

Orientierungsleitfaden für Studierende an der TU Wien im Wintersemester 2020/21

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Introduction

For the safety of students and teaching staff at the TU Wien, the full room capacities will not be utilised in the 2020/21 winter semester. To ensure minimum distancing, only a limited number of seats will be released for classes in every room.

To be able to maintain and continue to provide the TU Wien's wide range of courses in the winter semester, distance learning will effectively be implemented wherever possible.

It is possible that the safety measures may need to be tightened during the semester. If changes to the safety measures become necessary, these will be published on the info portal for the Covid-19 measures at the TU Wien (<https://www.tuwien.at/tu-wien/corona/studierende/>), among other areas. This is also where you will find all other important information concerning Covid-19 at the TU Wien as well as a list of FAQs.

Outline of the 2020/21 winter semester

This document provides a guide for students at the TU Wien for the 2020/21 winter semester, as the safety measures required under Covid-19 have a significant influence on teaching and day-to-day study activities have a very different structure to previous years.

A particular focus has been placed on students who are commencing their studies at the TU Wien for the very first time, as entry into university life has become much more digitalised than was previously the case. This guide therefore aims to provide a summary of all the relevant information to make this entrance as smooth as possible despite the circumstances.

We will start by explaining a few terms and concepts that new students at the TU Wien may not have come across before:

TISS (TU Wien Information Systems and Services) is the campus information system at the TU Wien (details see 3.1). https://tiss.tuwien.ac.at/hilfe/zu/tiss/new_erste_info_stud

TUWEL learning platform at the TU Wien

TUWEL, (TU Wien E-Learning) is based on the open source software Moodle, one of the most widely used learning platforms in the world. The platform is available to teaching staff, members of the university community and students, to support teaching and study. The teaching staff at the TU Wien can use it to design their courses with online resources, countless activities, submission tools, forums, calendars, feedback cycles, chats, online and offline exams, etc., thus enhancing their face-to-face teaching. Different forms of communication can also be used between teaching staff and students, as well as amongst students, and lecture recordings made accessible via the LectureTube service.

Course format: refers to the primary form in which a course is conducted. If events are occasionally held online (e.g. preliminary discussion, online consultation), but attendance is required at all others, attendance remains the basic format. In the 2020/21 winter semester there are three possible formats in which courses can be held:

Hybrid teaching: Hybrid teaching describes a format that combines attendance and online events.

This can take place in two ways:

Due to the limited room capacities, part of the students attend the TU Wien in person, while the remaining students attend via live streaming from home and/or receive recordings of the lecture online. This may involve a fixed breakdown into groups, one of which always attends and the other is always online, or the groups can alternate their attendance. However, this must comply with the cohort regulation in place across the TU Wien.

A form of “blended learning” in which parts of a course is entirely attendance-based and other parts are held entirely online. These phases then alternate at varying frequencies with intertwined content.

Face-to-face teaching: In face-to-face teaching, courses are predominantly held on-site at the TU Wien. This mode does not contain any distance learning. In the winter semester this mode is restricted due to the limited capacities in certain areas, such as laboratories.

Distance learning: Distance learning describes a course that is predominantly conducted in an online format. The central tool for online teaching via distance learning is TUWEL (= TU Moodle)

The course format is defined in the course description in TISS. Courses that exclusively use the distance learning format can be identified by a separate icon (DL).

! Comment: The examination format used by a course may differ from the implementation format and is indicated separately in the course description.

Cohort regulation: Groups are created within the course in TISS (even for courses without mandatory attendance) with alternating attendance at the TU Wien.

! What is important is that you always register for the same group for all courses (e.g. always even or odd calendar week) to prevent mixing between the groups.

Wherever possible, an exclusively distance learning group will exist for people who do not wish to attend the TU Wien.

A lecture or exam may be held at a specific time (synchronous) or at any time (asynchronous), which obviously affects the time breakdown and preparation.

Coronavirus traffic light system

With regard to the coronavirus traffic light system implemented by the Ministry for Health, the measures have been divided into two stages at the TU Wien: Stage 1 corresponds to the green to orange traffic lights, while stage 2 corresponds to the red traffic light.



Measures at the TU Wien depending on the coronavirus traffic light colours

New students

A key goal for the 2020/21 winter semester is to enable **new students** to make a positive start to university life at the TU Wien despite the circumstances. As a result, wherever possible, course units for first-semester students will be held in hybrid formats, which combine attendance and online events. The intention is to give new students the opportunity to get settled at the TU Wien and network with each other.

To minimise the number of necessary room changes, the “semester lecture theatres” system will be used across the board for Bachelor’s courses in the first semester. New students in Bachelor’s courses will use a fixed lecture theatre, the semester lecture theatre, during the first semester of their course. The abbreviation of the specific course has been added to the affected rooms in TISS for the sake of clarity. However, if it becomes necessary for students to switch between rooms, they will always first be aired out and disinfected.

Registering for courses

As was the case in the 2020 summer semester, a large part of the teaching will make use of the online format. This aims to reduce the physical attendance of students at the TU campus such that attendance events for courses as well as examinations can be offered in compliance with the safety requirements despite the considerably reduced room capacities due to the distancing rules as well as the necessary cleaning measures.

An overview of all courses at the TU Wien is provided in TISS. The course format can now be found directly in the course description. An icon in the curriculum overview, similar to that used to identify courses in the introduction and orientation phase (STEOP), indicates whether a course exclusively uses the distance learning format.

Prüfungsfach Sozial- und kulturwissenschaftliche Grundlagen	
Modul Kunstgeschichte und Stadtentwicklung	
VO Architektur- und Kunstgeschichte 1	STEOP
VO Architektur- und Kunstgeschichte 2	
257.082 VO 2020W Architektur- und Kunstgeschichte des 19. und 20. Jhs.	DL
VO Gegenwartsarchitektur 1	STEOP
259.287 VO 2020W Gegenwartsarchitektur 1 Gegenwartsarchitektur Steop	DL
VO Stadtentwicklung	STEOP
Modul Baugeschichte und Denkmalpflege	

Excerpt from the Bachelor's degree in Architecture curriculum

The central tool for online teaching at the TU Wien is TUWEL. The logo shows whether a TUWEL course has been set up for a specific course:

Timetable view

From the 2020/21 winter semester, courses can be declared to be online/hybrid/attendance in TISS. This primarily aims to facilitate communication between teaching staff and students.

All events planned for a course, which are held in any kind of live form – irrespective of whether as attendance or online – are shown in the timetable view in TISS.

The timetable view in TISS can be accessed by selecting the relevant course in the course offer in TISS to display the curriculum. There you can switch to a [semester view](#). A timetable, which contains all synchronous events for courses in the current semester, is shown for every semester. This view lets students plan their courses more easily and prevent overlaps.

Titel	Ann.Bed.	Stunden	ECTS
SE Orientierungsveranstaltung		1,0	1,0
200.271 SE 2020W Orientierungsveranstaltung		1,0	1,0

Switching to the timetable view of a curriculum

Termine mit gestricheltem Hintergrund finden ausschließlich online statt. Weitergehende Informationen bezüglich Teilnahmodalitäten finden Sie in der Terminbeschreibung. Sollte dort nichts hinterlegt sein, wenden Sie sich bitte an die Kursleitung.

Datum: 05.10.2020

Heute

Okt 5 – 11, 2020

Ganzer Tag	Mi 10/5	Do 10/6	Fr 10/7	Do 10/8	Fr 10/9
07:00					
08:00			16:30 340 001 SE CAD in Simulation	16:30 1036 L1VE 120 070 VO Vermessungslehre	16:30 1036 120 070 VO Vermessungslehre
09:00			16:30 340 001 SE CAD in Simulation		
10:00	10:30 1036 L1VE 220 028 VO 228 028 VO Messergleiten/Messergleiten/Messergleiten	10:30 1036 L1VE 232 054 VO Festigkeitslehre	10:30 1036 L1VE 232 054 VO Festigkeitslehre	10:30 1036 L1VE 238 032 VO Mechanik 2	10:30 1036 L1VE 238 028 VO 228 028 VO Messergleiten/Messergleiten/Messergleiten
11:00					
12:00			10:30 340 001 SE CAD in Simulation		
13:00	10:30 1036 L1VE 220 028 VO Festigkeitslehre	10:30 1036 L1VE 232 054 VO Festigkeitslehre	10:30 340 001 SE CAD in Simulation	10:30 1036 222 040 VO 222 040 VO Konstruktiver Konstruktiver Wasserbau (Prüfungsausschuss) Prüfung 2020 2020/2020	10:30 1036 222 040 VO 222 040 VO Konstruktiver Konstruktiver Wasserbau (Prüfungsausschuss) Prüfung 2020 2020/2020
14:00					
15:00	10:30 1036 222 028 VO Ingenieurpsychologie		10:30 340 001 SE CAD in Simulation		10:30 1036 L1 238 032 VO Mechanik 2
16:00			16:30 340 001 SE CAD in Simulation		
17:00					
18:00			16:30 340 001 SE CAD in Simulation		
19:00			16:30 340 001 SE CAD in Simulation		
20:00					

Timetable view of the Bachelor's degree in Civil Engineering – 3rd semester

Communication channels

After selecting your desired course, you should find all relevant information in the course description in TISS.

This includes information on the teaching format as well as the defined communication channel for every course. These communication channels are essential to ensure that you receive the latest updates from lecturers and to contact them.

Generally, one of the following communication channels is used:

- Message boards in TUWEL
- Messages via TISS
- E-mails
- Web conferences (e.g. Zoom, GoToMeeting)

Examination procedure and assessment criteria

Due to the current situation, in the coming semester certain courses will be held using a different teaching and examination format to what was previously the case. It is therefore important to check the specific notes on the examination procedure for the relevant course in TISS.

At least three examination dates will be announced at the start of the semester in TISS. A transparent overview of the examination modalities and the assessment criteria is provided on the course page in TISS before the start of the course. The same is true for the planned examination format (online or attendance).

For example, due to the measures implemented in response to Covid-19 it is possible that a course with exercises, which previously consisted of two separate examinations, will consist of an online examination combined with distance learning tasks (project work, homework, presentation) in the coming semester.

Attendance at the campus

Safety measures

As compliance with the minimum distancing requirements cannot always be ensured, a face mask must be worn in the TU Wien buildings in the 2020/21 winter semester. These must also be worn in the teaching rooms and during lectures.

The face mask must be donned before accessing the building and worn until the building is exited. Hand disinfection facilities will be provided at all usable entrances and these must also be used directly after entrance while complying with a safety distance of at least one metre. The usable entrances to the building and the teaching rooms are also shown in [CoLab](#).

Attendance in the building needs to be recorded to be able to trace contacts. **A form of registration will therefore exist in the 2020/21 winter semester. For details, see "Monitoring attendance".**

After accessing the building and disinfection, guidance systems guide students into the lecture theatres.

Protective measures for which students themselves are responsible

- Face masks must be organised by students themselves and worn during their period of attendance at the TU Wien.
 - The face mask must be worn so that the **mouth and nose are covered**.
-
- A safety distance of one metre must be ensured.
 - The formation of groups within the building or on the TU Wien premises must be avoided.
 - Attention must be paid to hygiene (regular washing of hands, no contact with people, breathing hygiene).
 - If you feel unwell or fall ill, attendance at the TU campus must be avoided. An option to deregister from an examination or course at short notice is available.
 - Writing utensils as well as all other materials required for an examination must be provided by the students themselves.

Monitoring attendance

If a case of a student infected with Covid-19 is reported to the TU Wien, it must be possible to trace all people who have been in contact with this person. This means that the attendance of all persons at the TU Wien campus needs to be recorded.

To do so, all students must first enter the reason for their attendance in TISS in order to be able to enter a building. Registrations for group and examination dates for courses in TISS are automatically included as a reason. Additional reasons for attendance can be entered in a "Visitor portal" in TISS. In addition, the length of the stay (in half-days) must be selected and either a person, an organisational unit or a room must be entered.

Clearly visible QR codes are attached to every entrance of a TU building. Scanning this QR code with a mobile device takes you to a page in TISS for which an authentication in the TU Wien Single-Sign-On is required. After successful login, the access is registered and a check takes place to confirm whether a reason and permission to access the building exists. If no permission exists, you can retrospectively add the period of attendance and reason now in order to obtain access.

Alternatively, a URL is provided, which can be used to register access without having to scan a QR code. An overview page, which can be used to view and manually edit all of a person's accesses, will be provided in TISS.

People who do not have a mobile device can register with the doorman.

To enable the access registration to be processed as quickly as possible:

- The reason for the attendance should always be entered in TISS in advance
- Authentication in the TU Wien Single-Sign-On should ideally have taken place before scanning the QR code

! If events are held in different buildings during a day, the reason and period (half-day) must be entered for every building.

Reporting a suspected case of Covid-19 or an illness

If symptoms arise or other reasons exist that suggest an infection with Covid-19, the health counselling service (1450) must immediately be contacted by phone. If you are classified as a suspected case, testing is initiated. In this case, you need to stay home until the test results are received and report the possible illness via the **Form for reporting suspected cases of Covid-19**: <https://www.tuwien.at/tu-wien/corona/studierende/meldung-verdachtsfall/>

All required information must be completed in full to enable rapid contact tracing. The provision of additional details on attendances and contacts from 48 hours prior to the occurrence of symptoms facilitates processing even further.

Frequently used tools

The most commonly used tools at the TU Wien are explained below. We recommend that you learn about and familiarise yourself with the tools used by your course in advance. You can find the tools that are used in the course description.

In addition, the Distance Learning Team provides central support for these applications, which extends to queries on installation and use.

TISS - TU Wien central platform for semester planning and course information

TISS is the central campus software at the TU Wien, which provides countless digital processes and relevant information. It covers organisational matters (e.g. the TU Wien address book) as well as teaching information (curricula, course announcements and registrations, certificates) and research-related data. Course management is particularly important for students in order to obtain all the relevant information on specific courses, such as the course format, learning outcomes, course content and the examination procedure.

TISS is also used to register for courses as well as to register for examinations and to retrieve certificates. More detailed information on TISS can be found on the Help page: [TISS Help for Students](#).

TUWEL - The central tool for distance learning at the TU Wien

The TU Wien uses [TUWEL](#) as the central tool for implementing the courses. It is a Learning Management System based on the Moodle open source software. This platform makes it possible to manage a diverse range of tasks in face-to-face, distance and hybrid teaching. TUWEL is ideal for the following activities, which will be implemented from the 2020/21 winter semester:

- Communication with students (bidirectional and unidirectional)
- Provision of learning materials (lecture recordings, lecture notes, etc.)
- Checking the learning progress (online tests)
- Central point for linking other, complementary teaching tools

Further information can be found on the relevant coLAB page: [TUWEL](#).

LectureTube (Live) - TU Wien video platform for recordings and live streams

LectureTube (Live) is used to provide videos and live streams. These are generally integrated into TUWEL and can be accessed by students directly via the TUWEL course or the specific lecture.

Further information on LectureTube (Live) can be found on the relevant coLAB pages: [LectureTube](#), [LectureTube Live](#)

TUpeerTube - TU Wien video platform

This tool is used for the internal provision of learning materials in the form of videos; the structure is comparable to YouTube. It lets students access videos and recordings created by the teaching staff themselves in an internal area. The straightforward integration into TUWEL makes this tool a good alternative to LectureTube if attendance in a lecture theatre is not possible due to the safety measures.

More detailed information can be found on the relevant coLAB page: [TUpeerTube](#)

ZOOM - Online service for web conferences

The [ZOOM](#) tool, among others, is used to hold live lectures. Besides the ease of use and the good accessibility, ZOOM also offers excellent voice and video quality.

- Web conference tool
- Recordings possible
- Integrated operation in TUWEL

More detailed information can be found on the relevant coLAB page: [ZOOM](#).

ARS Nova - Audience Response System

The ARS Nova tool facilitates interaction between an audience and a presenter in web conferences.

- Audience questions
- Interposed questions and feedback
- Evaluation questions

More detailed information can be found on the relevant coLAB page: [ARS Nova](#).

Microsoft Teams - Comprehensive collaboration tool, incl. audio/video chat

This tool is not limited to web conferences, it also offers a range of options for collaborating in small or larger groups. In addition, MS Teams can be used as a cloud service, as it is compatible with numerous renowned cloud services. The large number of plugins means that MS Teams can be expanded as necessary and converted into a truly powerful and customised tool.

- Web conference tool
- Collaborative working possible
- Cloud services
- Integration of numerous plugins possible

More detailed information can be found on the relevant coLAB page: [Microsoft Teams](#).

GoToMeeting

GoToMeeting makes it possible to quickly, easily and reliably hold video meetings. But please be aware that GoToMeeting is not entirely barrier-free.

- Web conference tool
- Recordings possible
- Collaborative meetings with whiteboards for discussing artefacts, such as sketches, drafts, etc.

More detailed information can be found on the relevant coLAB page: [GoToMeeting](#)

Central information pages

Distance Learning Good Practice

- Comprehensive guides for holding online as well as attendance examinations
- Guides for digital seminars for students and teaching staff
- Distance learning blog with the latest news
- Numerous descriptions of tools for use in digital teaching
- Collection of frequently asked questions (FAQ)

Coronavirus webpage

Contains a central summary of current information concerning coronavirus for students, researchers as well as teaching staff.

Central webpage for room information

Contains an overview of all teaching rooms, their equipment, current capacities as well as room plans and their entrances and exits.

Library

A large number of changes have had to be made due to the Covid-19 measures and the library is no exception. The current situation is summarised in [coLAB](#).

- **Access to electronic media** was possible during the entire coronavirus period. The following website details how this works: <https://www.tuwien.at/bibliothek/alle-news/news/erweitertes-angebot-bei-e-books-und-e-journals/>
- **Borrowing books:** Both TU Wien Library locations, the main library and the Chemistry and Mechanical Engineering Library, reopened on 25 June. Books can be ordered via CatalogPlus and collected at the library.
- **Learning in the library:** A reduced number of individual workstations have been available since 25 June (key points: restricted opening times, registration, no group work possible, see coLAB for details).
- If students **require further support or advice**, they are invited to make use of the library's offer. The first point of contact is the library's website: <https://www.tuwien.at/bibliothek/beratung-und-kurse/>

Dining hall

You can find the latest (safety) information on the dining halls at the TU Wien at <https://www.mensen.at/>

General information

Travel warnings

If international travel is planned in the coming period please note the information provided by the Federal Ministry for European and International Affairs and the associated restrictions, such as quarantine or a negative coronavirus test when returning to Austria. Further details can be found at the [Federal Ministry for European and International Affairs](#).

Admission deadline for the 2020/21 winter semester

General admission deadline: 13 July to 30 September 2020 (instead of 5 September) Extension period: 1 October to 30 November 2020
Due to Covid-19, the admission procedure for Bachelor's degrees, Master's degrees and doctoral programmes differs from previous years. Please familiarise yourself with the admission procedure for your course on the [Department of Studies and Examination webpage](#) and prepare all the necessary documents for admission.

Online admission (e-mail documents to the Department of Studies and Examination):

- First-time admission to the Bachelor's of Computer Science
- First-time admission to the university preparation programme
- TUW Bachelor's graduates
- TUW Master's graduates
- First-time admission to a non-degree programme
- Concurrently enrolled students

Personal admission (personally drop off the documents at the Department of Studies and Examination):

- First-time admission to Bachelor's course (exception: Computer Science)
- First-time admission to Master's course, not a TU Wien graduate
- First-time admission to a doctoral programme, not a TU Wien graduate

All information on the admission to courses at the TU Wien is provided [here](#).

Funding, financial support and scholarships

An overview of the range of possible scholarships is provided on the website [grants.at](#). This lets you filter by certain criteria and search by specific countries. It provides a good overview of the numerous funding programmes.

The HTU (Union of Students) website: [Department for Social Policy \(Social Department\)](#) also provides information on funding.

Help

If you have any questions or are unsure of certain issues due to the current circumstances, there are a number of central bodies that deal with the concerns of students.

HTU (Union of Students)

The Union of Students at TU Wien (HTU) represents the legal interests of students at TU Wien. It provides general information on studying at the TU Wien and everything that's involved as well as providing free registration advice. The HTU is split into several departments (topic areas). You can find further information on the HTU, its fields of activity and all of its departments at the [HTU website](#). Some of the HTU departments and their areas of responsibility are listed below:

Student bodies of the faculties

Each faculty has its own student representative body. It is the first point of contact if study-related problems arise and provides advice, lecture notes, practice examinations and much more.

Field(s) of study	Homepage	E-mail	Telephone	Address
Architecture	http://www.fachschaftarchitektur.at	fsarch@gmail.com	+43-1-58801-49555	Karlsplatz 13, 1040 WienHauptgebäude, courtyard 2, ground floor
Civil and Environmental Engineering	http://www.fachschaft.biz	biz@tuwien.ac.at	+43-1-58801-49559	Karlsplatz 13, 1040 WienHauptgebäude, staircase 7, 3rd floor
Doctorate	http://www.fsdr.at	fsdr@fsdr.at	+43-1-58801-49590	Getreidemarkt 9, 1060 WienGeniegebäude (BZ), ground floor
Electrical Engineering	http://www.fet.at	service@fet.at	+43-1-58801-49553	Gußhausstraße 27-29, 1040 WienEI, 1st floor, connecting wing
Computer Science	http://www.fsinf.at	fsinf@fsinf.at	+43-1-58801-49549	Treitlstraße 3, 1040 Vienna, mezzanine
Teaching Studies	http://www.fsla.at	fsla@fsla.at	+43-1-58801-49546	Wiedner Hauptstraße 8-10, 1040 WienFreihaus, 1st floor, red section
Mechanical Engineering and Process Engineering	http://www.fsmb.at	service@fsmb.at	+43-1-58801-49562	Getreidemarkt 9, 1060 WienHoftrakt (BD), ground floor
Spatial Planning	http://fsraum.at/	mail@fsraum.at	+43-1-58801-49557	Augasse 2-6, "Spange C", 3rd floor
Technical Chemistry	http://www.fschem.at	office@fschem.at	+43-1-58801-49547	Getreidemarkt 9, 1060 WienGeniegebäude (BZ), ground floor
Technical Mathematics	http://www.fsmat.at	stv@fsmat.at	+43-1-58801-49544	Wiedner Hauptstraße 8-10, 1040 WienFreihaus, 1st floor, red section
Technical Physics	http://www.fstph.at	users@fstph.at	+43-1-58801-49541	Wiedner Hauptstraße 8-10, 1040 WienFreihaus, 1st floor, red section
Geodesy and Geoinformation	http://www.fsgeod.at/	fsgeod.tuwien@gmail.com	+43-1-58801-49552	Gußhausstrasse 27-29, 1040 Vienna, Neues EIRaum 0302, Section CB, staircase 2, 3rd floor
Business Informatics and Data Science	https://winf.at	fachschaft@winf.at	+43-1-58801-49563	Favoritenstraße 9-11, 1040 WienStiege 4, 2nd floor (room HE 02 04)

Department for Social Policy (Social Department)

The Social Department provides advice on family allowance, study grants, tuition fees, social insurance, matters for people with disabilities, studying with children, employment law and offers tax and tenancy law consulting services. It also manages the hardship and children's funds.

+43 1 58801 49510 sozial@htu.at

Freihaus, 1st floor, HTU Großraum | Wiedner Hauptstraße 8-10, 1040 Vienna

Department for Foreign Students

This department is responsible for the concerns of foreign students. In many cases, they are subject to different regulations than those for Austrian students (what are my tuition fees, what documents do I need to be admitted to a course, how do I obtain a student residence, how do I extend my visa, etc.). Besides this, unexpected problems can often arise, which can be discussed with the Department for Foreign Students.

+43 1 58801 49528 ar@htu.at

Freihaus, 1st floor, HTU Großraum | Wiedner Hauptstraße 8-10, 1040 Vienna

Department for Barrier-Free Access

The Department for Barrier-Free Access is politically engaged in the rights of persons with disabilities and chronic diseases. The activities are focussed on eliminating discrimination against students with disabilities, removing barriers and promoting equal participation at all levels of student life.

+43 1 58801 49538 barrierefrei@htu.at

Freihaus, 1st floor, HTU Großraum | Wiedner Hauptstraße 8-10, 1040 Vienna

Department for LGBT* Matters

The LGBT department has set itself the aim of establishing projects and participating in and organising events relating to LGBT pride to encourage people to think and to promote diversity at the TU Wien, as well as advising and supporting students.

+43 1 58801 49526 (phone rarely staffed) lbst@htu.at Facebook: <https://www.facebook.com/lbsthtuwien>

Freihaus, 1st floor, HTU Großraum | Wiedner Hauptstraße 8-10, 1040 Vienna