

# Welcome Session for first-year Master's students

01.10.2025

Study Support Center



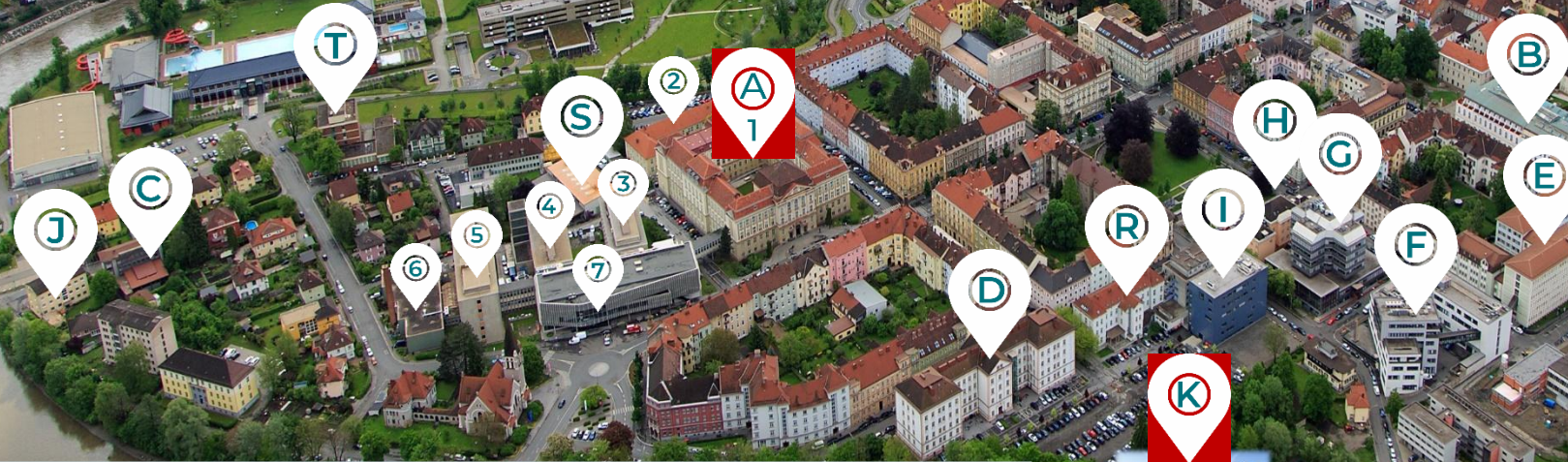
# AGENDA

- **SSC Services**
- **Student E-Mail**
- **How to use MUonline**
- **Supplementary Examinations**
- **Examination Activity**
- **Changing of Major**
- **Special Case: Joint/Double Degree**
- **First Steps in Leoben**

MONTANUNIVERSITÄT LEOBEN



# CAMPUS



- |     |                                     |   |  |
|-----|-------------------------------------|---|--|
| A 1 | Hauptgebäude, Franz-Josef-Straße 18 | B | Peter Tunner-Gebäude, Peter Tunner-Straße 5                            |
| 2   | Ritinger-Gebäude                    | C | Petroleum Engineering, Parkstraße 27                                   |
| 3   | Chemiegebäude                       | D | Technologie-Transfer-Zentrum, Peter Tunner-Straße 25                   |
| 4   | Umweltschutzgebäude                 | E | Rohstoff- und Werkstoffzentrum, Erzherzog Johann-Straße 3              |
| 5   | Metallurgiegebäude                  | F | Impulszentrum für Werkstoffe, Roseggerstraße 12                        |
| 6   | Werkhallen                          | G | Zentrum für Kunststofftechnik, Otto Glöckel-Straße 2                   |
| 7   | Erzherzog-Johann-Trakt              | H | Akademie Montanuniversität Leoben, Peter Tunner-Straße 15              |
|     |                                     | I | Impulszentrum für Rohstoffe, Roseggerstraße 11a                        |
|     |                                     | J | Parkstrasse 31, Parkstrasse 31   |
|     |                                     | K | Studienzentrum, Peter Tunner-Straße 23                                 |
|     |                                     | R | Zentrum für angewandte Technologie Leoben GmbH, Peter Tunner-Straße 19 |
|     |                                     | S | Österreichisches Gießerei-Institut, Parkstraße 21                      |
|     |                                     | T | Österreichische Akademie der Wissenschaften, Jahnstraße 12             |



## Study Support Center Services

### Interest in degree programme



Offered courses, requirements, application, language certificates, tuition fee, housing, more...

### International students



EURECA-PRO & JD students, translations and legalisations, University Preparation Programme, more...

### Start of studies



Enrolment, First steps in Leoben, study plan, MINT@Leoben, MUonline User guide, ÖH Tutorials, more...

### Support services



Peer Teaching, Grants, Barrier-free campus, women and family support, FAQs, more...

### Download Center



Online forms, important links, information material, more...

### During studies



PIN Code, ID Card, mandatory internship, equivalences, leave of absence, change of study programme, more...

### Graduation



Bachelor's and Master's degree, Doctoral degree, academic ceremonies, more...

### Dates & deadlines



Application deadlines, layout of the academic year, commission examination dates, more...

### Teaching service



Peer Teacher, curriculum planning, curriculum support, more...

### SSC appointment booking



For what is an appointment needed, what can be done online, via e-mail, by telephone, etc.

# From Interest to Start



- Information about available study programmes
- Information about admission procedure (see QR code)
- Information about university preparation programme (*Vorstudienlehrgang*)
- Admission
- Support for international students in regards of visa/residence permit questions, health insurance, etc.
- Joint/Double Degree programme administration



# During Studies



- Problems with MUonline
- Enrollment certificates and confirmations
- Problems with the student ID-card
- Curriculum Support (SPO-Management)
- Change of major
- Questions about scholarships
- Recognition of courses taken at other universities
- Information about tuition fees
- etc.



# Graduation



- Assistance with the graduation process
- Checking the requirements for graduation
- Issuing graduation documents
- Organisation of the graduation ceremonies
- Implementation of the curricula in MUonline



# How to reach the Study Support Center



[ssc.unileoben.ac.at](https://ssc.unileoben.ac.at)



[ssc@unileoben.ac.at](mailto:ssc@unileoben.ac.at)



+43 3842 402 7410



Peter-Tunner-Straße 23/II



Studienzentrum außen © Montanuniversität Leoben, Foto: Hertha Hurnaus



# FAQs from first-year students

Versetz' Berge

# Student E-Mail Address



**Studmail**

Montanuniversität  
Leoben

**Username**

**Password**

**Mode**  
Automatic ▼

**Language**  
English (British) ▼

**Log in** 

**Montanuniversität Leoben**  
Franz-Josef-Straße 18  
ZID-Callcenter: 03842/ 402 7510  
Mail: [betreuer@unileoben.ac.at](mailto:betreuer@unileoben.ac.at)  
FAQ: [wichtige Hinweise zur Nutzung](#)

 powered by

Username = m+matriculation number  
m+8 digits, e.g. m09999991

- Every student at MUL has an e-mail account



- Check your e-mail account regularly
- All information from the university will be sent to your student e-mail account

# Student E-mail Address

- Why is my e-mail address so long?
  - We are required to enter your name exactly as it appears in your passport.
  - In some passports, there is no clear distinction between *first name* and *last name*.
  - In such cases, the entire name chain must be entered as both *first name* and *last name* in our system.
  - This can result in unusually long e-mail addresses.
  - Your e-mail address is automatically generated after your first login to your student account.  
Format: **firstname.lastname@stud.unileoben.ac.at**
  - Long name chains can sometimes cause technical issues with sending and receiving e-mails.
- Can the e-mail address be changed?
  - Yes, in special cases we can change your e-mail address.
  - Please send a request to: [ssc@unileoben.ac.at](mailto:ssc@unileoben.ac.at). Indicate the format you'd like for your new e-mail address.

**Please note: The USI system and Moodle are not synchronized with MUonline. If your e-mail address changes, please inform the respective administrators by e-mail.**



## ■ MUonline is used for:

- Course registration
- Exam registration
- Print of confirmations, transcript of records, etc.
- tuition fee payment information
- Course calendar
- Application for recognition
- Application for another study programme at MUL
- Thesis submission
- A lot more 😊



- MUonline system (see QR code on page 11)
- Activate your student account by using your PIN code

## Welcome

to the campus management system of the Montanuniversität Leoben

You have a **BASIC-Account** and

- **forgot your password?** (only works with BASIC-accounts for applications)

If you have a PIN-Code you can set up your account or set a new password here

- students
- staff
- alumni

**Pre-registration to study**

**scheduled maintenance**

MUonline

**Account - Validate PIN Code**  
**Students**

<b>PIN code</b>	<input type="text"/>	
(you can pick it up personally in the Study Support Center)		
<b>Matriculation number</b>	<input type="text"/>	
<b>Date of birth</b>	<input type="text"/>	<input type="button" value="Calendar"/> Format: DDMMYYYY
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Username = m+matriculation number  
m+8 digits, e.g. m09999991


# My Degree Programme in MUonline




**m. ONLINE**

Home

**Favourites**

 My Degree Programme



















 My Courses

Show only Favourites ^

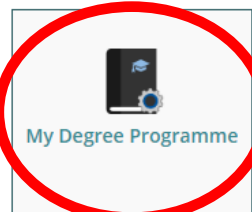
**All applications**

Filter by application title...

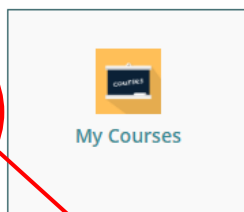
Recommendation ▾

 Carrels	 My Current Seat	 promoted persons	 Exam Registration - Exam Dates	 My Degree Programme	 My Achievements
 My Exam Status	 Calendar	 My Courses	 Courses	 Courses	 Recognitions / Achievement supplements
					





My Degree Programme



My Courses



Curriculum Support / Monthi, Bertl (09999991)

600 Industrial Data Science (UG2002/23/SPO, Master programme, ); progress valid, Academic year 2025/26

Curriculum

Semester plan

Cancel/Close

Display ▾

Node filter ( All ) ▾

Download ▾

Show my degree programmes



Academic achievements, by: 24.09.2025 13:24 STEOP ( )

Node filter-Name

	rec. sem.	Credits	Duration	WF
<input type="checkbox"/> [23/SPO] 066-600SPO/23/02		120		1
<input type="checkbox"/> [Notenberechnung] Engineering and Natural Sciences				1
<input type="checkbox"/> [PF] Engineering and Natural Sciences		11,5		1
<input type="checkbox"/> [PF] Mathematics III	1.	2,5	2	1
<b>Examination(s) in academic year 2025/26</b>				
<b>Part/Exam Lecturer (Assistant)</b>				
380.330 25W 2SH IV Mathematics III				
<input type="checkbox"/> [PF] Inverse Problems	1.	5	4	1
<input type="checkbox"/> [PF] Mathematics of Economics and Statistics	2.	4	3	1
<input type="checkbox"/> [PF] Information Technology		8		1
<input type="checkbox"/> [PF] Data Science		17,5		1
<input type="checkbox"/> [GWF] Elective Subjects		14		1
<input type="checkbox"/> [SPF] Focus Subjects		30		1
<input type="checkbox"/> [FWF] Free Elective Subjects		9		1
<input type="checkbox"/> [PF] Master Thesis Industrial Data Science		28		1

# Course Registration



Academic achievements, by: 24.09.2025 13:24 STEOP			
Node filter-Name	rec. sem.	Credits	Duration
<input type="checkbox"/> [23/SPO] 066-600SPO/23/02		120	
<input type="checkbox"/> [Notenberechnung] Engineering and Natural Sciences			
<input type="checkbox"/> [PF] Engineering and Natural Sciences		11,5	
<input type="checkbox"/> [PF] Mathematics III	1.	2,5	2
Examination(s) in academic year 2025/26 Part/Exam Lecturer (Assistant)			
380.330 25W 2SH IV Mathematics III	 	Langeveld N, Thuswaldner J	
<input type="checkbox"/> [PF] Inverse Problems			

Cancel/Close

Degree programme UG 066 600 Masterstudium; Industrial Data Science

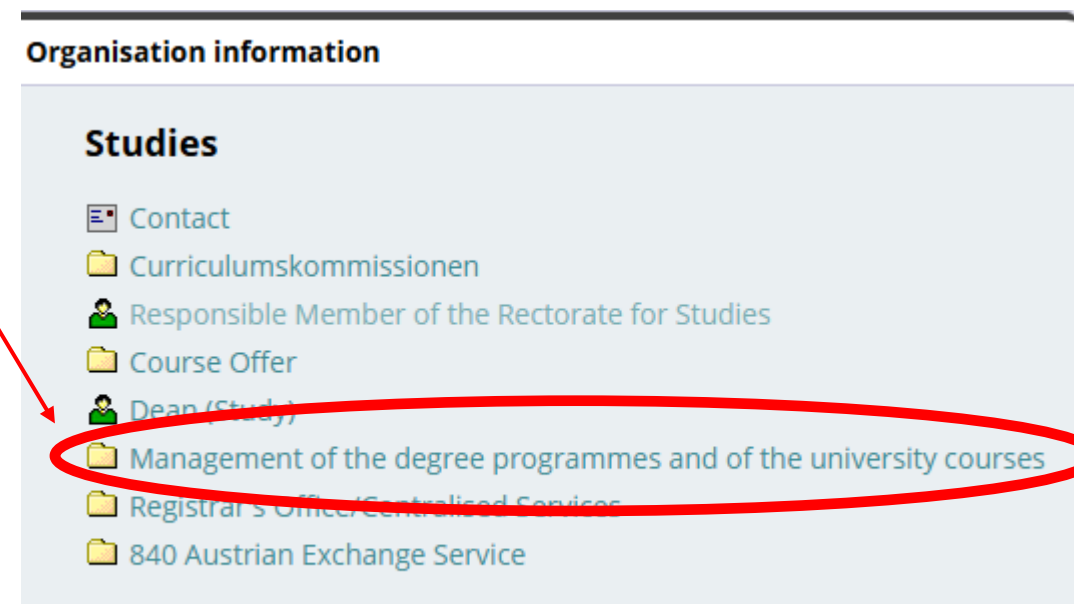
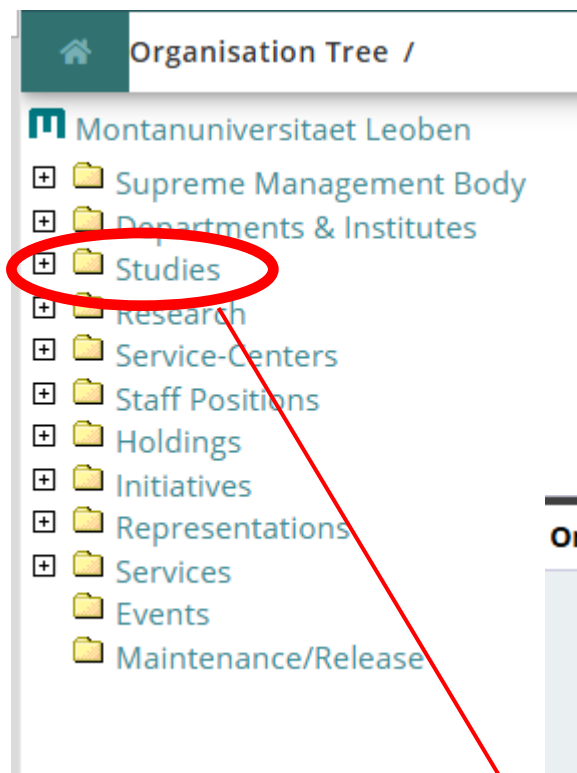
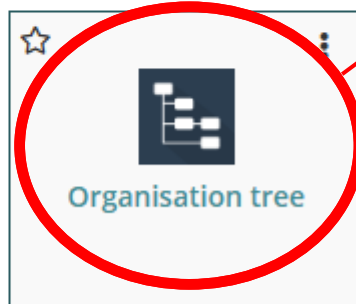
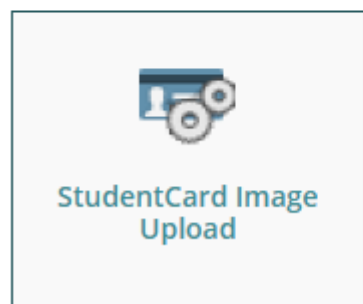
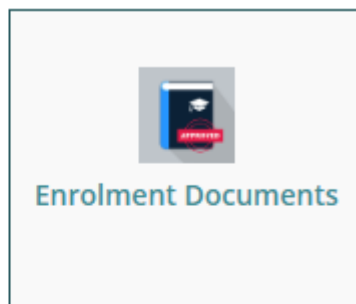
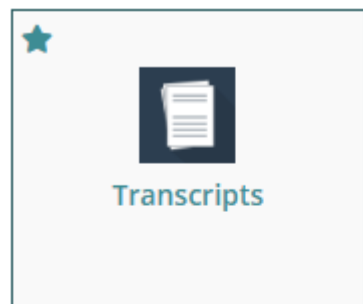
## Contexts of the curriculum version

Name	rec. sem.	Credits
23/SPO 066-600SPO/23/02		
PF Engineering and Natural Sciences		
<input checked="" type="radio"/> PF Mathematics III	1st semester	2,5
<input type="radio"/> Free registration		

Continue

Close

# Who is my programme coordinator?





# Supplementary Examinations

- Courses prescribed in the admission letter
- To be completed within the first 2 semesters after enrollment
- What if...
  - **The prescribed courses are in German although my programme is in English?**
    - *Contact the lecturers. They will find a solution for your situation. Your programme coordinator will also help you, if you are facing problems. If nothing else helps contact the SSC.*
  - **I can't finish all supplementary examinations in one year?**
    - *Don't worry too much. In these cases please contact the study support center. They will take a look at each individual situation and try to find a solution.*

# Prüfungsaktivität - Examination Activity

- Students who obtain **at least 16 ECTS credits or 8 Semester Hours** per academic year in one degree programme are considered 'prüfungsaktiv'.
- The more students are 'prüfungsaktiv' in all their degree programmes, the more financial resources the university can use for research and teaching, as the allocation of financial resources to universities in Austria is based on the number of students holding that status'.
- 16 ECTS can also be prerequisites for financial aids, Austrian family allowance, residence permit extension, etc.

# Changing your major

- It is possible to change your major at MUL
- A new application in Muonline is required during the respective application windows.
- The application has to be processed by SSC and forwarded to the corresponding study programme coordinator.
- **Note:** Processing time is shorter for already enrolled students, but it still may take up to several weeks



# Consultation Hour

## Department of International Students/ÖH Leoben

- Every Tuesday and Thursday from 09:00 – 12:00 (on site, ÖH will inform you about the location).
- Please inform ÖH about your participation in advance by email:  
[international@oeh.unileoben.ac.at](mailto:international@oeh.unileoben.ac.at)
- If you do not have time on these days but are interested in a consultation, please contact the above e-mail address and arrange an individual meeting.



# Special Case: Joint/Double Degree Students



# Special Case: Joint/Double Degree Students

- MUL offers a variety of JD/DD programmes
- The administration of these programmes is located in the Study Support Center/SSC
- For Questions about your schedule, the curriculum, problems with courses (overlaps etc.), please contact your study programme coordinator at the relevant chair
- Questions regarding enrollment, tuition fee, ToR etc. can be sent to [admission@unileoben.ac.at](mailto:admission@unileoben.ac.at)



## Special Case: Joint/Double Degree Students

- Partner universities have to exchange your ToR for you to receive a degree from all universities!
- Please send us your ToR early enough and not shortly before you plan to take the final exam/ have your Defensio.
- Please verify your ToR of the MUL personally and contact [admission@unileoben.ac.at](mailto:admission@unileoben.ac.at) in case grades, courses, etc. are missing

**Keep in mind: You have to be enrolled at MUL during the whole duration of the programme!**



# First Steps in Leoben

1. Registration with the City of Leoben
2. Registration with the Styrian Government (EU/EEA/Swiss Citizens)
3. Pick up of Residence Permit at BH Leoben
4. Grant for Students of Montanuniversität by the City of Leoben



Advent- und Weihnachtsdorf am Hauptplatz Leoben ©  
Fotostudio Freisinger Leoben, Foto: Foto Freisinger, [CC-BY-SA-4.0](#)

# 1. Registration with the City of Leoben

- Residence registration (within 3 days after arrival in Leoben)
- Where: Leoben City Hall

## How can I register?

→ In person with a residence registration form (=Meldezettel) + passport

→ If you are unable to go there in person, send a scan to

[buergerservice@leoben.at](mailto:buergerservice@leoben.at)

and bring the original documents later

***Everyone in Austria is required by law to register at the respective registration office (City Hall or similar) of the district.***



# 1. Registration with the City of Leoben

+43 3842 4062-450

+43 3842 4062-320

[buergerservice@leoben.at](mailto:buergerservice@leoben.at)

Leoben City Hall  
Erzherzog Johann-Straße  
2  
8700 Leoben  
[show on city map](#)

**Office hours:**  
Mon & Thu: 08:00 – 16:00  
Tue, Wed & Fri: 08:00 – 12:00  
**For passports:** please  
make an appointment

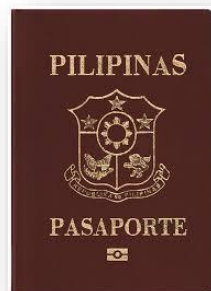
**By appointment:**  
Tue & Wed: 12:00 – 16:00  
Thu: 07:00 – 8:00 & 16:00 – 18:00  
Fri: 12:00 – 13:00



Neues Rathaus Erzherzog-Johann-Straße 2 in Leoben © ZL; CC-BY-SA-3.0

# 1. Registration with the City of Leoben

Documents Needed:



Signature of Landlord/ Landlady

Meldezettel			
Zutreffendes bitte ankreuzen <input checked="" type="checkbox"/>			
FAMILIENNAME oder NACHNAME (in Blockschrift, AKAD. GRAD (abgekürzt)) FAMILY NAME			
VORNAME lt. Geburtsurkunde (bei Fremden laut Reisepass) First name(s) as mentioned in your passport			
Familienname vor der ersten Eheschließung Family name before marriage			
GEBURTSDATUM date of birth dd/mm/yyyy	GESCHLECHT gender männlich <input type="checkbox"/> weiblich <input type="checkbox"/> male <input checked="" type="checkbox"/> female <input type="checkbox"/>	RELIGIONSBEKENNTNIS religion	
GEBURTSORT lt. Reisedokument (bei österr. Staatsbürgern auch lt. Geburtsurkunde); Bundesland (Inland) und Staat (Ausland) place of birth (city, country)			
PERSONENSTAND <input type="checkbox"/> ledig <input type="checkbox"/> verheiratet <input type="checkbox"/> in eingetragener Partnerschaft lebend <input type="checkbox"/> geschieden <input type="checkbox"/> aufgelöste eingetragene Partnerschaft <input type="checkbox"/> verwitwet <input type="checkbox"/> hinterbliebener eingetragener Partner			
STAATSANGEHÖRIGKEIT Nationality Österreich <input type="checkbox"/> anderer Staat <input checked="" type="checkbox"/> Name des Staates: name of state			
Angabe der ZMR-Zahl (soweit bekannt): leave empty			
REISEDOKUMENT bei Fremden Passport Art, z.B. Reisepass, Personalausweis: Nummer: number ausstellende Behörde, Staat: place of issue, State Ausstellungsdatum: date of issue			
ANMELDUNG der Unterkunft in ....	Straße (Platz) bzw. Ort ohne Straßennamen street where you live in Austria no. Postleitzahl zip code	Haus Nr. no.	Stiege door number
Ist diese Unterkunft Hauptwohnsitz: ja <input checked="" type="checkbox"/> nein <input type="checkbox"/>			
wenn nein, Hauptwohnsitz bleibt in ....	Straße (Platz) bzw. Ort ohne Straßennamen LEAVE EMPTY	Haus Nr.	Stiege Tür Nr.
Zuzug aus dem Ausland? nein <input type="checkbox"/> ja <input checked="" type="checkbox"/> Angabe des Staates: home country			
ABMELDUNG der Unterkunft in ....	Straße (Platz) bzw. Ort ohne Straßennamen LEAVE EMPTY	Haus Nr.	Stiege Tür Nr.
Sie verziehen ins Ausland? nein <input type="checkbox"/> ja <input checked="" type="checkbox"/> Angabe des Staates			
im Falle einer Anmeldung: Unterkunftgeber (Name in Blockschrift, Datum und Unterschrift) Signature of your landlord		Datum und Unterschrift des Meldepflichtigen (Bestätigung der Richtigkeit der Meldedaten) your signature	



## 2. Registration with the Styrian Government



- EU/EEA/Swiss citizens: application within first 4 months **in person** at BH Leoben
- **Attention: Non-compliance with this regulation can lead to a fine of up 250 Euro!**



BH Leoben- Bezirkshauptmannschaft  
Peter Tunner-Strasse 6 Leoben  
Office hours: Mo-Fr: 8:00 -12:30



Buildings in Innere Stadt, Leoben,  
Bezirkshauptmannschaft, Peter-Tunner-Straße,  
Leoben; CC-BY-SA-4.0

### 3. Pick up of Residence Permit at BH Leoben

- **Contact BH Leoben to make an appointment for pick up if your residence permit.**
- Bring your confirmation of enrollment, proof of health insurance and other requested documents.



BH Leoben- Bezirkshauptmannschaft  
Peter Tunner-Strasse 6 Leoben  
Office hours: Mo-Fr: 8:00 -12:30



Buildings in Innere Stadt, Leoben,  
Bezirkshauptmannschaft, Peter-Tunner-Straße,  
Leoben; CC-BY-SA-4.0

# Residence Permit from another EU-Country

- Students participating in a mobility programme (Erasmus+, joint/double degree studies)
- In possession of a residence permit with mobility (valid for 2 years) from other EU-member country
- Stays in Austria allowed for 360 days without additional residence permit



## Required documents:

- **Confirmation of participation from MUL**
- **Valid health insurance for Austria (EHIC, private insurance with Austria special clause, etc.)**

Contact [admission@unileoben.ac.at](mailto:admission@unileoben.ac.at)  
if you have questions regarding your  
legal residence in Austria.

## 4. Grant for Students of Montanuniversität

### ■ What?

- Can be received when Leoben is main place of residence (**Hauptwohnsitz**)
- No legal entitlement – **application required** (deadline: 01.09. – 31.10.)
- Amount: **LE vouchers** (first year 250€, every further academic year 100€)

### How to apply?

- Signed **application form** and **confirmation of enrollment** → by email to Citizen Services Centre
- ÖH will distribute the vouchers to the students








# NEW: MUL Chatbot AskMonti



 **AskMonti** 14:49

Hi! I'm AskMonti – your digital companion for everything related to your studies. Whether you're curious about the study programmes or looking for tips on campus life in Leoben, just let me know what you're interested in. Together, we'll move mountains!

-  As part of a project, a chatbot was developed to answer the most common questions asked by prospective students.
-  Since you have now successfully started your studies – and probably still remember many of the questions you had at the beginning – we would like to invite you to test the chatbot.
-  Your feedback is very valuable to us, so please let us know what works well and where there is room for improvement.

# Any Questions?

- Use our contact form



- Send an e-mail to [ssc@unileoben.ac.at](mailto:ssc@unileoben.ac.at) always indicating:
  - ✓ your full name
  - ✓ your matriculation/student ID number
  - ✓ purpose of your e-mail in the subject





**Thank you for your  
attention!**

Versetz' Berge