Information for external Lecturers and Guestprofessorships

Keycard:

If your course will be held in person at the University, you will need a keycard for the premises. Please inform the Studyservicecenter (SSC) in time to provide a key for you.
(mail: lehre.biwi@univie.ac.at). This new entry system can be activated through your u:card – if available – or you will receive a separate check card which you will need to return at the end of the semester.

u: account:

For your access to u: space you will need a univie-User-ID. Through this you will also be assigned a mail address and access to our learning platform Moodle.
Follow this Link to get your User-ID: https://www.univie.ac.at/ZID/uaccount-aktivierung/

This is the link for u: space
https://uspace.univie.ac.at/web/gast/home
(There you will find information's about your students, courses and grading etc.)
The Moodle link
https://moodle.univie.ac.at/login/index.php
(Here you will find the learning platform for you course) you can upload texts and other course materials for you students.
The login Moodle login is the same as u: space. (Username and password)

Printing:

If you want to use the printers at the institute, you must enter a printer code. This is
ID: 91
Password: 7891

Studyassistenz:

If you need technical support with the premises or in teaching, you can contact our study assistant for IT michael.stieber@univie.ac.at or our e-multiplier emu.biwi.ctl@univie.ac.at.

Mailing list

The following mailing list is used to regularly receive information from the Institute. You can unsubscribe from the mailing list at any time: https://lists.univie.ac.at/mail-man/listinfo/biwi.news-events

Departmental Library:

All new lecturers are invited to write a short introductory e-mail to the head of the departmental library, Ariella Sobel ariella.sobel@univie.ac.at. She will be happy to show you around the library and inform you about the most important services.

Books that are not yet available at the University Library and that are required for teaching and/or research will be acquired for you. Please send all your acquisition requests by e-mail to Ariella Sobel or use this form: https://bibliothek.univie.ac.at/fb-bsvl/ankaufsvorschlaege.html. Please note that texts are normally only purchased in electronic form (e-book).

It is possible to have your own shelf labelled with your surname in the course catalogue. Please send a list of your requests to Verena Kertelics in advance of the start of the semester: verena.kertelics@univie.ac.at

Important note on using e-resources for teaching: For legal reasons, licensed e-resources provided by the University Library may only be linked to in Moodle. After authentication via u:access, students can access the linked e-resources and download them independently. Details on u:access: https://bibliothek.univie.ac.at/uaccess.html