# GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Website for international students</th>
<th><a href="https://international.mci.edu/en/">https://international.mci.edu/en/</a></th>
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</thead>
</table>
| Language of instruction            | Courses for exchange students: **English**  
If students are fluent in **German** they may also take courses taught in **German**. |
| Language requirements              | To ensure students’ optimal success, all incoming exchange students* are required to take an **online English test** during the application process. This test will be **provided by MCI** and is free of charge. Information on the test and the required minimum score (equivalent to B2 level according to the Common European Framework of Reference for Languages) will be provided during the application period.  

*Alternatively, if students have already taken a **standardized English language test**, they may submit the result of that test instead of doing our online English test. We accept the following tests:  
- Test of English as a Foreign Language (TOEFL): TOEFL iBT - minimum score 85, TOEFL PBT - minimum score 550  
  https://www.ets.org/toefl  
- International English Language Testing System (IELTS): minimum overall band score 6.0.  
  www.ielts.org  
- Cambridge English Business Vantage (BEC Vantage): A/B in all four skills; alternatively, students may submit a BEC Higher exam result.  
  http://www.cambridgeenglish.org/  
- Cambridge English Advanced (CAE): A/B in all four skills; alternatively, students may submit a CPE exam result.  
  http://www.cambridgeenglish.org/  

*Students whose native language is English or who are enrolled in a program fully taught in English at their home university are not required to do our online English test or to submit a standardized English language test result when applying to MCI. Neither are French Canadian students.
If students are fluent in German and wish to take courses taught in German, MCI reserves the right to test their German language skills in a telephone interview.

### Application procedure and deadlines

Partner universities are asked to nominate their outgoing students by email (exchange@mci.edu) at least one month prior to the application deadline so that students have enough time to do the online English test and finish their applications by the deadline. The nomination email should contain the following information on nominees:

- Full name as it appears in passport: given name, middle name (if applicable), surname
- Sex (male or female)
- Level (undergraduate/Bachelor or graduate/Master)
- Field of study (e.g. business, tourism, engineering, etc.)
- Email address
- Semester student wishes to study at MCI (fall or spring)
- Language proficiency test result (TOEFL, IELTS, etc.), if available

After MCI has received the nomination email, we will email your students the information on how to apply online approximately one month before the application deadline. They will also get the link to our online English test that they need to complete during the application period (if they have not already taken a TOEFL/IELTS, etc.). Supporting documents needed for applying online:

- Official transcript of records in English from home institution
- Digital passport photo (optional)
- Language proficiency test result (TOEFL, IELTS, etc.) OR online English test provided by MCI

Students will select their courses and create their learning agreements when applying online. They then have to have their learning agreements signed by their coordinator and upload their signed agreements to our application website.

**Application deadlines for exchange students**

**Applications for fall semester:** May 15

**Applications for spring semester:** November 15

Applications received after the deadline will not be considered.

Once students have completed their applications and MCI has processed and approved their applications and English test results, students will get an acceptance email after the application deadline. In addition, citizens of so-called “third countries” (i.e. countries outside the EU/EEA/Switzerland) will get an acceptance letter so that they can
apply for an Austrian visa and/or residence permit.

We kindly ask students to carefully read the information on our website and to check their email regularly.

<table>
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<tr>
<th>Visa requirements</th>
<th>Citizens of <strong>countries outside the EU/EEA/Switzerland</strong> have to apply for an <strong>Austrian visa and/or residence permit</strong> in their home country prior to coming to Austria. Please see <a href="http://www.oead.at">www.oead.at</a> for the latest information on entry and visa regulations.</th>
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<tbody>
<tr>
<td>Health insurance</td>
<td><strong>MCI</strong> does not offer university health insurance; <strong>students are responsible for</strong> obtaining <strong>international health insurance</strong> valid throughout their stay in Austria/Europe prior to their arrival; <strong>MCI reserves the right to demand proof of insurance.</strong></td>
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| Academic calendar         | **Fall Semester 2016**
All programs that offer courses for exchange students (excluding “exceptions”):
October 3, 2016 - February 17, 2017

**Exceptions:**
Bachelor’s program “Tourism Business Studies”, Master’s program “Entrepreneurship & Tourism”, and Bachelor’s program “Mechatronics”:
September 2, 2016 - December 23, 2016

Master’s program “Industrial Engineering & Management” and Master’s program “International Health & Social Management”:
September 2, 2016 – February 17, 2017

**Spring semester 2017**
March 2, 2017 - July 14, 2017:
All programs that offer courses for exchange students

The semester dates include the orientation program, classes, and exams (first attempt). |
| Orientation program        | **MCI** offers an **orientation program** for exchange students at the beginning of every semester. This orientation program is mandatory. |

## COURSES

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<tr>
<th>Information on courses for exchange students</th>
<th><a href="https://international.mci.edu/en/students/international-exchange-students/courses-in-english">https://international.mci.edu/en/students/international-exchange-students/courses-in-english</a></th>
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</table>
| What courses can students take?            | **Regular courses**
Students may choose courses from **ONE degree program**. They may |
supplement these courses with courses from our International Program (optional). Undergraduate/Bachelor level students cannot take courses from a master’s degree program.

**Language courses**
MCI’s Language Center offers language courses during the semester including a **German language course** at various levels. These courses are subject to a fee of approximately EUR 100 and are offered if there are enough applicants per level.

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<tr>
<th>Number of ECTS credits exchange students may take per semester</th>
<th>Exchange students may take courses worth <strong>up to 30 ECTS credits</strong> per semester (= full course load). Most exchange students take courses worth between 15 and 30 ECTS credits per semester.</th>
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<tbody>
<tr>
<td>Grades</td>
<td><strong>1 through 5</strong> (grades 1, 2, 3, and 4 are pass; grade 5 is fail)</td>
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## HOUSING

**Housing**
Most exchange students book a room in a **student dorm** via the **Austrian Exchange Service (OeAD)**. OeAD arranges rooms in student dorms for a small monthly fee. This is the easiest and most convenient way to find relatively inexpensive housing.

MCI cooperates with the student dorm “Internationales Studentenhaus” (**ISH**). Exchange students can book a room at ISH directly through MCI.

Finding **private housing** in Innsbruck is challenging, especially at the beginning of a new semester. Nevertheless, students who are willing to invest considerable time and effort may be able to find a room in a shared apartment or a studio.

For more information on housing, please see [https://international.mci.edu/en/students/international-exchange-students/accommodation](https://international.mci.edu/en/students/international-exchange-students/accommodation)

## CONTACT INFORMATION FOR EXCHANGE PROGRAMS

<table>
<thead>
<tr>
<th>Name of office in charge of student exchange</th>
<th>International Relations Office</th>
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<tbody>
<tr>
<td>Address</td>
<td>MCI Management Center Innsbruck</td>
</tr>
<tr>
<td>Role</td>
<td>Contact Person</td>
</tr>
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<td>-----------------------------------------------------------</td>
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</tr>
<tr>
<td>Head of International Relations</td>
<td>Ms. Susanne Lichtmannegger</td>
</tr>
<tr>
<td>Coordinator for incoming exchange students</td>
<td>Ms. Mirjam Kraxner</td>
</tr>
<tr>
<td>Coordinators for outgoing exchange students at Bachelor level</td>
<td>Ms. Claudia Pauzenberger</td>
</tr>
<tr>
<td></td>
<td>Mr. Daniel D'Assisi</td>
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<tr>
<td>Coordinator for outgoing exchange students at Master level</td>
<td>Mr. Stefan Trenker</td>
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The information provided here is subject to change without notice.