

@oeh.akbild

**STUDENT UNION (ÖH) OF THE ACADEMY OF FINE ARTS VIENNA  
2022/2023**



## ÖH AKBILD STUDENT UNION (ÖH) OF THE ACADEMY OF FINE ARTS VIENNA

Founded in 1946, The Austrian National Union of Students' federal body of Representatives is the legal representative of all students to the competent ministries. Students in Austria are internally represented on 3 different levels (Bundesvertretung / Universitätsvertretung / Studienvertretung) where Representatives advocate for their interests.

The students' body of representatives is therefore the legally anchored representation of the students at the Academy of Fine Arts. The people in the chair persons team, the university representatives, the departmental representatives and the departments represent student interests in internal academy committees, commissions and working groups as well as externally to ministries, politics and society.

The Academy's students body has set itself the goal of improving the legal situation of students in study-specific, social and other matters. The special situation of socio-economically disadvantaged students as well as students from outside the EEA/EU, who are financially disadvantaged, are at the core of interest in all actions of the students' union of the Academy of Fine Arts Vienna.

For more information on the respective departments see:

[www.oehakbild.info](http://www.oehakbild.info)

# WHO & WHAT

## **Chairpersons**

Political work outside and within the academy, coordination, overview etc. The chairpersons are elected from Unirat-members.

[oehvorsitz@akbild.ac.at](mailto:oehvorsitz@akbild.ac.at)

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## **Department of Financial Affairs**

Handles all economic matters of the ÖH, contact address.

[oehfinanzreferat@akbild.ac.at](mailto:oehfinanzreferat@akbild.ac.at)

## **Department of Social Affaires**

Social and financial issues, insurance, residency permit issues etc.

[oehsozialreferat@akbild.ac.at](mailto:oehsozialreferat@akbild.ac.at)

## **Department of Communication**

Communication to the public, social media, webpage, infoscreens etc.

[oehpressereferat@akbild.ac.at](mailto:oehpressereferat@akbild.ac.at)

## **Department for Art and Counterculture**

Advice on grants, project funding, etc.

[oehkulturreferat@akbild.ac.at](mailto:oehkulturreferat@akbild.ac.at)

## **Queer Feminist\* Department**

Political work within the academy on queer/fem. matters, events, etc.

[oehqueerfem@akbild.ac.at](mailto:oehqueerfem@akbild.ac.at)

## **Department for Political Anti-Racism**

Political work and advice on anti-racist topics inside and outside the Academy.

[oehantiraref@akbild.ac.at](mailto:oehantiraref@akbild.ac.at)

## **Department for Education**

Students' representation in the Senate, participation in matters of teaching, university staff, etc.

[oehbipolreferat@akbild.ac.at](mailto:oehbipolreferat@akbild.ac.at)

## **Department for Infrastructure**

Networking and handling the technical equipment, that can be borrowed by students and for events.

[oehinfraref@akbild.ac.at](mailto:oehinfraref@akbild.ac.at)

## **Department for Food**

Information on cheap and qualitative food, administers the food coop linked to ÖH.

[oehessen@akbild.ac.at](mailto:oehessen@akbild.ac.at)

## **Office**

The office provides personal accounting during the open hours twice a week. It handles general questions, administration, coordination, organisation etc.

[oeh@akbild.ac.at](mailto:oeh@akbild.ac.at)

Schillerplatz 3, 1010 Vienna

Tel: +43 (1) 588 16-3300

(for office hours see [www.oehakbild.info](http://www.oehakbild.info))

# **HOW IS THE STUDENTS' BODY OF REPRESENTATIVES COMPOSED?**

There are 2 different bodies to represent the students' interest within the Academy and outside, both of which are elected every 2 years.

**University representation (UV):** A list is chosen for the university representation during the ÖH elections. The list consists of 9 members, 3 of whom are elected as chairpersons and up to 9 substitute members.

## **Study Representatives (StV):**

The size of the departmental representation depends on the number of students. Individuals are elected for this body. The StV take care of students' concerns in the respective field of study, help you with funding, information, advice, events, etc.

The students' union of the Academy of Fine Arts is composed of the following study representatives:

<b>Architecture</b>	<a href="mailto:oeharch@akbild.ac.at">oeharch@akbild.ac.at</a>
<b>Fine Arts</b>	<a href="mailto:oehbk@akbild.ac.at">oehbk@akbild.ac.at</a>
<b>Education in the Arts</b>	<a href="mailto:oehikl@akbild.ac.at">oehikl@akbild.ac.at</a>
<b>Scenography</b>	<a href="mailto:oehszeno@akbild.ac.at">oehszeno@akbild.ac.at</a>
<b>Doctoral Studies</b>	<a href="mailto:oehdok@akbild.ac.at">oehdok@akbild.ac.at</a>
<b>Conservation and Restauration</b>	<a href="mailto:oehreko@akbild.ac.at">oehreko@akbild.ac.at</a>
<b>Master Critical Studies</b>	<a href="mailto:oehmcs@akbild.ac.at">oehmcs@akbild.ac.at</a>

## IN WHICH BODIES OF THE ACADEMY IS THE STUDENT UNION PRESENT

**The rectorate, senate and Unirat** are the three governing bodies of the university. Regular talks take place between the rectorate and the ÖH representatives.

The students' union can send 6 students with voting rights to the Senate.

Guests are normally allowed upon request.

**In the Unirat**, which is a kind of supervisory board of the Academy, the ÖH chairpersons team is regularly invited for special topics. Presence during the rest of the time or the presence of guests is not possible.

**Curriculum commissions and appointment commissions** are additional commissions on which students have a say. The students' representatives are delegated by the university representation and have a third of the votes.

**The working group for equality issues** is a university body that aims to counteract discrimination, 4 students are part of the working group.

**The institute conference** is a legally no longer binding communication organ that is not by law and takes place continuously at the Academy only in the Fine Arts. The student union is part of the meetings.

## HOW CAN I PARTICIPATE?

You are very welcome to come on our meetings and events, most of them are open for everybody. You can contact the ÖH office ([oeht@akbild.ac.at](mailto:oeht@akbild.ac.at)) or the student representatives in order to find out, which meetings and projects are going on and how you can participate.

As a student member, you can work in many different bodies, commissions or in the presentations – check your emails, all information on this is always sent out via email!

Every Student of the Academy can run for the university and the study representation election!

## INFORMATION OF ÖH ELECTION

The university representation and the study representatives are elected every two years. **The next election will take place in Mai 2023.**

### **WHAT will be elected?**

Every two years the Austrian Students Union is elected.

Students of the Academy of Fine Arts have three ballot papers for:

Study representatives, which is an election of individuals for the representation of a field of study, whose size is dependent on the numbers of students of the department. University representation is a list election, which is composed out of 9 members and up to 9 substitute members (*see university representation above*).

**The National Students' Union** represents the concerns of the students on a national scale, vis-à-vis ministries and university conferences. In this list election the running fractions are elected directly and gain mandates in relation to the percentage of votes in the study parliament that is composed of 55 mandates.

## WHO is allowed to vote?

All ordinary and extra-ordinary students, who are accredited for studying are allowed to vote. *Attention:* you can only vote once for the National Students' Union even if you are registered at more than one university.

## WHY vote?

Your vote can together with the votes of all other students in Austria fight for good study conditions! Enforce the rights of all students and improve the pre-conditions of study specific, social and other concerns (e.g. studying while caring for a child, working students, students from non EEA/EU-countries etc.) and enlarge possible assistance. Contribute to stopping the neoliberal tendencies of ever growing efficiency and the decrease of state financing in the Austrian education policies!

## The one, who votes, decides!

## WHAT SUPPORT CAN YOU GET FROM ÖH AKBILD?

The ÖH not only represents the students within university committees and on a general political scale, but also offers concrete support to individuals financially, by (legal) counselling etc. If you wish to find out, what the ÖH does, check our website: [www.oehakbild.info](http://www.oehakbild.info).

### Project Funding:

The students' union of AkBild funds projects of students with financial or structural support; these projects need to be relevant to students and the students' union reserves the right to countercheck, whether the content of the respective projects have relevance for students.

**The department for art and (counter)culture** writes out a thematic project call twice a study year. The deadlines are published on the [www.oehakbild.info](http://www.oehakbild.info) and sent out via email to all students. Around 10 projects are funded with each call. The requirements are published in each call.



The students' union university body of representatives (UV) holds regular meetings, where you can deposit proposals for projects or requests for financial or structural support (rent for spaces, events, equipment, etc.). Send an email in advance to the office ([oeht@akbild.info](mailto:oeht@akbild.info)) with a short description of your idea (including budget) and ask for the next UV-meeting

Ask your study representatives for calls or other possibilities for funding!

### **Social funds of the students' union**

The student union has set up in their budget a social fund for persons, who are in financial need. You can apply once a study year for a funding.

In general, the social fund of the student union is open to all students of the Academy of Fine Arts, who are in financial distress, under the condition that you do not get support from any other institution. As third country students are discriminated when it comes to subsidies and stipends, their applications will be privileged.

The financial means of the students' union of the Academy of Fine Arts are limited due to the low number of students studying at the Academy, therefore not all applications can be answered positively. There is no legal claim to granting support!

If you find yourself in financial distress, please contact the Social Affairs Office, so we can discuss your situation in a confidential atmosphere.

E-mail: [oehtsozialreferat@akbild.ac.at](mailto:oehtsozialreferat@akbild.ac.at)

Telefon/WhatsApp: 0667/77 100 55

### **Social funds of the national students' union**

All students that are in financial distress can apply once a year for support from the social funds of the Austrian national union of students.

For more information contact [oehtsozialreferat@akbild.ac.at](mailto:oehtsozialreferat@akbild.ac.at) .

### **Social stipend of the Academy of Fine Arts**

All students of the Academy of Fine Arts Vienna who paid tuition fees and did not receive a refund from another institution (e.g. federal aid for students in Austria) are welcome to apply for a social stipend in the beginning of the following semester. The social stipend may be granted in the amount of the

tuition fees that were paid. Please note that only the tuition fees, not the fee for the student union, may be refunded.

For more information on how to apply as well as the application form, please go to: [https://www.akbild.ac.at/portal\\_en/studies/stipendien/academy-scholarships/sozialstipendium](https://www.akbild.ac.at/portal_en/studies/stipendien/academy-scholarships/sozialstipendium)

## LIABILITY AND ACCIDENT INSURANCE

All students and their underage children are covered by accident and liability insurance through the ÖH for the entire semester by paying the tuition fee, as 0.70 euros of the tuition fee is paid to the insurance company. However, if you have not paid your tuition fee in a semester for any reason, you are only insured until the end of the grace period of the following semester (for the winter semester: April 30, for the summer semester: November 30). You are insured as long as your student ID is still valid.

The responsible insurance company is Generali Versicherungs-AG, with which the Austrian Students' Union (Bundesvertretung) has concluded a framework agreement.

**If you have to make use of the insurance**, you have to take care of the claim notification yourself, since the ÖH is the policyholder, i.e. the contractual partner of Generali AG, but you as a student are the insured person.

**IMPORTANT:** The ÖH insurance is NOT a HEALTH INSURANCE!

### Policy Numbers:

**Collective accident insurance:** 000 1809 6819

**Collective liability insurance:** 000 1810 4297

### What kind of damage is covered?

In principle, the insurance covers all loss events in the area of accident and liability insurance that may occur in the course of studies. Furthermore, accidents and damages in the context of student dormitories, USI courses, ÖH events or internships or clinical traineeships that are related to studies are also covered. In addition, the routes to and from the above-mentioned buildings,

premises and activities are also included. By the way, this also applies to semesters abroad – after all, your insurance coverage extends to the whole world! Except for liability claims in the USA, Canada and Australia.

**The liability insurance covers up** to 1 million euros for property damage and personal injury to third parties. Accident insurance covers 7,500 euros for accident costs, 50,000 euros for permanent disability, 15,000 euros for accidental death. In addition, if you are hospitalized for more than 3 weeks continuously due to an accident, half of your tuition fees will be reimbursed.

**If a damage occurs, the next step is to report the damage.** It is best to include all available documents, evidence, police reports, etc. at this point – this will facilitate and shorten the settlement process. A current confirmation of enrollment must be sent in any case. But always keep a copy of the documents with you, otherwise you will not know later what you have already sent.

**The damage report should be sent by email to:** [oeh-versicherung@generali.com](mailto:oeh-versicherung@generali.com).

### **Forms for the damage report:**

Liability insurance: `schadenanzeige-allgemeine_haftpflicht_afb`

Accident insurance: `schadenanzeige_unfall_afb`

In case of emergency, there are telephone numbers for damage reports:

Mon – Fri 09:00 – 18:00 and for emergencies 24h

from Austria: *01 515900*

from abroad: *+43 (1) 204 4400*

### **Settlement + Payment of a claim**

After settlement, the claim is either paid or rejected. To make sure that only justified cases are rejected, ÖH has written a special clause into the insurance contract. This clause states that you can contact the ÖH after a – in your opinion unjustified – rejection, so that they can discuss your case again together with the project team of the insurer.

If you want to get back to them, write an email to [wiref@oeh.ac.at](mailto:wiref@oeh.ac.at). Your data will of course be treated confidentially!

## Confirmation of insurance

For semesters abroad or excursions you often need a confirmation of a valid accident or liability insurance. The ÖH can issue such a confirmation in German and English on behalf of Generali Versicherungs AG, but needs the following data from you:

*Name*

*current address*

*matriculation number*

*name of the educational institution you are studying at*

Just write an email (subject: *confirmation*) with these data and a confirmation of the paid ÖH-fee to [studierendenversicherung@oeh.ac.at](mailto:studierendenversicherung@oeh.ac.at).

The document will be sent as soon as possible.

**Attention:** There is no insurance coverage for liability claims in the USA, Canada and Australia.

## Contacts at a Glance

**Generali info hotline:** 0800/204 4400 (from Austria) and  
+43/1/204 4400 (from abroad)

**Claims reports with the completed claim form** (see below) and relevant documents to: [oeh-versicherung.at@generali.com](mailto:oeh-versicherung.at@generali.com).

**Confirmations of insurance are issued by the national student union** (enclose confirmation of enrollment!): [studierendenversicherung@oeh.ac.at](mailto:studierendenversicherung@oeh.ac.at)

**General questions about insurance to:**

ÖH-Wirtschaftsreferat to [wiref@oeh.ac.a](mailto:wiref@oeh.ac.at)

# HOUSING

Here you find some useful links and information regarding searching for a flat and problems with tenancy law.

Useful hints when it comes to housing you can find – unfortunately in German only – in the booklet „Studieren und Wohnen“ by the national student union: <https://www.oeh.ac.at/content/studieren-und-wohnen>.

## Private housing market

**Black board of the national student union:**

<https://schwarzesbrett.oeh.ac.at/wohnen/>

<https://www.jobwohnen.at/>

**Willhaben:** <https://www.willhaben.at/iad/immobilien/>

**Search engine for rooms in shared flats:** <http://www.wg-gesucht.de/>

In Vienna there are two types of community housing, a rental housing for low to moderate income or special needs households, managed by not-for-profit community based organisations or by the city of Vienna.

## Community housing by the city of Vienna

In order to be applicable for this type of community housing („Gemeindewohnung“) you need to be Austrian citizen or equated, that is holder of a permanent residence permit EU, EU/EEA citizen or recognized refugee. If you have been residing 2 years at the same address in Vienna, your chances get higher, when it comes to being applicable for a community housing ticket („Wohnticket“).

Here you can find more information on community housing organised by the city of Vienna (unfortunately in German only):

<https://wohnberatung-wien.at/wiener-wohn-ticket/allgemeines>.

Contact Wohnberatung Wien to make an appointment:

Guglgasse 7-9, Ecke Paragonstraße

1030 Wien (U3 Gasometer),

Tel. 01/24 111

## **Public utility housing („Genossenschaft“)**

Community housing (or government funded flats) are mostly much cheaper than flats you can find on the free market. You will have to pay a sort of charge (financial contribution), that can be quite high, but this contribution will be refunded the moment you leave the apartment.

Government funded community housing you can find through advertisements, the respective public utility housing projects or again through Wohnberatung Wien.

## **Dormitories**

List of dormitories in Vienna:

<https://www.oeh.ac.at/wohnen/gemeinnuetzige-studierendenheime#wien>

List of dormitories collected by the Chamber of labour:

[http://www.heimdatenbank.at/hp\\_abfrage\\_liste.php](http://www.heimdatenbank.at/hp_abfrage_liste.php)

If you encounter problems with your dormitory please contact:

[christoph.haill@oeh.ac.at](mailto:christoph.haill@oeh.ac.at)

# FOOD SUPPORT

In Vienna there are a range of supermarkets, the so called social markets, where people with a decent or no income can get cheap food.

## What do I need?

Student ID or proof of income (AMS certificate, wage slip, proof of pension, social or mobile pass), registration slip and photo ID

You can get the shopping card directly from the social market.

## List of shops:

### Sozialmarkt Wien

<http://www.sozialmarkt.com/>

### Foodpoint Vienna

<http://www.foodpoint.wien/>

### Wiener Tafel

<https://www.wienertafel.at/>

### Caritas

Le+O - Lebensmittel und Orientierung is offering a food supply and handing out groceries.

<https://www.caritas-leo.at/unsere-hilfe/ausgabestellen>

Tel. 05 17 76 300

Also you can find a list of facilities offering cheap food on the webpage of the city of vienna.

[shorturl.at/hoQU0](http://shorturl.at/hoQU0)

# INFORMATION FOR THIRD COUNTRY STUDENTS

## **Prolongation of the residence permit student**

Students from outside the EU/EEA need a residence permit-student, if they wish to stay longer than 6 months in Austria.

The costs for the residence permit as a student are 160 Euro.

The application for prolongation can be submitted up to 3 months before the residence permit expires, the deadline for prolonging your permit ends the day your permit loses its validity.

## **Where do I have to apply?**

The application must be submitted at the responsible branch office for the district, where you are also registered. The procedure may take up to 3 months.

## **Which documents do I have to submit?**

- application form
- passport with a validity of more than 1 year at the moment of application
- passport picture not older than 6 months
- confirmation of enrollment and record of studies
- proof that in the past study year before the prolongation a study success of 16 ECTS/8 semester periods per week has been reached
- abstract of insurance data
- voluntary disclosure regarding loans
- proof of financial means for 12 months (in 2021 the monthly rates are for persons up to 24 years 552,53 Euro, from 24 years on 1000,48 Euro, for a couple 1578,36 Euro, for each child 154,37 Euro). *BE AWARE:* the administration is allowed to ask for the source of the money presented!



# AM I ALLOWED TO WORK WITH A RESIDENCE PERMIT STUDENT?

## **Employed work**

To work as an employee (also with freier Dienstvertrag) the employer has to apply for a work permit. In Vienna this application has to be deposited at the AMS Esteplatz. The procedure may take up to 6 weeks!

The working hours may not exceed 20 hours per week.

After continuous employment with the same employer of 52 weeks or 26 weeks in case you are younger than 25 years in the past 2 years you have the right to apply for unemployment benefits.

## **Self-employed work**

There are no limitations for self-employed work. But you will have to pay insurance, if your yearly income exceeds 5.527,92 Euro (-> declaration at the SVS).

Self-employed persons have to report their income at the responsible tax office, if their income from self-employed work exceeds 11.000 Euro yearly; if you are working employed and self-employed, you have to report your income, if your income from self-employed work exceeds 730 Euro yearly and your yearly income exceeds 12.000 Euro.

## **Counselling**

**Office for foreign students of the national student union**

<https://www.oeh.ac.at/ar>

**Helping Hands**

<http://helpinghands.at/>

**Beratungszentrum für Migrant\_innen**

<https://www.migrant.at/>

## INFRASTRUCTURE DEPARTMENT

Our department takes care of all events within ÖH. We offer help with infrastructure for all students who organise events, parties, demonstrations and all kinds of things that are also in alignment with the values of the student union of the academy of fine arts Vienna.

Our areas of responsibility include maintaining and lending out equipment, getting new equipment, the conception of ÖH events, implementation of measures to improve the student infrastructure. We are happy to advise and support you in your ideas and projects!

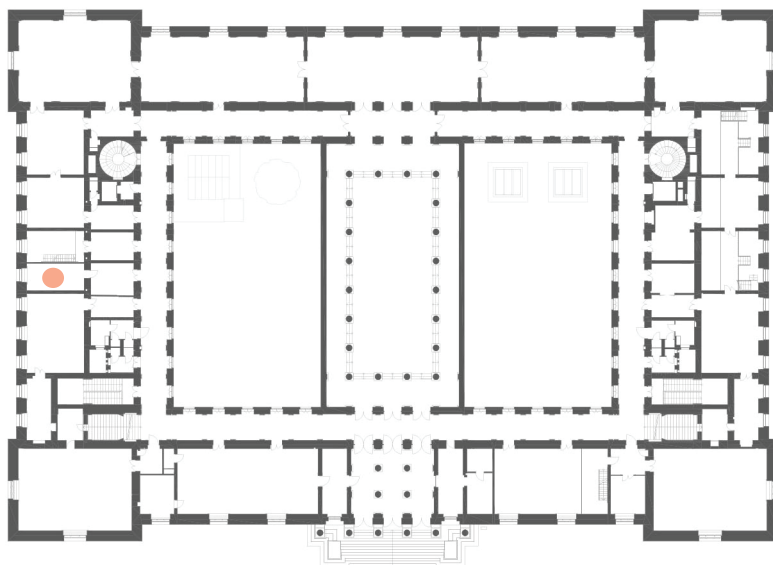
The deposit for the most equipment is 50 Euro and will be refunded if the equipment is returned undamaged. For the more recently purchased technical items, the renting conditions may change. There are DJ- and sound equipment, displays, mediaplayers, beamers etc. Keep yourself updated and check the equipment list: <https://www.oehakbild.info/infrastruktur/>

There is a rental fee if the equipments is used for a commercial event with entrance fees. If the equipment is used for a non-commercial event based on free donation, we would also like to get free donation for the rental. Usually, we need at least 2 weeks of pre-notification for borrowing equipment. Contact us: [oehinfraref@akbild.ac.at](mailto:oehinfraref@akbild.ac.at)

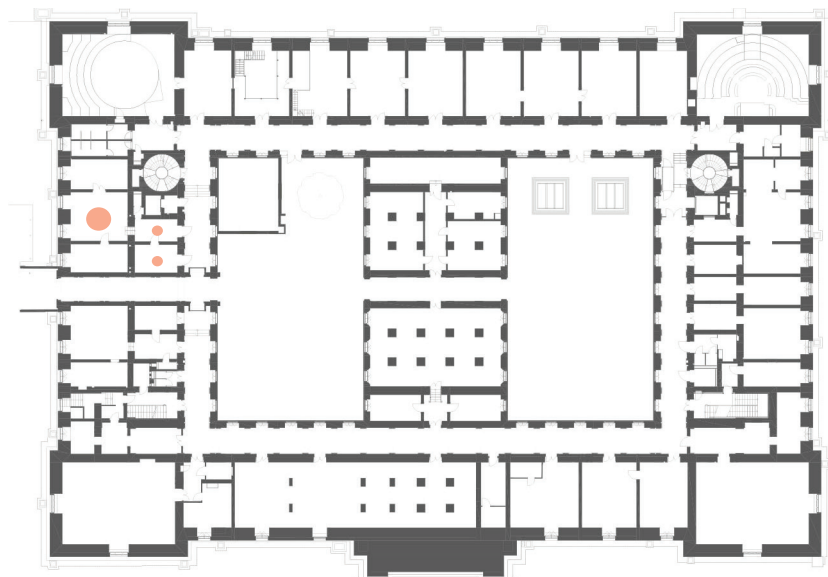
## ÖH COMMON ROOMS

ÖH rooms are situated in Souterrain, Schillerplatz 3. There is a front room, equipped with a desk, printer, toilet and beer automat, open 24 hours for all students. Behind, there is the ÖH rooms with a kitchen, which can be booked (per mail to [oeh@akbild.ac.at](mailto:oeh@akbild.ac.at)) in advance for a small event.

**ÖH Office** > Schillerplatz 3, EG, E6



**ÖH Common rooms, kitchen** > Schillerplatz 3, Souterrain, S04





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Schillerplatz 3,  
1010 Vienna

**ÖH OFFICE**

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