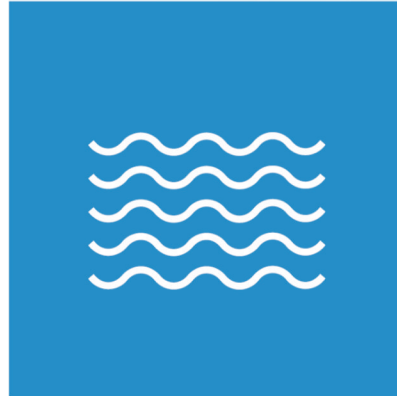




english version



ÖH

UNIVERSITÄT FÜR
WEITERBILDUNG
KREMS

Welcome Guide

A Service of the ÖH at UWK,
by students for students.





kino im kesselhaus



YOUR ÖH AT UWK

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Foreword

The **Students' Union at the University for Continuing Education Krems (ÖH-UWK)** is a public corporation and thus the legal representation of the interests of all students at the UWK. Every student is a compulsory member of the ÖH. **The ÖH fee for the current academic year 2025/26 is EUR 25.20 per student.** Without the payment of the ÖH fee, no admission/continuation registration may be made by the university. The ÖH fee is included in the course fee at the UWK and therefore does not have to be paid separately. You can check whether your ÖH fee has been paid in the **UWKonline** under the tab 'Study status and continuing education programme fee'.

As a student interest group, the ÖH has the right to review the drafting of laws. This results in a right of co-determination and the opportunity to influence all provisions relating to studies. In addition, the ÖH delegates student representatives to various university and college committees, ministerial commissions and other institutions. Each university in turn has its own university or university of applied sciences representation, which serves as an interface to the ÖH federal representation.

We are happy to help and advise students at the **University for Continuing Education Krems** with any questions or study-related concerns. In addition to committee and departmental work, our **services** range from counselling about **childcare financed by the ÖH-UWK** to **workshops and training** courses to provide you with the best possible support during your studies.

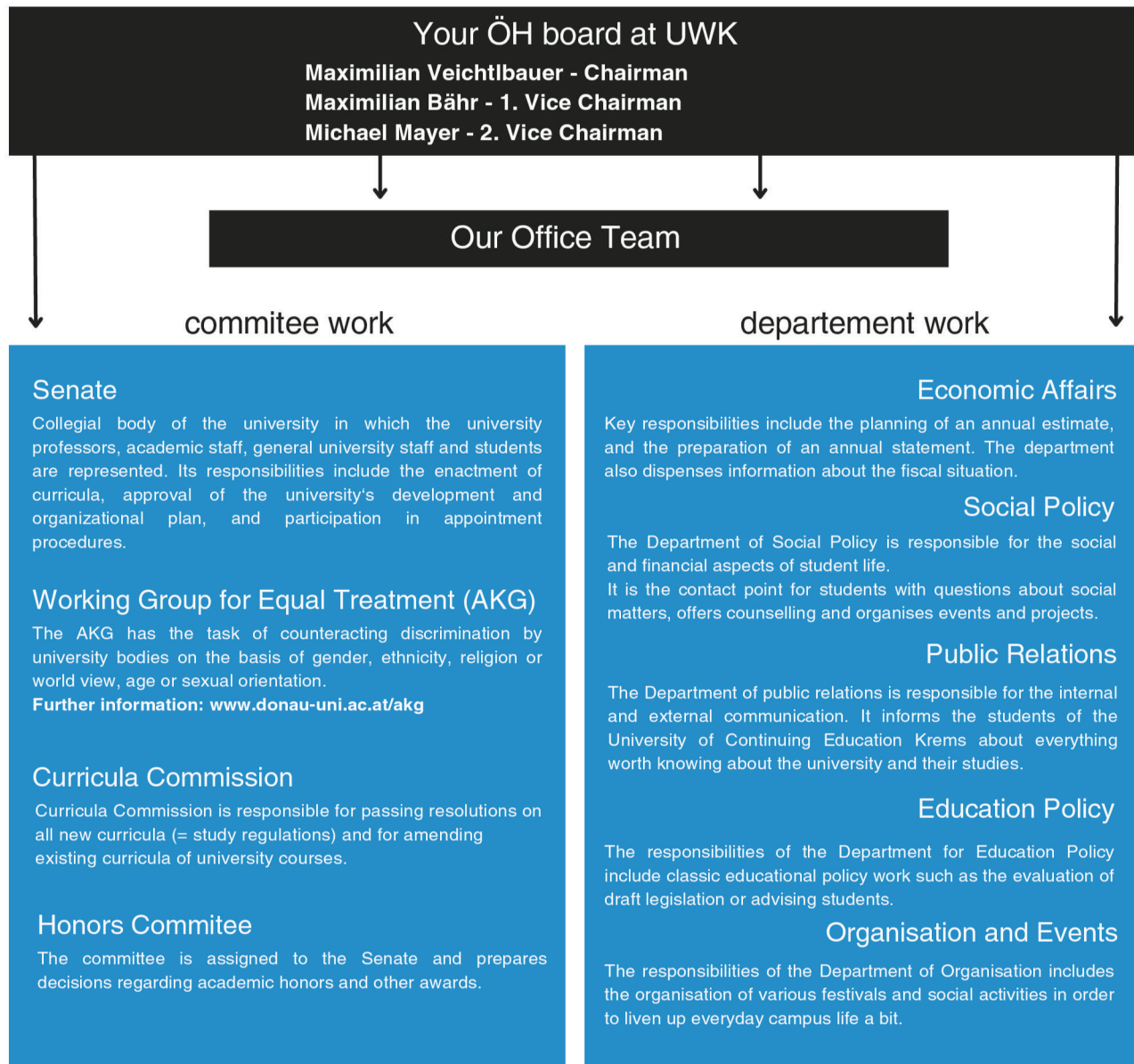
Achieve more together!

#oehuwk

Maximilian Veichtlbauer
Chairman



This is how we are organized



Our Office Team on site

Our Office Team at ÖH-UWK supports the elected board members and is available to answer any questions about our services. Together with the board of ÖH-UWK, they take care of the ÖH Office and support the elected board members improving studying conditions at University for Continuing Education Krems.

Your Office Team: Monika Aigner, Sandra Sturm & Alix Ungur



Departement work at ÖH-UWK

DEPARTMENT OF ECONOMIC AFFAIRS

The Department of Economic Affairs takes care of all financial concerns. Paramount among them are the planning of an annual estimate, and the preparation of an annual statement. The department also dispenses information about the fiscal situation of individual cost centers or the entire university representation.

DEPARTMENT OF SOCIAL POLICY

The Department of Social Policy is the contact point for students with questions about social matters, such as the ÖH Social Funds, offers counselling and organises events and projects. The Social Department manages the social pot and is in contact with the housing law, tax law and general legal advice.

DEPARTMENT OF PUBLIC RELATIONS

The Department of public relations is responsible for the internal and external communication. It informs the students about everything worth knowing about the university, the Krems campus and news from the ÖH-UWK. The focus is on the Website and on social media channels such as Facebook, Instagram and LinkedIn.

DEPARTMENT OF EDUCATION POLICY

The Department of Education Policy evaluates and represents the interests of students at the University for Continuing Education Krems. The responsibilities of the Department for Education Policy include classic educational policy work such as the evaluation of draft legislation or advising students. Another focus is the development of concepts to improve study conditions.

DEPARTMENT OF ORGANISATION AND EVENTS

The responsibilities of the Department of Organisation includes the organization of various festivals and social activities in order to liven up everyday campus life a bit.

Our ÖH-Office

 Wing L, Room 1.34-2

 +43 (0)2732 893-2045

 buero@oeh-uwk.at

 oeh-uwk.at

 oehuwk

 oeh_uwk

 company/oehuwk



Opening hours:

Monday to Friday from 09:00 am to 02:00 pm

ÖH Lounge



Meeting point, café+co, working space, water dispenser, beverage and snack vending machine Wing L, 1. Floor, near the ÖH-Office



CHARGEANDGO

With our mobile charging station, you can easily and quickly charge your phone in between.

Psychological Counselling

Many life's challenges, such as balancing family, career and studies, studying in a foreign country or dealing with strokes of fate, can lead to high mental stress.

Mental health matters!

In order to keep you and your studies in balance, we have entered into a [cooperation with the Hilfswerk Niederösterreich in partnership with the University for Continuing Education Krems](#). The ÖH-UWK, together with the University for Continuing Education Krems, covers the costs for a psychological counselling session at the Hilfswerk Niederösterreich for students in difficult life situations.

You also have the possibility to apply for the approval of further psychological counselling sessions.

Take advantage of our offer and don't be afraid to accept help!
Please contact the ÖH-UWK office for further information.



Free childcare

If there is a shortage of childcare, students have the possibility to make use of childcare during their compulsory attendance study. For this purpose, the ÖH-UWK has concluded a cooperation agreement with the flexible childcare facility „**DAS Kinderzimmer-Krems**“.

Information on DAS Kinderzimmer Krems, requirements and booking at www.oeh-uwk.at/en/service

DAS Kinderzimmer Krems

Spänglergasse 2a, 3500 Krems
Contact: Claudia Windhaber-Ehrenreich
Tel.: +43 (0)676 / 439 02 80
www.daskinderzimmer-krems.at



Opening hours:

Tuesday to Friday 01:00 pm to 07:00 pm
Saturday 09:00 am to 01:00 pm

ÖH-Insurance

Here you will also find information for your insurance confirmation for the internship

All students are automatically insured by the ÖH membership and thus benefit from comprehensive accident and liability insurance. This insurance is valid during the lecture period and additionally on the way to and from the lectures, i.e. during attendance phases at the University for Continuing Education Krems. It covers all damages that occur in connection with your studies.

More informations, contact and forms are to find on our website

<https://www.oeh-uwk.at/de/service-de/191-oeh-versicherung.html> as well as on the website of the ÖH Federal Representation <https://www.oeh.ac.at/service/oeh-versicherung>.

ÖH Social Funds

For all students who are in a special financial emergency, it is possible to apply for a one-time support from the Social Funds every 12 months.

Application Form and Guidelines: Find all information, the guidelines as well as the application form on the website of the ÖH Federal Representation.

Contact ÖH Social Funds: Social Funds of the ÖH Federal Representation, Taubstummengasse 7-9/4. Floor, 1040 Wien - Mail: sozial@oeh.ac.at

ÖH-Mensa Bonus

Students in need have the opportunity to buy one main meal/menu per day at the Mensa for 2,- Euro less.

This is how you get the Mensa-Bonus:

1. Register at the Mensa cash desk with your bank card (you will receive a receipt for this).
2. Bring the registration receipt from the Mensa cashier to the ÖH-UWK office.
3. Show your StudienServiceCard and have it activated for the ÖH-Bonus.

At the next Mensa visit, please authenticate with your bank card. Payment can be made with a bank card or cash.

Find the current opening hours and the menu on the website: www.mensen.at

NEW!!!

ÖH-UWK Social funds

If you ever find yourself in financial difficulty, there is a new support scheme available at the UWK. The ÖH-UWK Social Fund comprises the Child Support Fund and the Hardship Fund (each providing up to €750 per academic year). This is designed to ensure that your studies remain feasible even in difficult times. Information and application forms are available from the ÖH-UWK.

NEW!!!

Social Education Grant

If your situation means you need support for urgent study or career-related projects, the ÖH-UWK offers social education grants: excursion and education grants (up to €500 per academic year) and publication and research grants (up to €750 per academic year). Information and application forms are available from the ÖH-UWK.

NEW!!!

Family Room

In order to assist students with children under 18 months who attend courses and need support, we have established a special room at UWK that parents or guardians can use. Booking the room is possible through <https://oeh-uwk.at/en/room-booking>. The Family Room is located in Wing W, Campus West, on the ground floor, next to the elevator - W.E0.01. Further information on our Website.

Free Plagiarism Scan

As an ÖH member, you have the opportunity to conduct a plagiarism scan for your thesis free of charge. This service is designed to support you in your academic progress and to ensure the integrity of your scientific work. Just apply for your voucher code via the following link:

<https://oeh-uwk.at/plagiatsscan>

Free period products

For the students of UWK, menstrual dispensers and period products were provided in the most visited toilets to facilitate access to free menstrual products. The period products are installed at the following locations:

- | | |
|--|--|
| 1. Wing L: Ground Floor/Cafe Virginier | 0.124 |
| 2. Wing L: 1. Floor/ÖH Lounge | 1.124 |
| 3. Wing L: 2. Floor/Seminar rooms | 2.124 Toilettes on the 2nd Floor (Main Foyer) |
| 4. Wing M: 1.Floor/Seminar rooms | 1.322 Seminar Room M. 1.26 is located nearby. |
| 5. Wing K: 1. Floor/Seminar rooms | 1.234 Seminar Room K. 1.23 is located nearby. |
| 6. Wing U: Ground Floor/Main Foyer | N08E0.030 Campus Hall U.031 is located nearby. |

ÖH-UWK-Snack-Discount

Gain power for your studies!

Auspicious and tasty - for your hunger and the small wallet!

Upon presentation of your StudienServiceCard, you will receive as student at University for Continuing Education Krems an ÖH-UWK snack discount of EUR 2€ on all dishes offered (with the exception of purchased food) **at Café Virginier!** This discount can be redeemed by you **once a day!** With this campaign we would like to support you, especially in times of inflation!

The Mensa and the Café Virginier are looking forward to your visit!

Campus Krems Mensa
Wing B, New Building, Ground Floor
Tel.: +43 (0)5 7405-327
martina.hauger@mensen.at



Campus Krems Café Virginier
Wing L, Old Building, Ground Floor
Tel.: +43 (0)5 7405-325
virginier@mensen.at

WORKSHOPS & TRAININGS

As the representative of students for the University for Continuing Education Krems, we are focused to support students during their studies in the best way we can. We hope, our regular training seminars will provide you with valuable knowledge and skills.



Information and
registration for our
seminars:
www.oeh-uwk.at/termine

Tip:
Please check the inbox of your
edu-mail address regularly!



4-part online Master Thesis Workshop

Within the framework of this four-part workshop, the basics of creating exposés for master's students will be discussed. Topics such as research, literature research (including AI gemini research), formulation of research goals and clarification of research questions, explanation of methods, structure of the master's thesis, methods for determining one's own topic or tips against writer's block will be taken up in this workshop. A comprehensive collection of links to sources, tools and apps that make it easier to write the master's thesis round off the contents of the workshop. In addition, the lecturer discusses concrete plans, ideas and concerns of the participants.

The aim of the workshop series is to provide a detailed insight into research and to find topics as well as the structure and content of research exposés and thus create the basis for students to write research exposés independently.

Writing Training Master Thesis

In the ÖH writing training course, you will receive valuable tips for every phase of the writing process: from the research question and methodology (qualitative and quantitative research) to citation techniques and proper literature research. In addition, you will learn effective motivation strategies to help you work in a focused and goal-oriented manner. You will also gain insight into how to work with artificial intelligence in a scientifically and ethically correct manner.

A series of courses will take place in virtual form during semester 3. Each course series consists of 8 workshops and an individual (text) feedback.

Master-Thesis-Coaching (1-day, online)

This workshop, including individual coaching, aims to best support students in completing their master's thesis. You will receive specific recommendations and feedback as well as a review on the topic of 'Academic Writing.' In the morning, questions from all participants regarding the master's thesis will be addressed in a plenary session, and in the afternoon, a 30-minute individual coaching session will take place, where personal questions can be asked to the presenter.

KI-Workshop

Let us show you how AI can help you – without breaking any rules. The objectives of this workshop are to reduce fears and gain confidence in dealing with AI, to work with AI in a scientifically and ethically correct manner, and to strengthen your skills in academic writing.

German course for international and Erasmus students

An ÖH-UWK German course of various levels is offered for international students in cooperation with the University for Continuing Education. After the seminar, all participants will receive a certificate of participation.



Time management

In this workshop, you will learn how to define goals correctly and implement them efficiently. Find out how to set priorities and save valuable time. Together, we will identify typical time wasters and develop strategies to minimise them. We will also show you how to set clear boundaries and approach unpleasant situations with confidence.



Confidently approaching oral examinations

In this workshop, you will learn how to approach oral examinations or your thesis defence without fear and with complete presence. You will discover how relaxation techniques can support your preparation and which body language ensures a confident appearance. Together, we will develop strategies for overcoming mental blocks so that you remain calm and focused even in stressful moments. Start your next oral exam perfectly prepared and with strengthened self-confidence!



Mindfulness in studies and work

Working, studying, maintaining relationships, looking after children; and on top of that, enjoying free time or pursuing hobbies? This often results in feeling overwhelmed, exhausted or annoyed. How can you make it easier? With mindfulness. You will learn how to deal with distractions better and how your attitudes of mindfulness can support you in your private life, at work and in your studies.



Stress away!

Learn how to deal with challenging situations in a constructive and solution-oriented way, strengthening your mental health and personal resources for effective stress management.

You can find all information about further workshops and services on our website:

www.oeh-uwk.at/service

Studying at the UWK

Service Center for Students

The [Service Center for Students](#) is the central point of contact for organizational questions concerning studies.

Service Center for Students

Wing L, Old Building, Ground Floor (towards café.virginier)

Contact: Necha Geisler, MA BA

Tel.: +43 (0)2732 / 893-6000

scs@donau-uni.ac.at

www.donau-uni.ac.at/scs



Opening hours:

Monday to Thursday 08:00 am to 04:00 pm

Friday 08:00 am to 02:00 pm

In the area of student records, the Service Center for Students is responsible for admission and continuation procedures, student administration and statistics, as well as the administration of formal degree completion. Here you will also receive the StudienServiceCard, which identifies you as a student for the University for Continuing Education Krems.

Info point

The [info point](#) is your central contact point for general questions and quick guidance on campus. Additionally, the lost and found office of the university is located here, which helps you recover lost items.

**Opening hours:**

Monday to Thursday 08:00 am to 04:00 pm
Friday 08:00 am to 03:00 pm
Saturday 08:00 am to 12:30 am

Info Point

Wing L, Old Building, Ground Floor, 0.143
Tel.: +43 (0)2732 893-0
info@donau-uni.ac.at

University Library

As a scientific public library, the library of the University for Continuing Education Krems is available to students and graduates as well as external users. With your student card you can borrow books and journals, have access to library catalogs, journal databases, reference works, etc. Research in e-resources is possible at any time out off campus. The research platform “biber” gives you access to licensed databases and e-journals and is [sponsored by ÖH-UWK](#). The University for Continuing Education Krems provides students and staff with the literature management software Citavi free of charge. [CITAVI is sponsored by the ÖH-UWK](#).

Library

Wing C, Ground Floor
Contact: Margit Rathmanner-Spitzbart
MAS, MSc
Tel.: +43 (0)2732 / 893-2240
bibliothek@donau-uni.ac.at
www.donau-uni.ac.at/bibliothek

**Opening hours:**

Monday 09:00 am to 01:30 pm
Tuesday to Friday 09:00 am to 07:00 pm
Saturday 10:00 am to 02:00 pm
Holidays and closing times online



Here you will find the different search portals:

<https://www.donau-uni.ac.at/de/universitaet/service/bibliothek/suchportale.html>

More information: [CITAVI: https://www.donauuni.ac.at/de/universitaet/service/bibliothek/literaturverwaltung.html](https://www.donauuni.ac.at/de/universitaet/service/bibliothek/literaturverwaltung.html)

Servicecenter for International relations

Internationalization is held in high regard at the University for Continuing Education Krems and is promoted through numerous international research and educational projects, partnerships and exchange activities. It is not limited by teaching and research, but also covers administration. The [Servicecenter for International Relations](#) acts as a competence center and hub that assists with all issues, questions and projects, supports international opportunities and acts as an international first point of contact.

The Servicecenter for international Relations supports international students and guests in integration into everyday university life. Support can be provided on the following topics: Admission to the University for Continuing Education Krems, visas and residence permits for Austria, Certificate of registration for EU / EEA citizens, accommodation and registration form, bank account, Offers of the university, German courses.

Servicecenter for International Relations

Welcome Center, Wing M, Ground Floor,
Room 0.351

Tel.: +43 (0)2732 / 893-5630

international@donau-uni.ac.at

www.donau-uni.ac.at/international

Study barrier free

Advice and information for students with disabilities and/or chronic illness in all matters, information on financial support options and legal framework conditions. Individual support for students in the respective study situation, cooperation with the rectorate and the responsible committees on the topic of inclusion, intra-university cooperation for the creation of learning, examination and working conditions suitable for the disabled commitment and participation in accessibility and equipment of the university suitable for the disabled, individual technical and personnel support as well as assistance with structural barriers.

Necha Geisler, MA, BA

Wing L, Old Building, Ground Floor, Room 0.139

+43 2732 893-6000

barrierefrei-studieren@donau-uni.ac.at

www.donau-uni.ac.at/en/university/service/accessible-studying.htmv

Floor plans of the UWK



Find your desired room on
the UWK website!

CANVAS & Information platform UWK online

The University for Continuing Education Krams uses CANVAS as its central learning platform, which is managed by IT Services (tech.support@donau-uni.ac.at). You will receive your login details from the course director.

The UWK online information platform provides information about your course, lectures, dates and study status (study certificate and various forms). You can also access your personal mailbox at the University for Continuing Education Krams (Outlook Web Access) here. To do so, use your UWK student email address and your UWKonline password.

Universität für
Weiterbildung
Krems



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