen im ZIL

**Infos, Videos & Anleitungen:  
eLearning Wiki im PLUS Intranet**

Bei Fragen und Problemen:  
**elearn@plus.ac.at**

**Turnitin: Neue Ansicht**

Ab sofort steht die neue Ansicht des Turnitin Berichts zur Verfügung. Alle Information dazu finden Sie im PLUS Intranet unter <https://plus.ac.at/turnitin/turnitinberichtswechsel>.

**turnitin**

AI Design Assistant

- **Eduroam (Education Roaming)**

„Eduroam“ is a secure, world-wide roaming access service. It allows students, researchers, and staff to obtain internet connectivity across the campus.

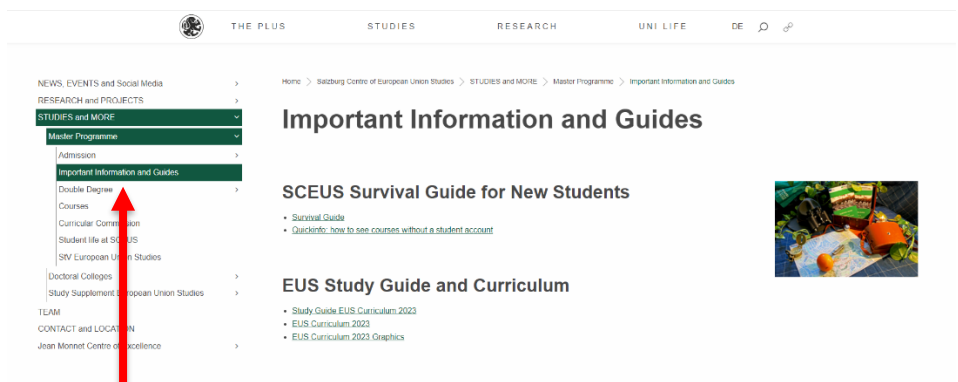
We have created an easy-to-use tutorial on how to access Eduroam, you can find it here:

[plus.ac.at > The PLUS > Focus Areas > SCEUS > Teaching > Master Programme > Important Information and Guides > How to Access Eduroam](#)

- **Important information on the university page**

Departments of the university make important information and documents available on their websites. SCEUS will inform you about exams, the curriculum, and how to finish your MA programme. You can also find the EUS Study Guide and the Eduroam Tutorial there. This information is crucial to your successful completion of the programme!

➤ [Home > Salzburg Centre of European Union Studies > Studies and More > Master Programme > Important Information and Guides](#)



The screenshot shows the website of the Salzburg Centre of European Union Studies. The navigation menu on the left includes: NEWS, EVENTS and Social Media; RESEARCH and PROJECTS; STUDIES and MORE (highlighted); Master Programme; Admission; Double Degree; Courses; Curricular Commission; Student life at SCEUS; SNV European Union Studies; Doctoral Colleges; Study Supplement European Union Studies; TEAM; CONTACT and LOCATION; and Jean Monnet Centre of Excellence. The main content area is titled 'Important Information and Guides' and contains three sections: 'SCEUS Survival Guide for New Students' (with links to Survival Guide and Quickstart), 'EUS Study Guide and Curriculum' (with links to Study Guide EUS Curriculum 2023, EUS Curriculum 2023, and EUS Curriculum 2023 Graphics), and 'Recognitions' (with a link to How to do recognitions). A red arrow points to the 'Important Information and Guides' link in the navigation menu.

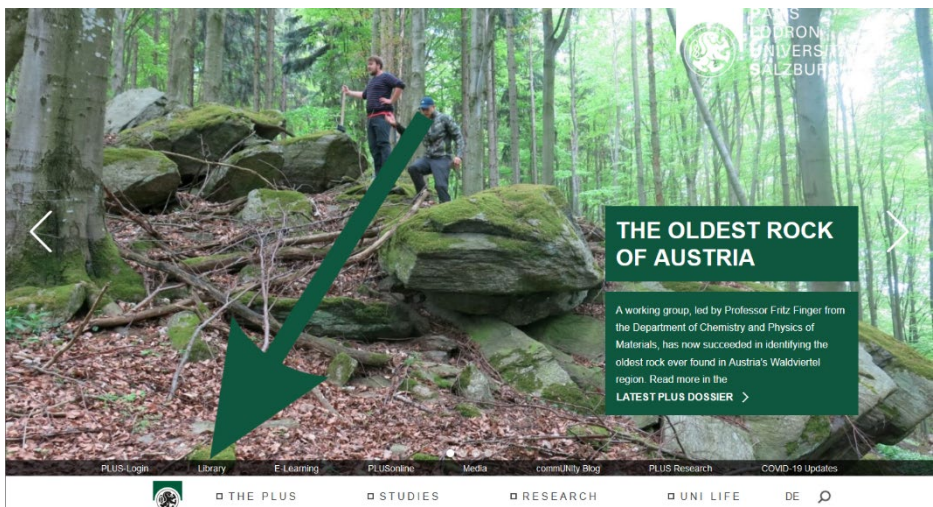
- **Social media**

If you use any of the large social media networks, be aware that many departments of the university use social media too, including SCEUS. We use it regularly to share recent news, announce events and opportunities and important other information. Our Linktree links all this important information.

- <https://linktr.ee/sceus>
- <https://www.instagram.com/salzburgcentreofeustudies/>
- <https://www.facebook.com/EuropeanUnionStudies/>
- <https://www.linkedin.com/company/sceus-salzburg-centre-of-european-union-studies/>
- [https://x.com/SCEUS Salzburg](https://x.com/SCEUS_Salzburg)
- <https://bsky.app/profile/sceus.bsky.social>

## Library

Whenever you need literature (books, journal articles, etc.) not provided in the courses themselves, please check our university libraries. Almost all the required material can be found and borrowed (or copied, scanned) there for free.



- **Libraries and opening hours**

- [plus.ac.at > Home > Universitätsbibliothek > STANDORTE & INFRASTRUKTUR \(only available in german\)](#)
- [plus.ac.at > Home > Universitätsbibliothek > Kontakt \(only available in german\)](#)

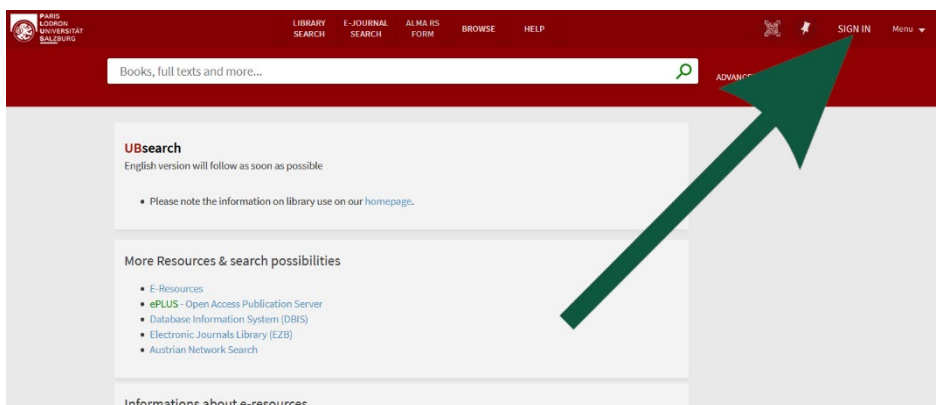
## **Most important libraries for SCEUS students:**

- 1) Main Library (HB Hauptbibliothek, Hofstallgasse 2-4)
  - 2) Social Sciences (FB Gesellschaftswissenschaften, Rudolfskai, Basteigasse 1)
  - 3) Law and Economics (FB Rechtswissenschaften, Toskanatrakt, Sigmund-Haffner-Gasse 13 & Firmian-Salm-Haus, Kapitelgasse 5)
- (We recommend that you use the online search engines first to make sure you find what you are looking for! If you are just searching for a place to study, we can really recommend trying out different libraries. In Salzburg, you will find one for every aesthetic – from modern to dark academia vibes.)

- **Essentials to lending**

## **Search for a book online or in the respective libraries**

- 1) Log into your university account (see below) and make sure you are also logged into your library account. Usually this happens automatically; otherwise, just log in with your user number (s0000000) and password.



2) Order/Request the book (Bestellen/Vormerken) - You will receive a confirmation by email

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BOOK  
**Grundzüge der Politikwissenschaft**  
 Pelinka, Anton, 1941- [VerfasserIn]  
 Varwick, Johannes, 1968- [VerfasserIn]  
 Wien [u.a.] : Böhlau  
 2., bearb. und erg. Aufl.,  
 2010  
 44 4.5. Grauzonen zwischen Demokratie und Diktatur 78 Bibliografische Informationen <http://id-nb.info/993055834> digitalisiert durch 6 GRUNDSÜGE DER

TOP  
 LOCATIONS  
 DETAILS  
 LINKS  
 BOOKSHELF IN...  
 WIKIPEDIA  
 GOOGLE BOOKS  
 SEND / EXPORT

LOCATIONS

REQUEST OPTIONS: [Order/Request](#)

Hauptbibliothek Magazin 1 Signature: 1793686  
[Show Details](#)

1 - 1 of 1 Records

TYPE	LOAN POLICY	DESCRIPTION	STATUS
Book	30 Days Loan		Item in place

3) Go to the respective library (details provided in the email) and receive your book at the counter

Example: Search for “International Law in World Politics: An introduction”. Sadly, only an older version is available. Click on the older version. Click on “Locations/Order/Hold request” and you can see where the book is located. This book is located in “FB Gesellschaftswissenschaften”. It is especially important to know where the book is, so you don’t have to walk there twice.

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LIBRARY SEARCH E-JOURNAL SEARCH ALMA RES FORM BROWSE HELP

International Law in World Politics: An introduction

0 selected PAGE 1 406,051 Results Save query

MULTIPLE VERSIONS  
**International law in world politics: an introduction**  
 Scott, Shirley V., 1962- [VerfasserIn]

2 versions of this record exist. See all versions >

ARTICLE  
**International Law in World Politics: An Introduction** Shirley V Scott (Lynne Rienner, Boulder, London, 2004, viii + 325 pp)  
 Gambie, John King  
 The Netherlands: Brill | Nijhoff  
 Australian year book of *international Law*, 2005, Vol.2005 (1), p.243-246

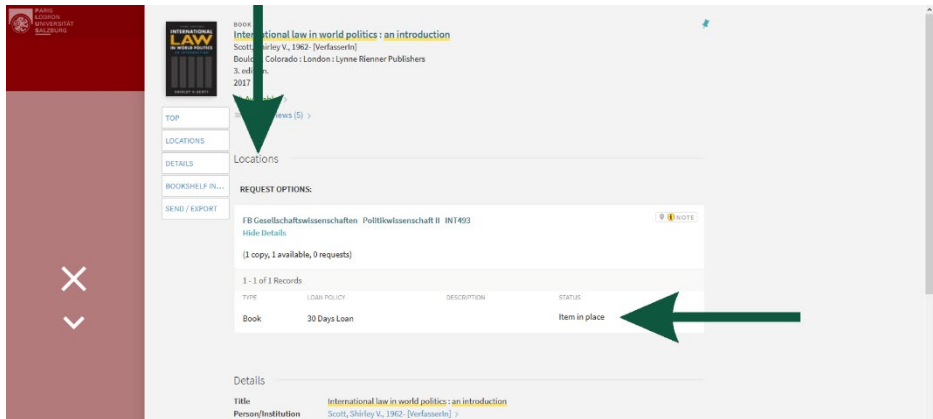
PEER REVIEWED  
 Full text available >

REVIEW  
**International Law in World Politics: An Introduction**  
 Portland: Hingard, Inc.  
 Reference & Research Book News, 2004-05-01, Vol.19 (7), p.175  
 44 ...ISBN: 1588201999 TITLE: *International law in world politics: an introduction* AUTHOR: Scott, Shirley/V PUBLISHER: Lynne Rienner Publishers, Inc. PUBLISH DATE...

Full text available >

Filter & sort  
☐ Citations without full text  
 Sort by relevance  
 Show only  
☐ Full Text Online (405,976)  
☐ Peer-reviewed Journals (295,760)  
☐ Open Access  
☐ Salzburgers (130)  
☐ Salzburg Theses (210)  
 Show More  
 Library  
☐ All Libraries (224)  
☐ Hauptbibliothek (130)  
☐ Gesellschaftswissenschaften (30)  
☐ Rechtswissenschaften (47)  
☐ UNIPARK (34)  
 Show More

Alternatively, you can always go to the library first, browse through the shelves yourself and then borrow any book available for lending. Sometimes there are dedicated reserve shelves for some courses which hold books that cannot be lent. You can, however, scan or copy them and then return them to the shelf.



Nice to know: You can now give back borrowed books at any library location, no matter which one you got them at!

**Search for a journal article online, on our campus or at home**

**Most important search engines**

- <https://ubsearch.sbg.ac.at> offers access to the complete collection of the University Library of Salzburg (including many free and licensed electronic resources)
- [plus.ac.at > The PLUS > Administration and services > University Library > Research](#) provides an overview of all scientific and scholarly databases accessible online
- [plus.ac.at > The PLUS > Administration and services > University Library > Research > Electronic Journals Library](#) is a useful catalogue of e-journals



**Important:** We recommend that you participate in one of the many UB courses that are offered by the library to get a good understanding of the system.



## **External access to our online services (VPN)**

Students at the University of Salzburg are entitled to off-campus access to licensed, full-text electronic resources of the University Library (e-journals, e-books, and databases).

Note: VPN access only allows the secure use of restricted university or library services. Unrestricted web browsing or connecting to internal university services (e.g. network shares) is not possible.

- [plus.ac.at > The PLUS > Administration and services > University Library > Research > Remote access/VPN](#)
- [plus.ac.at > The PLUS > Administration and services > University Library > Research > Remote access/VPN > IT Information Portal VPN Access > VPN – Zugang für Studenten](#) (Only in German)

## **Fees and Charging**

As already mentioned, all the aforementioned services are free for students. However, if you want to print something or forget to return items in time, a small service fee will be charged.

- [plus.ac.at > The PLUS > Administration and services > University Library > Library Use > Printing, Copying, Scanning](#)  
(Scanning on a USB drive/via the University e-mail is FREE!)

## **Additional Services around the University**

### **● Canteen (Mensa)**

There is a university canteen (cafeteria) at every location, offering snacks, coffee and lunch menus at a comparably low price. You can pre-check their menu here:

- [plus.ac.at > Studies > University life > City, culture and food > Food options](#)

### **● University Sport Institute (USI)**

If you want to do sports programmes alongside your studies, the university offers a wide range of different courses and facilities (including a gym) at a

very low price. There is a special registration day (window) before the start of every semester, where you can register for the courses. At first, you have to register in order to get a MYUSI account/password. Write to [usi@sbg.ac.at](mailto:usi@sbg.ac.at) for that purpose.

➤ [usi.uni-salzburg.at](http://usi.uni-salzburg.at)

An overview of all available courses for each semester can be found here:

➤ [usi.uni-salzburg.at](http://usi.uni-salzburg.at) > [Kursangebot](#) > [Kursübersicht](#) (Only in German)

## 2) ESSENTIALS TO LIVING

### Important Contacts

First of all, we highly advise you to visit the info website hosted by [OeAD](#), the Austrian Agency for International Mobility and Cooperation in Education, Science and Research.

[www.studyinaustria.at](http://www.studyinaustria.at)

- **Ministry** ([www.bmeia.gv.at/en](http://www.bmeia.gv.at/en))

If you have questions regarding your Passport, Visa, or other inquiries about your stay in Austria, you can contact the Austrian Foreign Ministry. Available under:

➤ [bmeia.gv.at/en](http://bmeia.gv.at/en) > [Contact](#)

➤ [bmi.gv.at](http://bmi.gv.at) > [ASYL UND MIGRATION > NIEDERLASSUNG UND AUFENTHALTSRECHT](#)

- **City Magistrate** ([www.stadt-salzburg.at](http://www.stadt-salzburg.at))

If you have any questions concerning the city of Salzburg itself:

➤ [stadt-salzburg.at](http://stadt-salzburg.at) > [Navigation](#) > [Einwohner- und Standesamt](#) > [Meldewesen](#) (Only in German)

Important information for students from third (non-EU) countries (**highly recommended**) can be found here as well:

- [stadt-salzburg.at > Navigation > Stadtverwaltung > MA 1 Allgemeine und Bezirksverwaltung > MA 1/01 Amt für öffentliche Ordnung > Fremdemrecht und örtliche Sicherheit](#) (Only in German)

- **Student housing**

Some general information on student housing in Salzburg:

- [plus.ac.at > The PLUS > Administration and Services > International Relations Department > International Relations Office > International Life > Living in Salzburg](#)

The ÖH Salzburg has created a list of all student homes:

- [www.oeh-salzburg.at/beratung/studierendenheime](#)

Generally, the average price of a single student room is about 400 – 500€. Double rooms are usually cheaper (per person). Most rooms include a bathroom and a small kitchen space.

- **Salzburger Verkehrsverbund (Salzburg Public Transport)**

The Salzburger Verkehrsverbund (SVV) is responsible for public transport – predominantly by bus – in Salzburg. Consult the SVV to find out which bus you need to take and which ticket is best for you. Generally, there is a student ticket available, which is highly recommended if you plan to use public transport in Salzburg.

For more information, please visit their website.

- [www.salzburg-verkehr.at](#)

To directly obtain the Student Semester Ticket click on the following link:

- [www.salzburg-verkehr.at/klimaticket-salzburg-semester/](#)

- **Trains in Austria**

There are two train companies in Austria. Firstly, there is the public transport network of the Austrian Federal Railways (ÖBB). The ÖBB offers train connections throughout Austria. We therefore advise you to make yourself familiar with their website ([www.oebb.at](http://www.oebb.at)). The ÖBB also offers the so-called “ÖBB Vorteilscard”, which halves the price of every ticket. If you plan to travel by train regularly, we recommend that you invest in the Vorteilscard. Especially if you want to travel greater distances (e.g. to Vienna, Graz, Innsbruck etc.), it is worth buying, even for only a few trips. If you want to travel only to Vienna or other cities along the way (e.g. Linz), there is an alternative private company called “Westbahn” which offers tickets at a competitive price without the need to commit to a Vorteilscard.

As mentioned before, “Westbahn” is the second train company in Austria. This service operates only between Vienna and Salzburg, offering slightly cheaper tickets than the ÖBB. Please keep in mind: Tickets from ÖBB are not valid in Westbahn, and tickets from Westbahn are not valid in ÖBB trains (unless specifically declared as such during major infrastructure repairs and/or service disruptions)

- [www.oebb.at/en](http://www.oebb.at/en)
- [www.westbahn.at/en](http://www.westbahn.at/en)

## **Living in Austria**

- **Language**

Austria is a German speaking country and most of the Austrian people can speak basic English. Especially in the very touristic Salzburg, you should have no problems getting by with the English Language. However, many older people do not speak any language besides German, therefore it would be to your advantage to know a few German words. It also shows a great deal of respect towards the Austrian culture and makes everyday communication much easier.

## German language courses

We highly recommend that you take a German course. Not only will it help you make life in Salzburg easier, but it will also enhance your international qualifications. Usually, you can even have language courses completed at the university recognized as elective courses towards the completion of your degree.

### Key Words

Grüß Gott	Hello (formal)
Wie heißt du? Ich heiße...	What's your name? My name is ....
Woher kommst du? Ich komme aus...	Where are you from? I am from ...
Guten Morgen/Abend	Good morning/evening
Auf Wiedersehen	Goodbye (formal)
Bitte	Please
Danke	Thank you
Ein Schnitzel, bitte!	One Schnitzel, please!
Schönes Wochenende!	Have a nice weekend!

The University of Salzburg offers different German courses on varying levels, you have the following options:

- [plus.ac.at > The PLUS > Faculties > Departments > Faculty of German Language and Literature \(in German\) > Deutsch als Fremdsprache > Click here for English](#)
- [plus.ac.at > Supplementary study programmes and minors > Languages > Sprachenzentrum \(Switch to English\)](#)

Several institutions in the city of Salzburg also offer German language courses.

- [willkommen-in-salzburg.at > Learning > Learning German](#) - Information Site of the City of Salzburg
- <https://deutschlernen-salzburg.at/> - Search engine for German language courses in Salzburg

## ● Living costs

### Monthly average

Accommodation	~ € 450+	(student homes / shared flat)
Food	~ € 300	(excluding luxury goods)
Books and supplies	~ € 50	(for EUS / University)

## ● Scholarships

You might want to consider applying for a scholarship, grant or other financial assistance programme offered. To find out if you are eligible, check the Austrian Database [GRANTS.at](#) or get in contact with the ÖH office (see above).

# Important Events

- Academic calendar

Check our academic calendar for all important events regarding our University as well as public holidays or days on which no lectures are held.

➤ [plus.ac.at > Studies > Aspiring students > Important dates and deadlines](#)

- Orientation days

Annually, the university organizes an orientation day that offers a comprehensive introduction to many study-related issues.

➤ [plus.ac.at > The PLUS > Administration and services > International Relations > International Relations Office > NEWS, Events & Social Media > Orientation Weeks](#)



**Important:** The SCEUS STV also hosts Welcome Days at the beginning of the term. We invite all SCEUS students to attend and make yourself familiar with the programme, your colleagues and the STV!

- Erasmus events

If you intend to meet more international students, try to get into contact with ERASMUS and other exchange students at our university. While there are events hosted for those students exclusively, it is usually not a problem to join their activities outside the university (e.g. pub tour through Salzburg etc.)

➤ [plus.ac.at > The PLUS > Administration and services > International Relations > International Relations Office > NEWS, Events & Social Media](#)

- **SCEUS Summer Party**

Every summer semester (usually in May or June) the institution as well as the STV (student representation) host a semester closing party where we have barbecue together, offer free drinks and have a lot of fun!





**Salzburg Centre of European Union Studies**

**Edmundsburg**

**Mönchsberg 2**

**5020 Salzburg**

**<http://www.sceus.at>**

**<https://www.plus.ac.at/sceus/>**

**Contact: [SCEUS@sbg.ac.at](mailto:SCEUS@sbg.ac.at)**