

# TISS-Guideline for Incoming Exchange-Students

## Requirements to get started - Only possible after you have attended one Orientation Session:

1. Activate your TISS-Account with the PIN Code on the payment Form of the Admission Office. Use the Link on your Informationsheet: <https://www.zid.tuwien.ac.at/student/account/pin.php>
2. Set your own password. Then you can log in with your student number (Matrikelnummer) via the TU Wien Homepage (TISS): <https://tiss.tuwien.ac.at>
3. You will have access to your mail account here: <https://mail.student.tuwien.ac.at/webmail/>
4. WiFi username: [e\\*studentIDnumber\\*@student.tuwien.ac.at](mailto:e*studentIDnumber*@student.tuwien.ac.at)
5. Finding lecture halls: [www.wegweiser.ac.at](http://www.wegweiser.ac.at)

In TISS you basically have three parts: **organisation panel**, **main deck**, **option panel**.

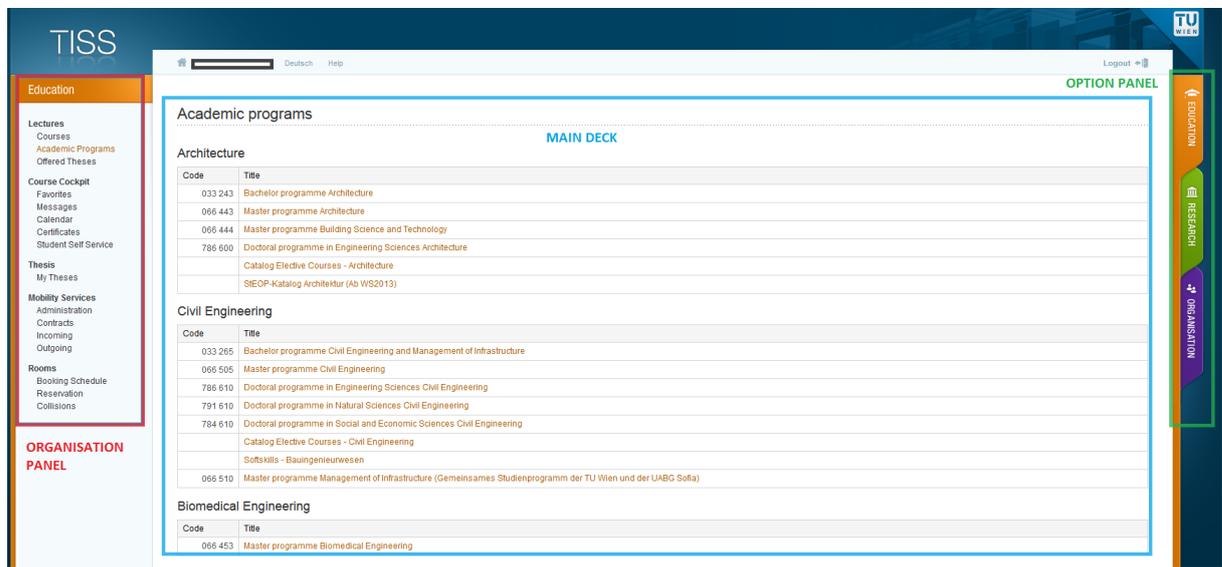
The **main deck** provides the information you will need, and different sub-panels depending on where you will click.

You will just need the **organisation panel** most of the time. To find courses look under your academic program and add it to your favourites (top right corner).

All favourites will appear in your TISS calendar, which you can connect with your mobile.

All favourites will send you information concerning a class, an exam,... which you will see under messages, so check them now and again. 😊

The most important function for you in the beginning and end of your term will be the *student self service*. There you will get all important documents like record of studies, confirmation of registration, study data (change of address), transcripts



The screenshot shows the TISS web interface. On the left is the 'ORGANISATION PANEL' with a navigation menu. The main area is the 'MAIN DECK' titled 'Academic programs'. It lists courses under three categories: Architecture, Civil Engineering, and Biomedical Engineering. On the right is the 'OPTION PANEL' with buttons for 'MATERIALS', 'RESERVATION', and 'ORGANISATION'.

Code	Title
033 243	Bachelor programme Architecture
066 443	Master programme Architecture
066 444	Master programme Building Science and Technology
786 600	Doctoral programme in Engineering Sciences Architecture
	Catalog Elective Courses - Architecture
	SIEOP-Katalog Architektur (Ab WS2013)

Code	Title
033 265	Bachelor programme Civil Engineering and Management of Infrastructure
066 505	Master programme Civil Engineering
786 610	Doctoral programme in Engineering Sciences Civil Engineering
791 610	Doctoral programme in Natural Sciences Civil Engineering
784 610	Doctoral programme in Social and Economic Sciences Civil Engineering
	Catalog Elective Courses - Civil Engineering
	Softskills - Bauingenieurwesen
066 510	Master programme Management of Infrastructure (Gemeinsames Studienprogramm der TU Wien und der UABG Sofia)

Code	Title
066 453	Master programme Biomedical Engineering

## A closer look at student self service:

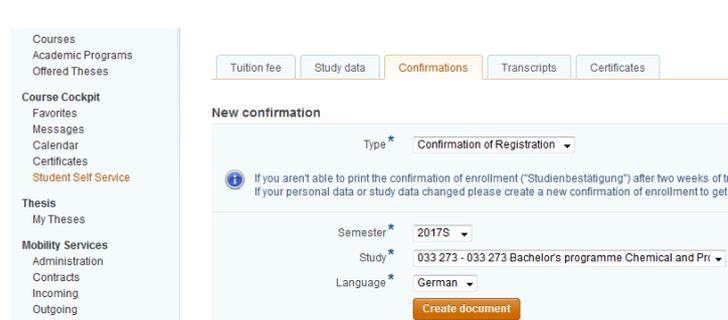
Creating a document will create a pdf file which is already digitally signed by our admission office.

The different *types* of confirmation:

You will need your **record of studies** to get the semesterticket for public transport.

**Transcript of records** you will need for your home university after your stay at TU Wien.

**Confirmation of registration** is necessary if you want to open an Austrian student bank account.



The screenshot shows the 'New confirmation' form. It has tabs for 'Tuition fee', 'Study data', 'Confirmations', 'Transcripts', and 'Certificates'. The 'Confirmations' tab is active. The form includes a dropdown for 'Type' set to 'Confirmation of Registration'. Below this is a message: 'If you aren't able to print the confirmation of enrollment ("Studienbestätigung") after two weeks of TU Wien, if your personal data or study data changed please create a new confirmation of enrollment to get it.' The form has fields for 'Semester' (2017S), 'Study' (033 273 - 033 273 Bachelor's programme Chemical and Process Engineering), and 'Language' (German). A 'Create document' button is at the bottom.

Change your contact address under **study data** to your Viennese address. If you don't have one yet, fill in our office address. 😊

A closer look at courses:

Always make sure you are in the right semester in the top right corner.

All the important news about a class you will find under *Description*. If your question is not answered here, email the lecturer (whom you will find under description). Basically for any question concerning a class email the responsible lecturer.

The important thing to know is that you are not registered for a course if it is your favourite. Use the course panel under registration for course, group or exam to register. There is a de/registration period in which it is possible.

The image shows two screenshots from the TU Wien website. The top screenshot is the course page for '322.048 Fundamentals in Fluid Mechanics' (2017S, VU, 3.0h, 5.0EC). It features a 'course panel' with tabs for Description, News, Groups, Exams, Documents, and Feedback. The 'Description' tab is active, showing 'TUWEL e-learning' links, course properties (Semester hours: 3.0, Credits: 5.0, Type: VU Lecture and Exercise), and the aim and subject of the course. The bottom screenshot is the 'Student Self Service' page, which includes a search bar, navigation tabs (Tuition fee, Study data, Confirmations, Transcripts, Certificates), an attention notice about a new bank account for tuition transfer, and a 'Study data' table.

Status	Date	Programme Code	Title
reported continued	09/22/2010 - offen	E 033 273	033 273 Bachelor's programme Chemical and Process Engineering
reported continued	09/22/2010 - offen	E 033 273	033 273 Bachelor's programme Chemical and Process Engineering

The important thing is that you have to see the status "reported continued" in order to be able to register for courses, buy the Semesterticket online, be a full regular TU student. It means that your payment has been confirmed. This may take sometimes up to a week.

If something does not work as expected please contact IT Solutions TU Wien: [help@it.tuwien.ac.at](mailto:help@it.tuwien.ac.at)

**Are there some more questions?**  
**Contact us:** [exchangein@tuwien.ac.at](mailto:exchangein@tuwien.ac.at) or at Gusshausstrasse 28 E 063, 1st floor, 1040 Wien  
**Opening hours:** Montag: 9.30 - 11.30 und 13.30 - 16.30 Uhr  
Mittwoch: 9.30 - 11.30 Uhr  
Donnerstag: 9.30 - 11.30 und 13.30 - 16.30 Uhr