



Description of the system (preschool education)

GOOD TO KNOW

In Austria, the education system doesn't make a difference between girls and boys. Every child needs to be enrolled in the preschool system at the age of 5.



Tax deduction for families with children

WHAT

Cost for childcare can be deducted from the income tax return.

WHO

Requirements:

- Child's age below 10 years old.
 - Child below 16 years old with special needs.
 - The childcare has to be provided by a qualified person (public or private nursery, kindergarten or daily care parents).
 - The costs of childcare has already been covered.
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HOW

You can deduct the costs of childcare while doing the income tax return. The income tax return is done online (in German): finanzonline.bmf.gv.at/fon/. If you don't have a tax number, you need to visit the local office of the Ministry of Finances personally.

You have to submit invoices of the expenses related to childcare.

GOOD TO KNOW

Keep all invoices and bills from the costs of the preschool education care. Extra costs of the care during holidays and vacations are also deductible (travel costs, food or money for material).

The costs for care incurred during afternoons or holiday periods are also



deductible, as long as the care is performed by a qualified person.

WHERE

You can find the office responsible of the Ministry of Finances for your place of residence here (in German): service.bmf.gv.at/service/anwend/behoerden/.



Subsidized meals

WHAT

There are no general rules on subsidized meals. It depends on the federal state, the municipality or the local management of the institution. For more information ask at the child's education institution.



Registration at the preschool education centre

HOW

In case of public preschool education the admission takes place at the municipal office (*Gemeinde* or *Magistrat*). In case of private education institutions the admission takes place at the institution itself. The admission process differs according to the federal state. You'll need to bring the application form and a valid identification document. Here you can find the closest preschool centre (in German) in Austria:

www.kinderbetreuung.at/search/

GOOD TO KNOW

Sometimes it can be difficult to find an available place for a child. It's better to ask in advance especially in cities (as soon as possible).

WHERE

You can find the responsible office for your place of residence (in German):

www.help.gv.at/at.gv.brz.linkaufloesung/help/applikation-flow?execution=e3s.



Preschool education and childcare

WHAT

Education is compulsory in Austria from 5 years of age on. The federal states have the competence in preschool education. Therefore, the number of available spots, prices and opening hours are different. There are several forms of preschool childcare:

- Nursery (*Kinderkrippe*): Care and education of the children in small groups. The groups are divided according to age and maturity. The fees depend on the nursery and number of hours the child spends at the nursery.
- Kindergarten (*Kindergärten*): It's possible to bring the child for a half-day kindergarten care (between 16 to 20 hours per week without lunch) until the child is 5 years old. The state governments contact the families with a toddler who is turning 5 years old and isn't enrolled to kindergarten to evaluate the situation.
- Daily care parents (*Tageseltern*): Daily care parents take care of one or more children. They do activities with the children. They must have pedagogical training recognized and registered by the District Administration Office (*Bezirksverwaltungsbehörde*).
- Childcare at universities: Most universities offer childcare facilities for students, professors and staff. Each university has different options. Ask for the person in charge.
- Babysitters: They need to have a contract and an accident insurance for the working hours. You can also consider hiring an "Au-pair" (see the section on Au-pair).
- Preschool year: Children must attend one year of preschool before starting primary school.

WHO

Families with children between 2 and 5 years of age. It's compulsory to enrol a child into pre-school when a child turns 5.



HOW

Registration is done directly at the education institution. You have to register at the childcare institution.

GOOD TO KNOW

In Austria, it's possible to establish a childcare in your company. If you would like to establish one or know if there's one available in your company, contact the staff representative. Besides co-workers' children, the nearby companies employees' children can also join.

Description of the system (primary school)

GOOD TO KNOW

In Austria, the education system doesn't make a difference between girls and boys. Every child needs to attend primary school.



Language support in mother tongue

WHAT

There's the possibility to organize extracurricular lectures for the pupils whose mother tongue is not German. These language courses are intended to master their mother tongue at different levels (grammar, writing).

HOW

Lectures are generally organized at the school with the help of the school board. The school board will work with the State Educational Board to form a larger group of students in the area who are interested in attending the same language course. The language courses take place during the free time of the pupils (including Saturdays).

WHERE

The school board can give you more information. You can also contact the State Education Board (*Landesschulrat*) (in German): www.landesschulrat.at/.



Support in local language as a second language

WHAT

Pupils who aren't native speakers of German are generally integrated in the class. If their level of German isn't sufficient, they receive support:

- Language course for German as a second language for a maximum of 11 hours per week up to 2 years (minimum 8 pupils enrolled. It's possible to combine pupils from different ages or even different schools).
- Parallel German lectures in addition to the regular language lectures to strengthen the knowledge of the language (minimum 8 students enrolled. It's possible to combine pupils from different ages or even different schools).
- Pupils that need special support after completion of the second year of study in Austria can receive a special support course in German.

HOW

Ask the school if they offer additional German courses. If there aren't any available, it's possible to ask other educational institutions nearby.



Financial support for participation in school activities

WHAT

It's a one-time support to help socially vulnerable pupils to participate in activities that take place out of the school and last more than 4 days (e.g. language exchange).

WHO

- Children from EEA/EU Member States
 - Children with a recognized refugee status
 - Children from third countries or stateless whose parents have registered residence and work in Austria for at least 5 years.
 - They're in social need (social need is determined by the family income, family status and number of family members).
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WHEN

Applications must be submitted before the school activity happens.

GOOD TO KNOW

The amount of the support depends on the situation of the child and the cost of the activity.

WHERE

You can find more in the webpage of the State Education Board (*Landesschulrat*)



(in German): www.landesschulrat.at/



School attendance and absence

WHAT

At the beginning of the school year, teachers (or board members) and pupils establish an agreement of communication and behaviour.

WHO

All pupils in obligatory school age (until 15 years old).

HOW

Initiation of a 5 steps procedure, if there's a case of 5 unexcused days of absence per semester, 30 unexcused hours of absence in one semester or 3 unexcused successive days of absence. The teacher is responsible to initiate the following steps, with the support of the board members.

GOOD TO KNOW

It's considered unexcused absence if the pupil doesn't present a confirmation from the parents that they knew he/she was absent.

STEPS

Step 1: Meeting with the student and the teacher

Step 2: After 1 month, second meeting is organized to evaluate the situation. If the teacher considers it necessary, counsellor or psychologist can be involved.



Step 3: After additional month (if no positive answer), teacher and school board meet the pupil and family to agree about the next steps.

Step 4: About 2 weeks later, meeting with the pupil.

Step 5: After 1 month, the headmaster of the school has to meet the pupil to evaluate the success of the measures taken. In case the measures haven't been effective, the headmaster has to file a complaint to the District Administrative Authority (*Bezirksverwaltungsbehörde*).



School holidays

WHAT

School holidays depend on the federal state.

- Winter holidays: one week in February. Exact days depend on Federal State.
- 19th March: Patron Saint in Carinthia, Styria, Tirol and Vorarlberg
- Easter holidays: different each year according to lunar calendar
- 1st May: National holiday
- 4th of May: Patron Saint in Upper Austria.
- Ascension of Christ: different each year according to lunar calendar
- Pentecost holidays: different each year according to lunar calendar
- Corpus Christi: different each year according to lunar calendar
- Summer holidays: they generally start the first week of July till the first week of September. Exact days depend on Federal State.
- 10th October: National referendum in Carinthia.
- 24th September: Patron Saint Salzburg
- 26th October: National holidays
- 1st and 2nd November: All Hollows Days Holidays
- 11th November: Patron Saint in Burgenland
- 15th November: Patron Saint in Lower Austria and Vienna.
- 8th December: Immaculate Conception
- Christmas holidays. Between 24th of December and 6th of January

More information (in German):

www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html



Children with special needs

WHAT

Pupils with special educational needs can either attend a specialized school or be integrated in any other educational institution. Parents have the right to choose the option they consider more appropriate. The pupils will follow either a curriculum from the school for children with special needs or an specially designed curriculum in the school.

Other specific support measures can be:

- Application of a different curriculum
- Different teaching methods
- Additional teachers
- Adjusted accessories or furniture

If there aren't any appropriate centres to provide the needed support, school and parents can apply for extra support measures to the local and state education boards (*Bezirksschulrat* or *Landesschulrat*).

GOOD TO KNOW

School for children with special educational needs has a lower number of pupils per class, especially trained and qualified teachers and can offer individual lectures. See “Children with special needs” for more information.

WHERE

You can find more in the webpage of the State Education Board (*Landesschulrat*) (in German): www.landesschulrat.at/





Subsidized school meals

WHAT

There are no general rules on subsidized meals. It depends on the federal state, the municipality or the local management of the institution. For more information ask at the child's education institution.



Afternoon school care (Nachmittagsbetreuung)

WHAT

Afternoon school care offers leisure activities supervised by a qualified person. Generally it lasts until 4 p.m.

WHO

Afternoon school care is intended for children attending the school.

HOW

According to the law, there must be a minimum of 15 children enrolled in the afternoon care (in some special cases it can be a minimum of 12). You need to contact the school to know if there's afternoon care and how to enrol the pupil. It's possible that the school asks for a personal contribution in order to cover the costs of the afternoon care.

WHEN

The afternoon school care is offered through the entire academic year.

GOOD TO KNOW

The afternoon care can be cancelled in the periods when a majority of students are absent (e.g. ski trip).



WHERE

Generally the activities take place at the child's school.



Transport to school – Reduced fare for pupils and students

WHAT

Each federal state has different subsidies for pupils and students' fares.

WHO

Pupils and students who haven't turned 24 years old and his/her family gets family allowance (for more information, see "State And Non-State Financial Social Assistance"). In Austria, children can use public transport by themselves from 7 years of age on.

HOW

The school (or the transport company) provides the form to fill in. You have to hand it in to the transport company. Each federal state has different reduced fares for pupils. There's a minimum fee of 19.60 EUR per year for a child as a personal contribution in all federal states.

You can also apply for "transport support", if there's no suitable transport to go to school and the distance between the school and home is too far from the house (by foot) or the path is too dangerous.

WHEN

You can apply at the beginning of the school year.



GOOD TO KNOW

Besides the subsidized fares, each federal state has different reduced fares for pupils and students. You can check them here (in German):

www.arbeiterkammer.at/beratung/bildung/lehre/Freifahrt___Fahrtenbeihilfe.html

It also applies to apprentices.

WHERE

Transport companies in the place of residence.



Registration (Einschreibung)

WHO

Children turning 6 years old before 31st of August must attend school from the 1st of September.

WHEN

Periods of registration are different every year but they publish the dates during the end of October or beginning of November in the webpage of the school and the webpage of the municipality.

GOOD TO KNOW

The registration is carried out by the municipality and the school. For more information contact the schools. Most of the primary schools do open-doors day to show the facilities to future pupils and parents.

STEPS

1: At the end of October, you have to set an appointment with the school you would like your child to attend. You can do it online or directly at the school. You can choose up to 3 schools if you live in a larger city. You normally choose the schools geographically closer to your home.

2: During the second/third week of December, you'll be notified which school the child will attend by email. In the email, there will be an appointment with the centre and the list of the documents needed.



3: Bring the necessary documents to the appointment. The child should also come, so the person responsible for the registration can get a first impression of him/her and assess if he/she is mature enough to follow the classes.

WHERE

You can find more in the webpage of the State Education Board (*Landesschulrat*) (in German): www.landesschulrat.at/



Description of the primary school System (Volksschule)

WHAT

Education is compulsory between 6 and 15 years of age. Between 6 and 10 years old (from the 1st to the 4th grade), the children go to primary school (*Volksschule*). In the primary school, children are generally grouped by age and they follow approximately the same curriculum.

WHO

Children between 6 and 10 years of Age.

WHEN

1st of September after child's 6th birthday. It lasts 4 years.

GOOD TO KNOW

In case of small schools, children born in different years can be grouped in one class.

Description of the system (secondary school)



GOOD TO KNOW

In Austria, the education system doesn't make a difference between girls and boys. Every child needs to attend secondary school at least until he or she turns 15 years of age.



Scholarships and grants

STUDENTS ALLOWANCE (SCHÜLERBEIHILFE)

What

Economic support given to students and pupils. The amount will be calculated according to the income of the parents and the student (if applicable). The applications must be submitted by the 31st of December of the current school year. You can apply for this allowance if you're:

- Student from at least 10th grade on
- Student from EEA Member States
- Student with a refugee status recognized
- Student from third countries or stateless, but parents have the residence address and work in Austria for at least 5 years
- Family considered in social need (social need is determined by the family income, family status and number of family members).

Where

The competent authority is the State Education Board (*Landesschulrat*) (in German): www.landesschulrat.at/

SPECIAL STUDENTS ALLOWANCE (BESONDERE SCHULBEIHILFE)

What

Economic allowance for students who are about to graduate from a high school for professional activities. The amount will be calculated according the income of the parents and the student (if applicable). The applications must be submitted by the 31st of December of the current school year. You can apply for this allowance if you're:

- Adult and employed student enrolled in specialized schools (*Schule für Berufstätige*)



-
- Expected conclusion of the final exams within 6 months
 - Have worked for at least 1 year before starting the School
 - Proof of unpaid leave or termination of the work in order to prepare for the final exam.

Where

The competent authority is the State Education Board (*Landesschulrat*) (in German): www.landesschulrat.at/



Final exams

WHAT

Most of the education centres have a final exam (theoretical and/or practical) that proves the student has acquired the needed knowledge during the course of secondary education. To study at the higher education institutions (tertiary education) you have to pass one of the 2 exams:

- General Higher Education Entrance Examination (*Berufsreifeprüfung*): It's taken by students who have successfully finished apprenticeship training and VET schools. It provides access to any type of higher education. This exam consists of four parts: German, Mathematics, a Modern Foreign Language and a specialisation area related to the initial vocational education. Before passing the exam, you have to apply to the higher education institution. The preparation for the examination isn't part of the regular school program but you can enrol to preparatory courses.
- Higher Education Entrance Examination (*Studienberechtigungsprüfung*): It consists of 5 exams that grant access to University, to University of Applied Sciences, to specific Post-secondary VET Course or a University for Teacher Education. At least one of these exams needs to be taken at the intended higher education institution. You can do this exam if you have 12 years of schooling, you're student from a vocational school (at least 20 years old) and you're citizen from an EEA Member State or a third-country citizen with a long-term residence permit. The preparation for the exam isn't part of the regular school program but you can enrol to preparatory courses (*Vorbereitungslehrgänge*).

GOOD TO KNOW

Passing successfully the exams doesn't give any kind of professional qualifications. It only proves that the knowledge to study at higher level has been acquired. It's possible that there are additional admission exams at the higher education institutions.





School holidays

WHAT

School holidays depend on the federal state.

- Winter holidays: one week in February. Exact days depend on Federal State.
- 19th March: Patron Saint in Carinthia, Styria, Tirol and Vorarlberg
- Easter holidays: different each year according to lunar calendar
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- 26th October: National holidays
- 1st and 2nd November: All Hollows Days Holidays
- 11th November: Patron Saint in Burgenland
- 15th November: Patron Saint in Lower Austria and Vienna.
- 8th December: Immaculate Conception
- Christmas holidays. Between 24th of December and 6th of January

More information (in German):

www.help.gv.at/Portal.Node/hlpd/public/content/11/Seite.17602001.html



Subsidized school meals

WHAT

There are no general rules on subsidized meals. It depends on the federal state, the municipality or the local management of the institution. For more information ask at the child's education institution.



Transport to school

WHAT

See “Education” – “Primary education” – “Transport to school”



Admission/registration to compulsory secondary education

WHAT

The educational institution is responsible for the registration process. Interviews with the parents and the pupil are done to evaluate the situation. The pupil has to provide proof of successful completion of the primary school.

WHO

Children between 10 and 15 years of age.

HOW

You have to visit the closest educational institution to your registered residence and ask for the registration (*Zulassung*) process there. They'll let you know what you have to do and which documents to hand in. If you aren't sure to which institutions you need to go, you can also go to the Education Board (*Landesschulrat*) of your Federal State; they will provide you requested information.

WHERE

You can find more in the webpage of the State Education Board (*Landesschulrat*) (in German): www.landesschulrat.at/



Secondary Education system in Austria

WHAT

The Austrian Secondary Education system is divided into two levels: lower level (obligatory) and upper level (post-obligatory education).

Lower level:

From 2018, there will be 2 different types of secondary school for children who have successfully finished primary school.

- New secondary schools (*Neue Mittelschule – NMS*): new compulsory secondary school for pupils between 10 and 14 years old (5th to 9th grade). The average number of pupils per classroom is 25. There are 4 focuses: linguistic and humanistic; scientific-mathematical; economic; and musical. The pupils receive general education in all the fields before choosing their main focus in 7th grade.
- Academic secondary school (*Allgemeinbildende Höhere Schule – AHS*): extended general education. It provides pupils with standard entry qualifications for university and solid basis for more specialized training and education. It lasts 8 years divided into two periods: lower level (from 5th to 8th grades, obligatory education) and upper level (from 9th to 12th grades, post-obligatory education). The pupils who want to attend this school must have a “very good” or “good” mark in German language, reading and mathematics achieved in the primary school.

Upper level:

a) Pre-Vocational Year + Integrative Vocational Training (*Berufsvorbereitungsjahr + Integrative Berufsausbildung*)

- WHAT: It offers two types of vocational training:



- Integrated vocational training as extended apprenticeship (extension for 1 year or, in exceptional cases, 2 years)
- Integrated vocational training that provides qualifications to enter the labour market. It lasts from 1 to 3 years.
- WHO: Courses designed to help young people in risk of exclusion to enter the labour market (e.g. youngsters with special educational needs or youngsters who haven't finished the lower level of secondary education)

b) Pre-Vocational School – PVS (*Polytechnische Schule*)

- WHAT: Combination of general education and courses in specialised areas. The objective is to give the basic professional knowledge and skills to the students so they can do an apprenticeship or transfer to a secondary education school.
- WHO: Students who have finished the 8th grade of the lower level of secondary education.

c) Part-time vocational school and apprenticeship – dual training (*Berufsschule und Lehre – duale Ausbildung*)

- WHAT: Vocational training that lasts from 2 to 4 years. Apprentices spend around 20% of their apprenticeship in the school, where they learn theoretical knowledge required in their profession and 80% in a company doing practical training. There are around 200 recognised trades which can be learned via apprenticeship in different categories.
- WHO: For young people who have successfully finished 9th grade. It's possible to do an apprenticeship after finishing lower or upper level of secondary education.

d) School for intermediate vocational education (*Berufsbildende mittlere Schule – BMS*)

- WHAT: It offers qualifications in different fields.
 - Courses from 1 or 2 years: partial vocational training.
 - Courses from 3 or 4 years: completed programme of vocational training.
- WHO: Applicants have successfully completed the lower level of



secondary education at the New Secondary School or at the Academic Secondary School.

e) School for higher vocational education (*Berufsbildende höhere schule – BHS*)

- WHAT: 5-years-long course that provides higher level of vocational training in different field such as technical professions, commercial and crafts, business, fashion, tourism, social services, agriculture and health.
- WHO: Students who have successfully completed the lower level of secondary education at the New Secondary School or at the Academic Secondary School. Students who have finished 9th grade of education at the Pre-vocational School (*Polytechnische Schule*).

f) Academic secondary school upper level (*Allgemein bildende höhere Schule – AHS*)

- WHAT: The upper level of AHS comprises a 4-year education and it ends with the upper secondary diploma. It has 3 different focuses: general, mathematics and science and economics.
- WHO: It's a transition from the New Secondary School (*Neue Mittelschule*) after the 8th grade, to the 9th year of the Academic Secondary School. The prerequisite for entry is the completion of the 8th grade with the marks "very good" or "good" in German language and mathematics).

g) School of nursing (*Gesundheits- und Krankenpflegeschule*)

- WHAT: 3 year course. It has been recently under reform and from 2024 it will only offer training in assistant nursing. Until then they offer nursing care. From 2024, nursing care will be only offered at University of Applied Sciences.
- WHO: Applicants need to have completed 10 years of general education and pass an admission interview or admission test.

h) Vocational education and training for healthcare profession (*Ausbildungen für Gesundheitsberufe*)

- WHAT: Education and training for Health Professionals include a large



number of different professions related with health and medicine.

Some of the schools and education and training programmes in this area have been set up within or in association with hospitals. It includes training programmes provided by schools, in addition to courses for medical assistant.

- WHO: Applicants have successfully finished 9th grade of lower level of secondary education. They have to provide certificate of mental and physical health and pass an interview by the educational institution. In some cases, an entrance test is also required. Applicants must be at least 17 years old.

GOOD TO KNOW

More information about secondary education system at (English and German): www.bildungssystem.at.

From August 2017, the program “Education until 18” is implemented in Austria. Its target group are young people under 18 who have finished the obligatory secondary education but they decided not to continue studying. The program intends to help youngsters who don’t want to study to pursue a professional career, through cooperation among state federal governments, municipalities and families.

Description of the system (higher school)

GOOD TO KNOW

In Austria, the education system doesn’t make a difference between girls and boys and all the students must have access to education when fulfilling the requirements.



Other options of higher education

GOOD TO KNOW

To enrol into artistic courses you have to pass an aptitude test. After finishing this program you can apply to University, University of Applied Sciences or University for Teacher Education.

INDUSTRIAL MASTER COLLEGE, BUILDING CRAFTSPERSON AND MASTER CRAFTSPERSON SCHOOL (WERKMEISTER-, BAUHANDWERKER- UND MEISTERSCHULE)

What

Courses attended by students who have completed their vocational training in a technical or trade area. The main purpose is expanding their theoretical knowledge. The programme lasts between 2 and 4 semesters and is completed by taking a final oral exam, which will qualify the individual to mentor apprentices. They're schools for a special type of trade, technical or artistic education. To be admitted in this program, you must complete the vocational training.

ADD-ON COURSES (AUFBAULEHRGANG)

What

These courses are aimed at people who have completed an apprenticeship, the Secondary Technical and Vocational School, Medium Level (BMS) and/or a preparatory course for the Higher Education Entrance Examination. They can apply for Add-on course to prepare for tertiary studies. They will keep studying the area of specialization, as well as they will have general courses. After successfully completing the courses, students can enrol University, University for Teacher Education or University of Applied Science. The duration of Add-on Courses is six semesters. In some cases, additional qualifications (such as the School for Master Craftsmen, Foremen and Construction Trades) are required.





Housing and travel allowance (Heim- und Fahrtkostenbeihilfe)

WHAT

Allowance for students that move to another place to study because their field of studies isn't offered nearby and/or their location makes it impossible to return to their main place of residence after lessons. The amount will be calculated according to the income of the parents and the student (if applicable). The travel allowance is 105 euros and it's only for the students who are granted the housing allowance.

WHO

Students from:

- Polytechnic school
 - Forestry or agricultural school
 - Students from at least 9th grade.
 - Students from EEA/EU Member States.
 - Students with a refugee status recognized.
 - Students from third countries or stateless, whose parents have registered residence and work in Austria for at least 5 years.
-

HOW

The educational institution provides information and list of needed documents.

WHEN

Applications must be submitted by 31 December of the current school year.



GOOD TO KNOW

The students should be in social need (social need is determined by the family income, family status and numbers of family members).

WHERE

For students of university or university of applied sciences, you have to contact the local offices of the Ministry of Education: www.stipendium.at/stipendienstellen.

For students in agricultural and forestry technical colleges: the State's Governor Office (*Büro des Landeshauptmann*) (in German):
www.help.gv.at/Portal.Node/hlpd/public/behoerdenbundeslaender.



Scholarships and grants

GOOD TO KNOW

You can find more information here (in German): www.stipendium.at/ or www.studienbeginn.at.

STUDENTS ALLOWANCE (SCHÜLERBEIHILFE)

What

Economic support given to students and pupils. The amount will be calculated according to the income of the parents and the student (if applicable). The applications must be submitted by the 31st of December of the current school year. You can apply for this allowance if you're:

- Student from at least 10th grade on.
- Student from EEA Member States.
- Student with a refugee status recognized.
- Student from third countries or stateless, but parents have the residence address and work in Austria for at least 5 years.
- Family considered in social need (social need is determined by the family income, family status and numbers of family members).

Where

For students of university or university of applied sciences, you have to contact the local offices of the Ministry of Education (in German): www.stipendium.at/stipendienstellen.

For students in agricultural and forestry technical colleges: the State's Governor Office (*Büro des Landeshauptmann*) (in German): www.help.gv.at/Portal.Node/hlpd/public/behoerdenbundeslaender



SPECIAL STUDENTS ALLOWANCE (BESONDERE SCHULBEIHILFE)

What

Economic allowance for students who are about to graduate from a high school for professional activities. The amount will be calculated according to the income of the parents and the student (if applicable). The applications must be submitted by the 31st of December of the current school year. You can apply for this allowance if you're:

- Adult and employed student enrolled in specialized schools (*Schule für Berufstätige*)
- Expected conclusion of the final exams within 6 months.
- Have worked for at least a year before starting the school.
- Proof of unpaid leave or termination of the work in order to prepare for the final exam.

Where

For students of university or university of applied sciences, you have to contact the local offices of the Ministry of Education: www.stipendium.at/stipendienstellen.

For students in agricultural and forestry technical colleges: the State's Governor Office (*Büro des Landeshauptmann*) (in German):
www.help.gv.at/Portal.Node/hlpd/public/behoerdenbundeslaender.

GRANTS BY PRIVATE FOUNDATIONS AND SCIENTIFIC AND CULTURAL INSTITUTIONS

What

In Austria, there are a number of grants and scholarships available for different groups of students. Some grants cover the school tuition and some living expenses. There are different eligibility conditions for each of the grants.

Where

You can find more information on grants and institutions in Austria through a comprehensive online search engine at OEAD.at website (in English and German):



www.grants.at/to_the_database/EN/.



University holidays

WHAT

Universities are autonomous institutions and they determine days off and holidays independently.

- February: Semester break only for Universities
- Easter holidays: different each year according to lunar calendar
- 1st May: National holiday
- Ascension of Christ: different each year according to lunar calendar
- Pentecost holidays: different each year according to lunar calendar
- Corpus Christi: different each year according to lunar calendar
- July and August: summer holidays for Universities of Applied Sciences
- July, August and September for Universities and Universities for Teacher Education
- 1st and 2nd November: All Hollows Days Holidays
- 8th December: Immaculate Conception
- Christmas holidays. Between 24th of December and 6th of January



Subsidized school meals

WHAT

There are no general rules on subsidized meals. It depends on the federal state, the municipality or the local management of the institution. For more information ask at the child's education institution.



Admission of students from a third-country

WHAT

University or college admission is the process through which students enter tertiary education at universities and Colleges.

WHO

You have to fulfil the following requirements to study in Austria as a regular student:

- There must be available place at the selected studies.
 - Proof of general qualification for university enrolment with school reports from high school or certificate of completing post-secondary education of at least 3 years of duration.
 - If applicable: evidence of university entrance examination (not all the countries have this kind of exams).
 - Fulfil specific requirements: proof of admission/aptitude exams.
 - In case, you want to study for a Master's degree: evidence of finished Bachelor/ Diploma degree (original diploma and original transcript of records with ECTS and grades).
 - Proof of German language knowledge (if needed).
-

WHEN

The period of enrolment for the winter semester finishes on the 1st of September. The period of enrolment for summer semester finishes on the 1st of February. It can take up to 3 months for the university to go through all the documents and decide on enrolment.



GOOD TO KNOW

Admission is under university competences, thus the procedures can differ.

If you want to apply at University College for Teacher Education you need to pass an aptitude test. There are some courses of studies that have restriction of admission. Each university decides how to restrict the access but generally there's an entrance exam that needs to be passed after the enrolment process. The artistic studies always have an aptitude exam. The studies related with sports sciences will need a proof of health and good physical shape.

The cost per semester is 726.72 EUR. Some countries have bilateral agreements with Austria and the costs can be partially or totally reimbursed under certain circumstances. Ask the chosen university about it.

STEPS

STEP 1: You need to submit the original documents. In case the original documents are issued in a language that isn't German, you need to legalize or have an apostille for them (see "Arrival and stay" – "Verification of documents"). They also need to be translated to German by an official translator in Austria (see "Arrival and stay" – "Judicial translation").

STEP 2: After few weeks you'll receive a letter of acceptance, rejection or conditional acceptance (in this case, it's possible that you didn't hand in one of the documents or that you need to prove knowledge of language).

STEP 3: Once you have submitted all the documents, you can go to the university to register. You'll need to pay registration fees. Once they verified you have paid the fees, the admission process will be completed and you can start registering the courses.



WHERE

You have to contact directly the university where you want to study. They'll give you all necessary information. They will also inform you about German courses or about the admission exams that might have to be taken.



Admission of EU/EEA Member States and Switzerland's students

WHAT

University or college admission is the process through which students enter tertiary education at universities and colleges.

WHO

You have finished 12 years of schooling (primary + secondary education) and have successfully passed the Higher Education Entrance Examination (or equivalent from your country of origin).

WHEN

The period of enrolment for the winter semester finishes on the 5th of September. The period of enrolment for summer semester finishes on the 5th of February. It can take up to 3 months for the university to go through all the documents and decide on enrolment.

GOOD TO KNOW

Admission is under university competences, thus the procedures can differ.

If you want to apply at University College for Teacher Education you need to pass an aptitude test. There are some courses of studies that have restriction of admission. Each university decides how to restrict the access but generally there's an entrance exam that needs to be passed after the enrolment process. The artistic studies always have an aptitude exam. The studies related with sports



sciences will need a proof of health and good physical shape.

The cost per semester is generally 19.20 Euros. It can be higher in Universities of Applied Sciences and private Universities.

STEPS

1: You need to submit:

- Passport and photocopy of the passport
- If applicable: proof of university entrance examination (not all the countries have this kind of exams)
- Application form from the university
- High school diploma/certificates
- In case you want to study for a Master degree: evidence of finished Bachelor/ Diploma degree (original diploma and original transcript of records with ECTS and grades)
- Proof of German knowledge (if needed)

You need to submit the original documents. In case the original documents are issued in a language that isn't German (some universities accept documents in English), you need to legalise or have an apostille for them (see "Arrival and stay" – "Verification of documents"). They also need to be translated to German by an official translator in Austria (see "Arrival and stay" – "Judicial translation").

2: After few weeks you'll receive a letter of acceptance, rejection or conditional acceptance (in this case, it's possible that you didn't hand in one of the documents or that you need to prove knowledge of language)

3: Submit the missing documents (if needed). Once you have submitted all the documents, you can go to the university to register. You'll need to pay registration fees. Once they verified you have paid the fees, the admission process will be completed and you can start registering the courses.



WHERE

You have to contact directly the university where you want to study. They'll give you all necessary information. They will also inform you about German courses or about the admission exams that might have to be taken.



Post-secondary and university education

WHAT

In Austria, the tertiary education is divided into 4 main institutions that offer different kind of professional qualifications:

- Post-secondary Vocational Education and Training Courses (*Kolleg*): it provides a high-level vocational training programme lasting 4 semesters that corresponds to the Upper Level Technical and Vocational Schools. Training programmes are available in: construction, chemistry, engineering, design, electronics, electronic data processing and organisation, information technology, interior design and wood technology, kindergarten education, communications and media design, culture and conference management, art and design, media technology and management, fashion, optometry, social education, tourism and leisure economy, business information technology – digital business. It's possible to keep studying after finishing the Post-secondary VET courses at University, University of Applied Sciences or University of Teacher Education. It's also possible to access the apprenticeship examination. If you have already done a professional training (e.g. apprenticeship), you can ask for recognition of those hours of training to reduce the amount of practical hours that you need to do in these study courses.
- University (*Universität*): It offers courses in humanities and culture, engineering, arts, training programmes for teachers in higher secondary schools (two teaching subjects), medicine, natural sciences, law, social and economic sciences and theological studies.
 - Diploma studies: Training in science or arts. It lasts between 8 and 12 semesters (one semester comprises 30 ECTS), consisting of 2 or 3 study periods, each ending with an examination. After finishing the studies, the student can apply for a postgraduate degree. This type of studies will be gradually replaced by Bachelor programme.
 - Bachelor's and Master's programmes: universities have converted most of the programmes to Bachelor's courses (3 to 4 years, with 180 to 240 ECTS) and extended Master's courses (1 to 2 years, with 60 to



120 ECTS). Depending on the department, Master's programmes are concluded with a Master's degree or the title of "Graduate Degree in Engineering" (*Diplom-Ingenieur/in*).

- Doctoral and PhD studies are based on Diploma or Master's degree courses at Universities or Universities of Applied Sciences and are intended to develop the ability to work independently and scientifically.

There are certain courses of studies that require an admission exam. That can change depending on the demand of each year. Arts courses always have an admission exam.

- University of Applied Sciences (*Fachhochschule*): It provides scientifically-based vocational education and training with strong occupational orientation (the study programme includes at least a practical training). The areas of study are design/art, engineering, social sciences, economics, military/security studies, natural sciences and health sciences. They offer Bachelor's and Master's programmes: universities have converted most of the programmes to Bachelor's courses (from 3 to 4 years, with 180 to 240 ECTS) and extended Master's courses (1 to 2 years, with 60 to 120 ECTS). Depending on the department, Master's programmes are concluded with a Master's degree or the title of "Graduate Degree in Engineering" (*Diplom-Ingenieur/in*). In certain subjects, predominantly in the field of social work and healthcare, those who successfully complete the programme are also authorised to practice in the corresponding profession (e.g. social worker, physiotherapist). Depending on the specialist area involved, Master's degree programmes conclude with a Master's degree ("Master in ..." or "*Diplom-Ingenieur/in*") degree. People with professional qualifications/experience on the programs can study at the University of Applied Sciences, even if they haven't completed the General Higher Education Entrances Examination (*Reifeprüfung*; see "final exams"). In this case, they might need to pass additional exams.
- University of Teacher Education (*Pädagogische Hochschule*): The students will become teachers of primary or secondary education after completed studies. Upon successful completion they obtain a teaching certificate. The length of the study is 4 years for the Bachelor's degree and 1 or 1.5 years for the Master's degree. The basic structure of the Bachelor's and Master's degrees is standardized. The students are divided into groups according the



age of the children they will teach (primary or secondary education) and specialization chosen.

- The new curriculum includes lectures on the fundamentals of general educational studies, on elementary and primary education and methods, or in fields of study, which correspond to teaching subjects or departments. Moreover, it's possible to focus on different areas such as inclusive education, special and curative education, social education, career guidance, multilingualism or media education.

GOOD TO KNOW

The teachers of primary and secondary school can participate in additional training courses and programs to keep improving their professional development.

Apprenticeship (Lehrstelle)

WHAT

Apprenticeship is a system of training that combines on-the-job training (80% of the total time) with theoretical classes (20% of the total time). It can last from two to four years. At the end of the apprenticeship, you can work as a qualified worker in the profession.

WHO

Any person, regardless of their gender, ethnicity, sexual orientation and beliefs that has concluded the lower level of secondary education according to the Austrian education system. In Austria, students finish lower level of secondary education at the age of 15.



HOW

You can look for the apprenticeship yourself and make an agreement with the company. You can also find an apprenticeship through the Public Employment Service (*Arbeitsmarkt – AMS*) or through the Apprenticeship Job Market. There are different supports available for apprentices:

- Support for interview (*Vorstellungsbeihilfe*): AMS gives a support for travel, accommodation and food if the location of the interview is far away. Offices of the AMS in Austria and contact information (in German): www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen.
- Support for distance (*Entfernungsbeihilfe*): Support for apprentices whose working place is far from their main residence. The monthly gross salary of the household can't be more than 2,300 EUR. Offices of the AMS in Austria and contact information (in German): www.ams.at/service-arbeitsuchende/arbeitsuche/geschaeftsstellen/adressen.
- Family allowance (*Familienbeihilfe*): As a general rule (if all other requirements are fulfilled), family support is given to families with minors. This support can be extended if the apprentice is under 24 years old and doing a vocational training. Offices of the Ministry of Finance in your place of residence (in German): service.bmf.gv.at/service/anwend/behoerden/.
- Support for travelling (*Freifahrt und Fahrtenbeihilfe*): If the apprentice lives at least 2km away from their training place, he/she can apply for support for traveling if travelling with own vehicle. A requirement is that the apprentice receives family allowance. The Ministry for Family and Youth (*Bundesministerium für Familien und Jugend*) is the responsible authority: Untere Donaustraße 13-15, 1020 Vienna. Tel: +43-1/71100-0. Email: office@bmfj.gv.at.
- Learning support (*LEHRE.FÖRDERN*): Preparatory courses for the final examination are funded with up to 250 EUR. Austrian Economic Chamber (*Wirtschaftskammer*) (in German): www.wko.at.
- Support for apprenticeship: Besides the supports mentioned above, every State Government (*Amt der Landesregierung*) offers different kinds of support to apprentices.



GOOD TO KNOW

After getting the certificate, you're qualified to work in that profession or you can continue to study at university or university of applied sciences. As apprentice you get a low apprenticeship salary, which increases every year. There are special apprenticeship programs supported by the Austrian government for young asylum seekers, especially in the branches of hospitality and gastronomy.

WHERE

Apprenticeship job market from the Public Employment Service (*Arbeitsmarktservice –AMS*). More information at the web pages of the AMS and the webpage of the AMS Vocational information centre (in German): www.ams.at/lehrstellen/ and www.berufslexikon.at/index.php?from=/le_start.php.

Courses for retirees

WHAT

In Austria there are different organisations that offer courses for retirees. Some of these courses are organised by the state, which means they have reduced price and limited spots. Courses are also offered by private organisations, which might ask for membership fee or course fee.

- Courses for adults co-financed by the State. You need to pay a personal contribution (in German):
 - Adult educational centres in Burgenland (in German): www.vhs-burgenland.at.
 - Adult educational centres in Carinthia (in German): www.vhsktn.at.
 - Association of Adult Education Centres of Lower Austria (in German): www.vhs-noe.at.



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- Association of Adult Education Centres of Upper Austria (in German): www.vhs-verband-ooe.at.
 - Adult educational centres in Styria (in German): www.vhsstmk.at.
 - Adult educational centres in Salzburg (in German): www.volkshochschule.at.

 - Adult educational centres in Tirol (in German): www.vhs-tirol.at.
 - Adult educational centres in Vienna (in German): www.vhs.at.
 - Adult educational centres in Vorarlberg (in German): www.vhs-vorarlberg.at.

 - Courses for retirees. You need to be a member to take part in the courses. There are centres in each Federal State (in German): www.pvoe.at.
 - Courses for retirees. You need to be a member to take part in the courses (in German): www.seniorenbund.at/index.php?id=4.
 - Educational courses for retirees. You need to be a member to take part in the courses (in German): www.seniorenstudium.at/index.html.
 - Courses on computers in Vienna. You need to pay a fee for the courses (in German): www.seniorencolleg.at.
 - Courses for retirees in Vienna. You need to be a member to take part in the courses (in German): www.ab5zig.at.
 - Courses for retirees in Vienna. You need to pay a personal contribution (in English and German): www.wuk.at/language/en-US/WUK/SENIORINNEN/Aktive_SeniorInnen.

WHO

You can take part in these courses if you're retired and/or in Pension.

HOW

The registration depends on the organization that offers the course.



Primary and secondary school programs for adults

WHAT

There are different programs in Austria covering adult education. There are programs aimed at people without post-obligatory education (or who didn't finish the obligatory education) and there are programs for people with post-obligatory education who would like to continue their education.

The program for people without post-obligatory education covers 2 areas: training of basic skills and lower secondary education. The main contents of the programs are:

- A) Competency (autonomous learning, learning to learn)
- B) Competency in the German language (speaking, reading, writing)
- C) Basic competency in another language (speaking, reading, writing)
- D) Calculating
- E) Information and communication technologies (ICT)

The curriculum is designed by the institution that gives the course according to the objectives and needs of the group.

The same centre generally offers secondary and higher vocational schools of general education for professionals, advanced training programmes, colleges and academies. There are also preparatory courses for the Higher Education Entrance Examination for people who would like to enrol to university. There are also



continuing education courses at universities and colleges.

HOW

The institutions offering the courses are also responsible for the registration process.

The requirements to take part in a course and its price are set by the institution offering the course (in German)

GOOD TO KNOW

any adult who fulfills the requirements can take part in the courses regardless of their gender, ethnicity, sexual orientation and beliefs.

WHERE

The courses are offered all over Austria. You can find a course for you (in German): www.initiative-erwachsenenbildung.at/bildungsangebote/bildungsangebote0/.

- Adult educational centres in Burgenland (in German): www.vhs-burgenland.at
- Adult educational centres in Carinthia (in German): www.vhsktn.at/
- Association of Adult Education Centres of Lower Austria (in German): www.vhs-noe.at
- Association of Adult Education Centres of Upper Austria (in German): www.vhs-verband-ooe.at
- Adult educational centres in Styria (in German): www.vhsstmk.at/
- Adult educational centres in Salzburg (in German): www.volkshochschule.at
- Adult educational centres in Tirol (in German): www.vhs-tirol.at
- Adult educational centres in Vienna (in German): www.vhs.at
- Adult educational centres in Vorarlberg (in German): www.vhs-vorarlberg.at
- BFI (Careers Promotion Institute) (in German): www.bfi.at



- WIFI (Trade & Industry Promotion Institute) (in German): www.wifi.at

Vocational qualifications

What

You can obtain professional recognition by proving that you have previous professional experience in your country of origin. This procedure stills needs to be regulated by Austrian authorities and until now they have used the process of “validation” (*Validierung*). The requirements are different depending on the responsible office, your country of origin and the Federal State where you would like to develop this professional activity. Generally, the office responsible will tell you what documents you need to submit to obtain the qualification. The Ministry of Science, Research and Economy has offices that give counselling free of charge in all Federal States. You can also find more information about the professions regulated in Austria in “Work – Employment – Regulated professions”.

Where

Counselling office for recognition on professions (in Arabic, Bosnian, Croatian, English, Farsi, German, Serbian and Turkish):
www.berufsanerkennung.at/en/advice/.



Nostrification/recognition of education

NOSTRIFICATION (NOSTRIFIKATION)

What

Granting recognition of a foreign diploma to enrol to school or high School.

Where

Ministry of Education (*Bundesministerium für Bildung*)

(in German) www.bmbf.gv.at/schulen/unterricht/nostrifikationen.html

Minoritenplatz 5, 1014 Vienna

Email: minsterium@bmbf.gv.at

NOSTRIFICATION (NOSTRIFIKATION)

What

Granting recognition of a foreign diploma to enrol to the University. The University you intend to study will be responsible for the nostrification of your studies in your country of origin.

Where

List of universities in Austria (in English and in German):

wissenschaft.bmwf.gv.at/home/studies/enic-naric-austria/contact-points/



EQUIVALENCE AND ASSESSMENT (GLEICHWERTIGKEIT & BEWERTUNG)

What

If you already have a University diploma from your country of origin, you need to have it recognized.

Where

National Information Centre for academic recognition – NARIC (in English and German): www.aais.at

Stubenring 1, 1011 Vienna

Email: naric@bmwfw.gv.at

ACCREDITATION (GLEICHHALTUNG)

What

Recognizing the apprenticeship done in your country of origin.

Where

The responsible authority for the recognition depends on your profession. See the section on “Work – Employment – Regulated professions” to find the authority in charge of the recognition process. For more information, you can contact the Ministry of Economy, Research and Science (in English and German): www.en.bmwfw.gv.at/Vocationaltraining/Seiten/RecognitionofdiplomasintheEU.aspx.

Stubenring 1

1011 Vienna

Email: anerkennung-lehrabschluss@bmwfw.gv.at



List of online resources regarding education

EDUCATION SYSTEM IN AUSTRIA

What

Description of the Austrian Education System.

Where

(in English and German) www.bildungssystem.at

STIPENDIUM.AT

What

Information on grants and subsidies for students.

Where

(in German) www.stipendium.at/

FH GUIDE – THE AUSTRIA UAS PORTAL

What

List of Universities of Applied Sciences in Austria.

Where

(in English and German) www.fachhochschulen.ac.at

BERUFSBILDENDESCHULEN

What

Information on education system focused on vocational Schools.



Where

(in German) www.abc.berufsbildendeschulen.at/

STUDY IN AUSTRIA – FIND YOUR PROGRAM

What

Portal with information on the different possibilities of higher education in Austria.

Where

(in English and German) www.studienwahl.at/Content.Node/homepage.en.php

STUDIVERSUM

What

Portal with information on the different possibilities of higher education in Austria.

Where

(in German) www.studiversum.at

(in German) www.studium.at

ADULT EDUCATION

What

Portal on adult education from the Ministry of Education.

Where

(in German) erwachsenenbildung.at/



BASIC EDUCATION

What

Portal to find a course in literacy for people without German as a mother tongue.

Where

(in German)

www.basisbildung-alphabetisierung.at/fuer-kurssuchende/kursangebote-in-oesterr-eich/

INITIATIVE ADULT EDUCATION

What

Webpage for adults who would like to get a school certification.

Where

(in German) www.initiative-erwachsenenbildung.at

AUSTRIAN INTEGRATION FUND

What

The Austrian Integration Fund offers counselling on the recognition of your education and qualifications.

Where

(in Arabic, English, Farsi, and German) www.integrationsfonds.at/en/home/.

(in Arabic, Bosnian, English, Farsi, German and Turkish)

www.berufsanerkennung.at/en/



TRANSPORT TO SCHOOL

What

Information about support for transport to school in the different Federal States.

Where

www.arbeiterkammer.at/beratung/bildung/lehre/Freifahrt___Fahrtenbeihilfe.html

APPRENTICESHIP JOB MARKET

What

If you want to carry out an apprenticeship, you need to find a position first. The job markets for apprenticeship will help you.

Where

(in German) www.berufslexikon.at/index.php?from=/le_start.php

(in German) www.ams.at/lehrstellen/

EDUCATION CAREER

What

The Ministry of Education has published a brochure with information about the Austrian education system from the preschool education until post-obligatory education. You can download it in different languages (Arabic, Bosnian, Croatian, English, Russian, Serbian and Turkish)

Where

(in German) www.bmb.gv.at/schulen/bw/ueberblick/bildungswege.html



SCHULE MEHRSPRACHIG

What

Webpage of the Ministry of Education that offers information about children in multilingual environment. You can find materials to help your child improve his/her mother tongue or you can find language support to improve his/her German.

Where

(in German) www.schule-mehrsprachig.at



List of support services and projects regarding education

INSPIRE – ASSOCIATION FOR EDUCATION AND MANAGEMENT

What

Organisation that offers counselling on process of recognition and nostrification of foreign certificates.

Where

(in English and German) www.inspire-thinking.at

Marienplatz 1

8020 Graz

Email: office@inspire-thinking.at

EDUCATION COUNSELLING IN VIENNA

What

Platform of different institutions that offer free counselling on education.

Where

There are advice centres for migrants all over Austria (in Bosnian, English, German, Russian and Turkish): www.bildungsberatung-Vienna.at

ADVICE CENTRE FOR MIGRANTS

What



Counselling free of charge for migrants who would like to recognize their qualifications in Austria.

Where

Contact points in different cities of Austria (in Arabic, Bosnian, English, Farsi, German and Turkish) www.berufsanerkennung.at/en/advice/

BFI (CAREERS PROMOTION INSTITUTE)

What

Educational institution for workers in Austria. They offer courses on vocational education and training for workers or unemployed people. There are centres in each Federal State.

Where

(in English and German) www.bfi.at

WAFF

What

Support of the policies of the job market for labour integration of migrants.

Where

(in Bosnian, Croatian, English, German, Serbian and Turkish) www.waff.at/

Nordbahnstraße 36

1020 Vienna

Email: waff@waff.at

